

# Training Classes

- 1. Key Performance Indicators to Managing Your Business** - Implement a foundation of standard business practices, accounting procedures, and consistent record keeping. We are able to assist clients with Quick Books, PeachTree, Timberline, MAS90, MasterBuilder and Business Works accounting systems. (8 hrs.)
  
- 2. Construction Management Basics** - Covers the basics of managing a construction company from setting up the books correctly to putting together good estimates and finishing with tracking the project costs. This course will assist the company to have a system that can follow the costs from the estimate to the actual costs of a project using their current accounting system. (4 hrs.)
  
- 3. Management Team Building.** With a sound business foundation, jobs to bid and complete, a team of key managers are needed to guide the company. This is augmented with teaching the development and implementation of an organization chart, policies, writing job descriptions, and employee evaluation procedures.(4 hrs.)
  
- 4. Developing a Business Plan** - This is a step-by-step course in what to include in a business plan, developing sales and business goals, and what financial reports to include. (4 hrs.)
  
- 5. Safety Manuals and Programs** - This course details the policies to have in a safety manual, how to plan safety meetings and incentive programs for incorporating safety into a company. (4 hrs.)
  
- 6. Reading Highway Plans** - terms and layout of the plans are presented customized for the state in which the course is being offered. Trainees follow along with a set of plans. (4 hrs)
  
- 7. Estimating Basics** - the fundamentals of estimating with a hands-on demonstration of Estimating (such as Heavybid) software. Laptop computers are required at this course. (4 hrs)
  
- 8. Scheduling Projects** - scheduling terms and benefits are presented along with a hands-on demonstration of Microsoft Project. The sample project is the same as in the Estimating Basics course. Laptop computers are required at this course (4 hrs.)
  
- 9. Training videos and DVD's** - New employee orientation, safety and other training videos and/or DVD's can be customized for your company.
  
- 10. Customized Trainings** - specialized and customized for individual companies and government agencies. These classes may include company or government regulations, policies, and audit preparations (non-IRS audits). Classes have included Webex, online self-guided and classroom trainings.