



“The Basics” Registration
Operating a Small, Minority, Woman or Disadvantaged Construction
Business for Contractors, Subcontractors and Suppliers



"The Basics" Program

This program is designed to assist small contractors in understanding the basic elements of running a commercial construction business. The program focuses on both technical and administrative skills, with a special emphasis on how to do business with **Bexar County**. It is presented at the AGC office, 10806 Gulfdale on consecutive Tuesdays, 6:00 – 8:00 p.m. Registration Fee: \$175. Full reimbursement if participants attend eight of ten sessions.

SESSION ONE (SEPTEMBER 6)

Elements of Running a Successful Construction Business

(An overview of the next nine sessions)

- Characteristics
- Management
- Leadership
- Developing a Business Plan
- Understanding the Planning Process
- Hot Topics and Future Trends

SESSION TWO (SEPTEMBER 13)

Understanding Contracts

- Contract Formation & Use of Standard Form Documents
- Payment Clauses
- Changes Clauses
- “No damage for delay” Clauses
- Indemnification Provisions
- Dispute Resolution Clauses

SESSION THREE (SEPTEMBER 20)

Liens: How to Get Paid

- The Property Code Chapter 53
- The Government Code Chapter 2253
- The Miller Act

SESSION FOUR (SEPTEMBER 27)

Bidding & Estimating

- Information sources of projects to be bid
- Project tracking
- Decision to bid project
- Estimating the project

SESSION FIVE (OCTOBER 4)

Project Scheduling

- Why schedule?
- Key requirements common to schedules
- Building the schedule
- Updating the schedule
- Modifying the schedule
- Record Keeping

SESSION SIX (OCTOBER 11)

Project Management

- What is Project Management?
- What are the advantages of Project Management?
- Steps of Project Management

SESSION SEVEN (OCTOBER 18)

Financial Management and Job Costing

- Accounting & Cost Control
- Financial Statements
- Cash Flow
- Working Capital
- Job Costing (a case study)

SESSION EIGHT (OCTOBER 25)

Safety & Health

- Management Commitment and Leadership
- Assignment of Responsibility
- Identification and Control of Hazards
- Training and Education
- Record Keeping and Hazard Analysis
- First Aid and Medical Assistance

SESSION NINE (NOVEMBER 1)

Insurance & Bonds

- Meeting Insurance Requirements
- Workers Compensation
- Understanding the Basic Concept of Bonding
- Steps to Securing a Bond

SESSION TEN (NOVEMBER 8)

Marketing/Business Development

- Understanding the Marketing and Planning Process
- Developing and Implementing Your Marketing Strategy
- Marketing Tools, Tips and Techniques
- Networking

Graduation

Successful participants will receive a certificate and reimbursement.