

NEI ONE-DAY & HALF-DAY SEMINARS

Job Operations Seminars

MCAA, the “education association,” proudly presents seven unique seminars to help you run more profitable, less problem-prone projects.

Who Should Attend?

Those interested in learning more about construction financial statements and senior field personnel are the primary audience for *Knowing the Score, Financial Statements, and Construction Financial Management*.

Project supervision and company management are the primary audience for *Managing Project Risk through Solid Documentation*.

Field supervision is the primary audience for *Safety—the Foreman’s Critical Role*.

Project supervision is the primary audience for *General Conditions of the Contract*.

Owners, safety managers, and operations personnel are the primary audience for *Profitability of Safety*.

Company owners, senior management and project managers are the primary audience for *The Business of Contracting: Back to the Basics*.

Owners and upper management are the primary audience for *Re-Energize Your Workforce* and *Moving Forward When the Economy Is Holding You Back*.

Course Descriptions

NEW *Re-Energize Your Workforce* – 4 hours

All businesses have been rocked by economic upheaval. Companies have been driven to cut costs at every turn, and most have made significant personnel cuts. Those employees who have managed to survive should be happy, yet they feel overworked, apprehensive and unappreciated. This seminar will teach you why the survivors must be your most important priority. You will learn what can be done immediately and economically to begin an “Employee Stimulus Program.”

NEW *Moving Forward When the Economy is Holding You Back* – 4 hours

Are we in a recession? Are we in a depression? For the business owner, does it really matter? No matter what the financial analysts call it, all business owners and managers have to be acutely aware of all aspects of the business in order to more than survive. In this course, you will learn strategies to help you plan for the future, assist in shoring up the bridge between

office and field, gain new business prospects, control expenses and cash, and why being visible is more important than ever.

The Business of Contracting: Back to the Basics – 4 hours

Many construction company owners and managers believe that if they manage their construction projects, the company will run itself. Nothing is further from the truth. Running the projects and managing the business require two completely different skill sets. Owners and managers must work in the business as well as on the business. To remain competitive and profitable, construction companies must examine and make every facet of their company as efficient as it can be. In this seminar, participants will learn the fundamentals managing the business. Through discussion, exercises and examples, participants will be given tools to assist them with the business end of the business.

Managing Project Risk through Solid Documentation – 8 hours

Now more than ever contractors must pay close attention to the written records they keep on construction projects. Solid project documentation is a company’s best defense against problems that occur. This all-day seminar will cover important documentation topics including, but not limited to, contract language, submittals and RFIs, close-out, scheduling and schedule delays, tracking and managing owner furnished equipment, notification requirements, change orders, and jobsite organization. Attendees will learn their unique role in protecting the company against damage, claims, and unnecessary costs.

Financial Statements—What You Always Wanted to Know but Were Afraid to Ask – 4 hours

Financial statements are frequently the most underutilized and misunderstood part of a construction business, yet they are one of the most valuable tools company owners and management can use to analyze and make decisions about their company. With examples and interactive exercises, participants will learn the fundamentals of construction accounting, including the terminology, how to read financial statements,

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what reporting methods are commonly used for tracking company finances, and the pros and cons of each.

Construction Financial Management—It's More than Accounting – 4 hours

Many construction company owners believe that accounting and financial management are the same. This seminar will explore the differences, explain why companies must have both, and show how a company can use financial statements to measure, benchmark, and forecast. Participants will learn the language of “financial ratios” and will understand how to use them.

Safety—the Foreman's Critical Role – 4 hours

The field foreman has perhaps the most influential role in creating and maintaining a company's safety culture. This seminar will:

- Introduce and explain basic loss control concepts
- Explore how the foreman's behavior and attitude affect safety
- Reinforce the foreman's moral and personal obligations towards safety
- Describe how safety planning can be easily integrated into project planning

General Conditions of the Contract – 4 hours

Kathryn Crosby notes, “Most field personnel are not given proper instruction and information by their employers for their rights and obligations to the contract's General Conditions.” As the contractor's primary field representative, the foreman must understand how the company is obligated to perform as a condition of the contract. This session will familiarize foremen with critical, specific terms and standard contract conditions. Industry standards for subcontract agreements and general conditions will be discussed and reviewed. Among the topics to be explored are: contract documents, getting jobs, “rules of the road”, scope, schedule, payment terms, flowdown clauses, changes in the work, terminating contracts, delays, disputes, temporary facilities, site safety requirements, notification requirements, warranty procedures, and project bonding requirements.

Knowing the Score – 4 hours

Many MCAA contractors do not understand the serious implications of failing to monitor and forecast projects monthly. Companies that do not produce project status reports and work-in-progress reports could be receiving erroneous financial information and are making ill-advised business decisions based on that information. Better financial planning enables project staffs to maintain and run more profitable, less problem-prone projects. Some of the topics to be explored are:

- How are monthly project status reports and work-in-progress reports produced?
- How should these reports be interpreted, and what do they mean to the company?
- What are over- and under-billings and why is it critical to book them monthly?
- How do financial statements work and what do they mean?
- What do surety companies look for?

The Profitability of Safety – 4 hours

Effective safety programs can significantly reduce costs. The hidden costs of accidents, what your company's Experience Modification Rate (Emod) means, the costs of a high Emod, the need for a relationship with medical care providers, the importance of a light duty program, and how to start a safety program are explored.



Who is the Presenter?

Kathryn Crosby is a past member of the MCAA Board of Directors, former chair of MCAA's Project Management Education Committee, former Vice President/CFO of Harding

Mechanical, Inc., and is now the president of C2 Consulting, Inc. (Sandy, UT).

FOR MORE INFORMATION OR TO SCHEDULE A COURSE, CONTACT:

Kathryn Crosby at **801-984-6092** (phone), **801-550-8553** (cell), **801-984-6060** (fax), or kcrosby@c-2consulting.com.

You may also contact MCAA's **Beth Miller** at **800-556-3653** or bmiller@mcaa.org.