

CONSTRUCTION TRAINING SCHEDULE – 2010

Presented by
The Associated General Contractors

For more information or to register for classes, go to www.agclasvegas.com or call 796-9986.
Register early! Space is limited.

February 3, 2010	OSHA 10 Hour - Spanish
<p>This course presents an overview of the OSHA Act, Federal and State OSHA Standards, hazard communication standard, chemical safety, industrial hygiene, PPE, confined spaces, walking & working surfaces, scaffolds and ladders, fall protection, powered lifts and platforms, powered industrial trucks, basic hoisting and rigging, fire protection, welding safety and electrical safety. CLASS WILL BE TAUGHT IN SPANISH ONLY.</p>	<p>When: February 3, 2010 7:00 a.m. – 6:00 p.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$75 per person – members \$100 per person – non-member</p>
February 5, 12, 19, 26, 2010	OSHA 30 Hour Course
<p>This course is designed to provide a variety of training to workers with some safety responsibility (e.g., construction superintendents). Mandatory Course topics to include: Introduction to OSHA, the OSH Act, General Duty Clause, Employer Rights and Responsibilities, Recordkeeping, Inspections and Penalties, General Safety & Health Provisions, Competent Person, Value of Safety and Health, OSHA Website and resources. OSHA Focus Four Hazards (e.g., Fall Protection, Electrical, Struck By, Caught in/between), Personal Protective and Lifesaving Equipment, Health Hazards in Construction, Stairways and Ladders. Additional topics will include: Power and Hand Tools, Scaffolds, Cranes, Excavations, Materials Handling Storage Use and Disposal, Powered Industrial Vehicles.</p> <p>Each student will receive a copy of 29 CFR OSHA Standards for the Construction Industry Manual.</p> <p style="text-align: center;">CLASS WILL BE PRESENTED IN ENGLISH ONLY. (Student must read, write and understand English)</p>	<p>When: February 5, 12, 19, 26, 2010 7:00 a.m. – 4:00 p.m. (must attend all four days to receive OSHA card)</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$175 per person – member \$225 per person – non-member</p> <p style="text-align: center;">Student will receive a copy of 29 CFR 1926 OSHA Standards for Construction manual.</p>
February 8, 2010	Introduction to Construction
<p>Attend 8 – consecutive 3 hour classes on Introduction to Construction. Course covers the fundamentals of the construction processes and technological advances which have results in more cost-effective construction. Topics include: city and regional planning, construction management, construction contracting, labor management relations, surveying and mapping, designing and engineering, construction materials, construction drawings & specifications. Estimating and bidding, scheduling and purchasing, construction equipment, foundations, structures and utilities.</p>	<p>When: February 8, 2010 4:00 p.m. – 7:00 p.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50 per person</p>
February 9, 10, 16, 17, 2010	Beginning Project Management
<p>This class is for anyone wanting to be able to implement the various specialist disciplines of project management. Class will cover Overview of the Construction Industry; Project Lifecycle; Teamwork/Communication; Scope Control; Project Delivery Methods and Contracting; Risk and Liability; Estimating; Planning & Scheduling; Cost Control; Material & Equipment Management, Productivity/Quality. Even experienced project managers and upper management have reported that they learned something new by attending this class.</p>	<p>When: February 9, 10, 16, 17, 2010 1:00 p.m. – 5:00 p.m. (must attend all four days to receive Certificate of Completion)</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50 per person</p>

