



Minority Contractor Training Program: Track A

Program Description

This program is designed for owners or managers who want to learn small construction contractor best practices. It covers the skills needed to run a construction contracting business, addresses OSHA safety concerns, technology applications, green construction best practice and provides preparation for the LEED green associate exam. This training program is designed with a very interactive and hands-on approach based on adult learning theory and it includes presentations, demonstrations, activities and exercises, and multi-media tools.

OBJECTIVES

- + OSHA 10-Hour Basic Safety Certification
- + Preparation for LEED Green Associate Exam

AUDIENCE

Construction contractors doing business for less than 3 years and under \$500k of revenue annually.

PREREQUISITES

Recommended 9th grade level reading, writing, and math skills. Commitment to completing the course with all of its modules.

INSTRUCTION HOURS

3 Components: Totaling 160 Hours

- + Component 1 – 60 Hours
- + Component 2 – 60 Hours
- + Component 3 – 40 Hours

COURSE OUTLINE

Component 1: Business Management (60 Hours)

Module 1: Small Business Management (50 hours)

The participants will be instructed on the processes of managing a small contracting company. (Less than 3 years in business) This will include company structures, client relations, advertising, sales techniques, contracts, financing, estimating and scheduling. Additionally, we will cover hiring and training employees, office management, bookkeeping, insurance and tax related issues.

Module 2: OSHA 10 Hour Basic Safety Certification (10 Hours)

Complies with OSHA-10 training requirements. Explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. Discusses the causes and results of accidents and the impact of accident costs. Defines safe work procedures, proper use of personal protective equipment, and working with hazardous chemicals. Identifies other potential construction hazards, including hazardous material exposures, welding and cutting hazards and confined spaces.

Component 2: Technology Applications (60 Hours)

Module 1: Intro to Computers/ Email/ Internet (10 Hours)

Module 2: Microsoft Word: Basic (10 Hours)

Module 3: Microsoft Excel: Basic (10 Hours)

Module 4: QuickBooks for Contractors : Basic(10 Hours)

Module 5: AutoCAD 2011: Basic (20 Hours)

Component 3: Green Construction (40 Hours)

Module 1: Green Construction Practices (20 Hours)

This module provides fundamental instruction in the green environment, green construction best practices, and green building rating systems.

Module 2: LEED Accredited Green Associate Examination Prep (20 Hours)

The participants will review material s need to sit for the LEED Green Associated Exam. The LEED Green Associate exam is a multiple-choice, computer-based exam comprised of 100 randomly delivered questions which must be completed in two hours.



CONTACT US TODAY!

For more information contact **Rey Rivera**, HACIA Program Manager, at (312) 666-5910 or rrivera@haciaworks.org or **Jason Johnson**, IWE Project Manager, at (773) 878-7032 or jjohnson@iwe.staugustine.edu





Minority Contractor Training Program: Track B

Program Description

This program is designed for owners or managers who want to learn small construction contractor best practices. It covers the skills needed to run a construction contracting business, addresses OSHA safety concerns, technology applications, green construction best practice and provides preparation for the LEED green associate exam. This training program is designed with a very interactive and hands-on approach based on adult learning theory and it includes presentations, demonstrations, activities and exercises, and multi-media tools.

OBJECTIVES

- + OSHA 30-Hour Advanced Safety Certification
- + Preparation for LEED Green Associate Exam

AUDIENCE

Construction contractors doing business for more than 3 years and have annual revenues in excess of \$500k.

PREREQUISITES

Recommended 9th grade level reading, writing, and math skills. Commitment to completing the course with all of its modules.

INSTRUCTION HOURS

3 Components: Totaling 170 Hours

- + Component 1 – 70 Hours
- + Component 2 – 60 Hours
- + Component 3 – 40 Hours

COURSE OUTLINE

Component 1: Contractor Management (70 Hours)

Module 1: Project Management (40 Hours)

This module will give the participant an in depth look into safety responsibilities, interpersonal skills, job issues and resolutions, construction documents, construction planning, estimating and cost control, scheduling, resource control, quality control and quality assurance for project managers.

Module 2: OSHA 30 Hours Advanced Safety Training (30 Hours)

The course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors, the program provides complete information on OSHA compliance issues.

Component 2: Technology Applications (60 Hours)

Module 1: Microsoft Word: Intermediate (10 Hours)

Module 2: Microsoft Excel: Intermediate (10 Hours)

Module 3: AutoCAD 2011: Intermediate (20 Hours)

Module 4: Primavera p6: Basic to Intermediate (20 Hours)

Component 3: Green Construction (40 Hours)

Module 1: Green Construction Practices (20 Hours)

This module provides fundamental instruction in the green environment, green construction best practices, and green building rating systems.

Module 2: LEED Accredited Green Associate Examination Prep (20 Hours)

The participants will review materials in order to sit for the LEED Green Associated Exam. The LEED Green Associate exam is a multiple-choice, computer-based exam comprised of 100 randomly delivered questions.



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