

Turner School of Construction Management

SPONSORED BY:

Turner
Building the Future



Summer 2012 – San Jose, CA

Turner School of Construction Management

San Jose, CA

“Your Roadmap To Success”

HISTORY

Turner is deeply committed to programs that support and expand the social, economic and educational growth of the community. We believe our responsibilities go beyond the business of “bricks and mortar.” Our construction management training program began in Cleveland, Ohio in 1969, and is offered annually across the country to minority-owned, women-owned, and small emerging businesses. It is uniquely designed to enhance the technical, business, and administration skills of the participants in order to make a profit and build a reputation for efficiently managing construction projects.

Individuals enrolled in the program gain insights and meaningful tools that help them target their business for quality and growth while, at the same time, develop new strategic business relationships.

In addition to the opportunity to take this program at **NO COST**, each participant will receive the following benefits:

- Instruction by industry experts - Turner key staff and/or industry experts members instruct all of the classes.
- A “Certification of Achievement” signed by program sponsors for successfully completing the program (presented at a graduation ceremony).
- A “Class Program Book” which includes information on all of the participating companies. This book can be used as a networking tool among the participants, public agencies, and community-based organizations.
- Seven weeks of networking opportunities with other program participants and key Turner staff.
- Recognition and credibility with other industry leaders for completing the program.
- Improvement in the fundamentals of estimating and scheduling and new techniques for locating, winning and managing work.
- Understand key concepts of contract management.

WHO SHOULD ATTEND

Minority-owned, women-owned, disabled veterans and small emerging businesses that are general contractors, specialty contractors, construction managers, construction consultants, and other companies that work closely with construction firms.



CLASS SCHEDULE

Classes will be held Tuesday and Thursday evenings from **6:00 p.m. to 8:30 p.m. beginning July 10, 2012 and ending August 23, 2012.** Classes will begin with a light dinner followed by a two-hour course devoted to the course subject matter and an opportunity for participants to work in groups and act as owners of a small company, where they will perform tasks that focus on applying the concepts covered during the class.

HOW TO REGISTER

To be considered for the program, return the enclosed application form by mail, fax, or email:

Elena Anaya

Community Affairs Director

ATTN: Turner School of Construction Management Course

1111 Broadway, Suite 2100 Oakland, CA 94607

Email: eanaya@tcco.com Fax: 510-267-8118

SELECTION PROCESS

- Application must be filled out in its entirety. Preference will be given to completed applications.
- Space is limited, so only one participant per company will be accepted.
- To be considered, your firm must have actively performed work in the construction industry for at least one year.
- This program is only for minority-owned, women-owned, disabled veterans and small emerging businesses.
- If your company is selected, you will be notified no later than June 29, 2012.

COST OF PROGRAM

There is NO COST to program participants; however, participation in the Turner School of Construction Management is a commitment to attend a minimum of 10 classes in order to receive a certificate of completion.

If you have any questions, please contact Elena Anaya at:

Email: eanaya@tcco.com

Phone: 510-267-8241

DATES TO REMEMBER

June 22, 2012
Registration Deadline

July 10, 2012
First Class

August 23, 2012
Graduation Ceremony

Program Content

ACCOUNTING BASICS FOR CONSTRUCTION CONTRACTORS

This class will focus on basic accounting processes and best practices particular to the construction industry.

ESTIMATING, BIDDING, & PROCUREMENT

This is a two-part class that will focus on the basic concepts of estimating and procurement on the first night and a group hands-on exercise on the second night.

ETHICS

A general overview of real life situations/stories and effects on company's culture and financial obligations.

FIELD OPERATIONS

This class introduces the participants to the field operations management process and will focus on the business side and project side risks.

INSURANCE & BONDING

This class introduces the basic concepts of insurance and bonding and the typical insurance and bonding requirement for construction contracts.

MANAGEMENT

This class introduces the fundamentals of managing a company. We will cover various business side and project side issues.

MARKETING & SALES

This class presents factors to consider when deciding whether to pursue particular projects. Participants will also assess methods of tracking projects and marketing/selling work.

PROJECT DELIVERY SYSTEMS, CONTRACT RISK MANAGEMENT

This class covers five different project delivery systems and discusses each in detail.

PUBLIC WORKS CONTRACTING/RESOURCES AVAILABLE TO SUBCONTRACTORS

Representatives from public entities and industry champions will provide an overview on how to do business with their agencies, certification, lending resources.

SAFETY

Participants will learn the fundamentals of safety management and will walk away with a safety plan template.

SCHEDULING

This is a two-part class that provides an overview of a schedule and review in detail the seven steps of the scheduling process. The second part of the class will be devoted to a group hands-on exercise.



Turner School of Construction Management Form Application

Registration Ends June 22, 2012

PLEASE FILL IN ALL THE BLANKS.

Preference will be given to complete applications

Name of Applicant: _____

Company Name: _____

Company Address: _____

City, State and Zip: _____

Telephone: _____ Fax: _____

Email: _____

Check One: General Contractor Specialty Subcontractor

Specialty Areas: _____

Years in Business: _____ Average Project Size: _____

3 yrs Avg Revenue: _____ Bonding Limit: _____

Normal Type of Jobs: Fixed-Price Cost-Plus Other

Current Staffing: Estimator Accountant Project Engineer

Is your Company a DBE, MBE, WBE, DVBE, Other: _____

If certified, by which Agency: _____

Space is Limited

Please mail, fax, or email the registration form today to:

Elena Anaya
1111 Broadway,
Suite 2100
Oakland, CA 94607
Turner School of CM

Questions?

eanaya@tcco.com

P: (510) 267-8241

F: (510) 267-8118

Participation Agreement

I agree there is no cost for the program; however, I also understand that participation in the Turner School of Construction Management is a commitment to attend a minimum of 10 classes in order to receive a Certificate of Completion. **ONLY ONE (1) PARTICIPANT PER COMPANY IS ALLOWED TO ATTEND.**

In an effort to go green, we would encourage you to bring a laptop to all classes and we will provide all course materials on a thumb drive that will be handed out at the start of the first class. These will be yours to keep.

Please check here if you are **able to bring a laptop** computer to all classes.

Please check here if you are **unable to bring a laptop** computer to all classes and would like a printed binder containing all course materials.

Applicant Signature

Print Name