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February 23 & 24, 2010	OSHA 10 Hour Course
<p>This course presents an overview of the OSHA Act, Federal and State OSHA Standards, hazard communication standard, chemical safety, industrial hygiene, PPE, confined spaces, walking & working surfaces, scaffolds and ladders, fall protection, powered lifts and platforms, powered industrial trucks, basic hoisting and rigging, fire protection, welding safety and electrical safety.</p> <p>Student will receive a copy of 29 CFR 1926 OSHA Standards For Construction Manual.</p>	<p>When: February 23 & 24, 2010 7:00 a.m. – 2:00 p.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$75 per person - member \$100 per person – non-member</p>
February 25 & March 3, 2010	Advancing Your MS-Excel Skills
<p>This training session is for existing user of Excel—not the novice. The examples are based on applications specific to the construction industry. Content to cover splitting the sheet & locking rows/columns, formatting & formula tricks, insert/deleting columns/rows/sheets, headers/footers, sort data with columns; cell pointer movement shortcuts, overcoming common Excel problems, MORE. Students to bring laptop, A/C power supply & pre-installed software to class. Will use Excel 2003 but most functions/operations will apply to all versions of Excel after Excel 97. Excel 2007 will <u>not</u> be covered.</p>	<p>When: February 25 & March 3, 2010 8:00 a.m. – 5:00 p.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50 per person</p>
March 3, 10, 17, 24, 2010	OSHA 30 Hour Course
<p>This course is designed to provide a variety of training to workers with some safety responsibility (e.g., construction superintendents). Mandatory Course topics to include: Introduction to OSHA, the OSH Act, General Duty Clause, Employer Rights and Responsibilities, Recordkeeping, Inspections and Penalties, General Safety & Health Provisions, Competent Person, Value of Safety and Health, OSHA Website and resources. OSHA Focus Four Hazards (e.g., Fall Protection, Electrical, Struck By, Caught in/between), Personal Protective and Lifesaving Equipment, Health Hazards in Construction, Stairways and Ladders. Additional topics will include: Power and Hand Tools, Scaffolds, Cranes, Excavations, Materials Handling Storage Use and Disposal, Powered Industrial Vehicles.</p> <p>Each student will receive a copy of 29 CFR OSHA Standards for the Construction Industry Manual.</p> <p>CLASS WILL BE PRESENTED IN ENGLISH ONLY. (Student must read, write and understand English)</p>	<p>When: March 3, 10, 17, 24, 2010 7:00 a.m. – 4:00 p.m. (must attend all four days to receive OSHA card.)</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$175 per person – members \$225 per person – non-members</p> <p>Student will receive a copy of 29 CFR 1926 OSHA Standards for Construction manual.</p>
March 4, 2010	The Estimating Process: Planning the Estimate
<p>Overview of the Estimating Process: Emphasis on planning the estimate and improving the company's estimating process; understand how planning and process improvement impacts company profitability; identify factors that affect estimates, purposes of preparing estimates; identify inputs/outputs from estimates. Explain the Business Process Model and the "Weak Link" Paradox: explore alternative approaches to tools and aid estimate planning. Enumerate practical ways to improve company's profitability by improving its estimating process.</p>	<p>When: March 4, 2010 1:00 p.m. – 5:00 p.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50 per person</p>

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March 9, 2010	Green Building
<p>Pursuant to AB 621 of the 2007 Legislative Session, certain purchases of tangible personal property that become a fixture of/or an integral or inseparable part of a building that has been approved by the Nevada Office of Energy as meeting the qualifications of a LEED Building, are exempt from any local taxes (but not the 2% sales tax.) The speaker in this seminar will inform contractors how they can legally take advantage of this tax savings as well as many others by building green.</p>	<p>When: March 9, 2010 9:00 a.m. – 11:00 a.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50 per person</p>
March 11 & 12, 2010	OSHA 10 Hour Course
<p>This course presents an overview of the OSH Act, Federal and State OSHA Standards, hazard communication standard, chemical safety, industrial hygiene, PPE, confined spaces, walking & working surfaces, scaffolds and ladders, fall protection, powered lifts and platforms, powered industrial trucks, basic hoisting and rigging, fire protection, welding safety and electrical safety.</p> <p>Student will receive a copy of 29 CFR 1926 OSHA Standards for Construction Manual.</p>	<p>When: March 11 & 12, 2010 7:00 a.m. – 2:00 p.m. (must attend both days to receive OSHA card)</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50 per person</p>
March 16, 2010	Mechanic's Lien
<p>Learn how to prepare and perfect Mechanic's Lien. Learn when property is subject to Mechanic's Lien and who is entitled to Mechanic's Lien. Learn recent laws. Learn strategy for getting paid from a practicing Mechanic's Lien attorney. Learn the alternative for removing and defending against lien claims.</p>	<p>When: March 16, 2010 7:30 a.m. – 12:30 p.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50 per person</p>
March 17, 2010	Supervisory Training Program's (STP) Problem Solving & Decision Making
<p>This course will help construction supervisors identify problems and how they occur and learn techniques for solving them in the construction industry. Supervisors will learn how to use the decision making process and the important considerations to take into account. Course explores: Problems in the construction industry; Establish a problem solving environment; Human performance problems; The problem identification process; The decision making process; Labor costs and subcontractors; Effective production planning; Production process improvement; Project-wide applications, Risk, emergencies, and crisis situation.</p>	<p>When: Every Wednesday evening March 17, 2010 – April 21, 2010 6:00 p.m. – 8:00 p.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50</p>
March 23, 2010	Key Ratio Analysis
<p>Ratios, ratios, & more ratios! What do they really mean? Many construction owners, senior managers, and/or accounting/financial managers use financial ratios on a regular basis to determine the health of their businesses. But do they always use the same ratios and more importantly, do they always interpret the ratios in the same manner? This seminar will provide the attendee with a simple, but effective "five-step" key ratio analysis plan including "liquidity, activity (A/R, A/P, and inventory turnover), leverage, operating performance, and cash flow analysis. The cash flow analysis section will include traditional "EBITDA," cash basis, personal (business owner) and commercial real estate cash flow analysis. A case study will be presented to illustrate the</p>	<p>When: March 23, 2010 8:00 a.m. – 12:00 p.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50 per person</p>

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April 1, 2010	Successful Cash Flow Resolutions to Delay Claims
<p>This teaches you how to prevent, price, and resolve the very complex issue of project delays, while at the same time developing the procedures and documentation required to increase your profits. This seminar will help your members to further develop your skills in preparing, negotiating, preventing, and defending delay claims as well as teaching you proven techniques for successful delay claim resolution. There will be three actual case studies discussed.</p>	<p>When: April 1, 2010 8:00 a.m. – 4:00 p.m. (7:30 a.m. registration)</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$75 per person – members \$100 per person – non-members</p>
April 6, 2010	Intermediate Print Reading
<p>Attend 10 -3 hour classes. This course presents information applicable to a variety of trade areas, such as carpentry, electrical, and mechanical and provides authentic print reading experiences using contemporary prints. Construction methods and materials for condominium project are brought to life. The textbook provides in-depth discussion of the CSI Master Format, International Building Code and International Residential Code. Content highlights: Print reading, construction materials, light frame construction, plans-brick veneer residence, multifamily dwelling, commercial building, branch bank, Wendy's restaurant and Quantity Takeoff.</p> <p>Prerequisites include knowledge of basic print reading as shown in Basic Print Reading (Jan.19, 2010)</p>	<p>When: Every Tuesday evening April 6, 2010 thru May 25, 2010 6:00 p.m. – 9:00 p.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50 per person</p>
April 7 & 14, 2010	Basic Contract Law
<p>If you ever wanted to learn the basics of contract law, what steps are required to form a contract, what facts really matter in a contract dispute, what right or remedies are available without a valid contract, here is your chance. The purpose of this class is to give all those that attend a basic knowledge of contract law principles, including a knowledge of what it takes to legally form a contract, what types of contracts exist, what constitutes a breach of contract, and what alternative remedies are available even if no contract is ever formed.</p>	<p>When: April 7 & 14, 2010 1:00 p.m. – 4:00 p.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50 per person</p>
April 22 & 29, 2010	Everything You Ever Wanted to Know about MS Word (but were afraid to ask)
<p>This session is for existing MS-Word users that want to advance their skills and become much more efficient with the program. Concepts to be covered include bullets and numbered outlines, tables, mail merge, envelopes and custom-size pages, search/replace, paragraph control (tabs, indents, justification of text, line spacing, etc.) text manipulation (move/cut) headers/footers, customizing button bar, inserting special characters overcoming common Word Problems, MORE.</p> <p>Students to bring laptop, A/C power supply, and pre-installed software to class. Will use Word 2003 but most functions/operations will apply to all versions of Word after Word 97. Word 2007 will not be covered.</p>	<p>When: April 22 & 29, 2010 8:00 a.m. – 5:00 p.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50 per person</p>

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May 5, 2010	General Contractor's guide to Surviving Sub-Contractor & Supplier Claims
<p>This class is designed specifically for general contractors to review and develop alternatives to subcontractor claims and defenses under Nevada law. Topics covered will be defensive contract clauses, during construction administration techniques and post construction litigation/adversarial process defenses to subcontractor claims when mechanic's liens and other owner remedies fail, including pay-if-paid clauses, contractor money owing complaint defenses and the difficulties that may arise through the use of traditional release mechanisms.</p>	<p>When: May 5, 2010 8:00 a.m. – 10:00 a.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50 per person</p>
May 11, 2010	Surviving in Today's Economy
<p>What does the construction business owner, senior manager, and/or accounting/financial manager do to have their company not only survive but also thrive in our down economy? Attend this proactive seminar and learn techniques to not only survive but thrive in our down economy. The seminar will cover the "financial" and "management: side of the equation as well as the "marketing" side. Major Topics will include: Utilize "financial, management, and marketing" disciplines to survive in today's economy. Explore the concepts of cash budgeting, cash flow assessment and cash management, Review the "human equation" in managing the business in the down economy, Case analysis: Applying the concepts. (BRING A CALCULATOR TO THE TRAINING SESSION)</p>	<p>When: May 11, 2010 8:00 a.m. – 12:00 p.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50 per person</p>
May 18, 2010	Estate Planning & Asset Protection
<p>Like every other business owner, contractors work very hard to generate enough income to provide for their families. However, unless contractors properly prepare their individual estates, their families may not reap the benefits of all of their hard work. The speaker will inform the contractors how to protect their assets during their lifetime as well as what legal steps can be taken to ensure the contractor's estate actually passes to their family at the contractor's death.</p>	<p>When: May 18, 2010 2:00 p.m. – 4:00 p.m.</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$50 per person</p>
May 19, 2010	Winning Cash Flow Strategies on Change Orders & Claims
<p>This seminar covers procedures and process, types and sources of Cos/Claims, bi-lateral and unilateral Cos, when not to sign Cos, pricing and negotiation tips, win defective plans, specs conflicts, five elements of REA/Claims, delay and inefficiency claims, pricing change orders/claims, extended overhead costs, insider tips. Who should attend: Architects, public Agencies, Engineers, CEO's CFO's, VP's, PM's and Superintendents</p>	<p>When: May 19, 2010 8:00 a.m. – 4:00 p.m. (7:30 registration)</p> <p>Where: AGC Training Room 150 N. Durango Drive</p> <p>Cost: \$ 75 - member \$100 – non-member</p>

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May 20, 2010	Negotiating and Drafting Contracts
The speaker will inform the participants about the importance of having a comprehensive written contract as well as the key provisions that should be included in every construction contract. Likewise, the speaker will discuss the importance of negotiation each of these key terms. Finally, the speaker will explore the impact, on the overall profitability of the project, if these key provisions are not successfully negotiated.	When: May 20, 2010 8:30 a.m. – 10:30 a.m. Where: AGC Training Room 150 N. Durango Drive Cost: \$50 per person
June 2 & 9, 2010	Advanced Contract Law
This course will deal with specific contractual provisions generally contained within Construction Agreements, including the standard form construction agreements and owner prepared agreements. The contractual provisions to be addressed include indemnification, scope of work, termination, payments, no damages for delays, etc., as well as general issued pertaining to the formation of a contract in the construction context.	When: June 2 & 9, 2010 1:00 p.m. – 4:00 p.m. Where: AGC Training Room 150 N. Durango Drive Cost: \$50 per person
June 10, 2010	Increase your Cash Flow on Inefficiency Claims
This seminar teaches your members how to price and evaluate the hardest type of construction claims cost, i.e. inefficiencies. Contractors learn the specifics of how to construct a winning claim, and owners, architects and engineers learn better methods of fairly evaluating the claim. This seminar includes actual case studies. Problems are solved, including The calculation of inefficiencies related to overtime, learning curve, trade stacking, overcrowding, excessive change orders, measured mile, consequential inclement weather, etc. These techniques apply both to public works projects and private commercial projects, and provide valuable insight to increase your profits and protect your bottom line.	When: June 10, 2010 8:00 a.m. – 4:00 p.m. (7:30 registration) Where: AGC Training Room 150 N. Durango Drive Cost: \$75 per person – member \$100 per person – non-member
June 15, 2010	Nevada Mechanic's Lien
Learn how to protect and preserve your Mechanic's Lien Rights. This course will outline Nevada's Mechanic's Lien rules and regulations, including proper procedures for preparing, recording and enforcing Mechanic's Liens. This course will also address alternative methods of obtaining payment and recent case law affecting Mechanic's Liens. Learn how to protect your valuable Mechanic's Lien rights before it is too late.	When: June 15, 2010 8:30 a.m. – 11:30 a.m. Where: AGC Training Room 150 N. Durango Drive Cost: \$50 per person
September 14, 2010	How to Stay Out of Trouble with the Nevada State Contractors Board
This course is intended to provide all attendees with a basic knowledge of the rules and regulations enforced by the Nevada State Contractors Board ("NSCB"). This course is intended to provide contractors with a basic knowledge of the rules and regulations they are required by law to abide by, so they can avoid complaints or, at the very least, feel confident in challenging unsupportable complaints without the fear of being cited by the NSCB for a minor infraction not related to the complaint. This course will deal with the same statutory and regulatory provisions that the NSCB is required to enforce	When: September 14, 2010 8:00 a.m. – 11:00 a.m. Where: AGC Training Room 150 N. Durango Drive Cost: \$50 per person

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September 23, 2010	Mechanic's Lien
Learn how to prepare and perfect Mechanic's Lien. Learn when property is subject to mechanic's lien and who is entitled to Mechanic's Lien. Learn recent laws. Learn strategy for getting paid from a practicing mechanic's lien attorney. Learn the alternative for removing and defending against lien claims.	When: September 23, 2010 7:30 a.m. – 12:30 p.m. Where: AGC Training Room 150 N. Durango Drive Cost: \$50 per person
September 28, 2010	Financial Statement Analysis
In this training session you will learn how to think like a banker and get way beyond the numbers. This seminar emphasizes <u>financial statement analysis</u> using a practical approach to "reading" financial information. A brief review of standard financial statements will be followed by an in-depth display of <u>financial ratios</u> . The participants will also be provided techniques to determine a company's "true" cash flow position, a personal cash flow approach, and a real estate cash flow scenario. Two case studies are presented to reinforce the financial analysis concepts. The seminar also outlines how banks and other commercial creditors make business credit decisions using "established" techniques and industry comparisons.	When: September 28, 2010 8:00 a.m. – 12:00 p.m. Where: AGC Training Room 150 N. Durango Drive Cost: \$50 per person
November 16, 2010	Negotiation Skills for the Construction Professional
Today's competitive environment requires the construction professional to be able to <u>negotiate</u> in various, sometimes difficult situations. Attend this proactive training session and learn to identify <u>roadblocks</u> in negotiations and how to get past them, work in a highly complex environment, address real "human" issues, and still manage to survive to the end of the day. This session emphasizes <u>negotiation skill building</u> , effective <u>communications</u> , <u>telephone techniques</u> , and the <u>negotiation</u> process. Additionally, "empathy", "ego" and "needs" will be reviewed.	When: November 16, 2010 8:00 a.m. – 12:00 p.m. Where: AGC Training Room 150 N. Durango Drive Cost: \$50 per person

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