



MINORITY CONTRACTOR BUSINESS DEVELOPMENT PROGRAM SPONSORED BY JE DUNN CONSTRUCTION

TRAINING PROGRAM CURRICULUM

THURSDAY, FEBRUARY 23RD
Program Orientation

Instructor: Linda Cooper, LGC Enterprise
Marvin Carolina Jr., JE Dunn Construction
Skills Assessments: Kay Saunders, Bellewether
Location: JE Dunn, Training Center (901 Charolette)
9:00am – 5:00pm

- Objectives
- Goals
- Company Assessments
- Business models
- Mentor & Protégé

WEDNESDAY, MARCH 22RD
Human Asset Imaging Inventory

Instructor: Kay Saunders, Bellewether
Location: JE Dunn, Conference Center (929 Holmes)
8:30am – 5:30pm

- Communications
- Decision Making/Problem Solving
- Ethical Behavior
- Interpersonal Behavior
- Multiculturalism
- Professionalism
- Self Management
- Social Behavior

THURSDAY, APRIL 27TH
Leadership and Motivation

Instructors: Linda Cooper, LGC Enterprise
Terry Woodley, Woodley Building Maintenance
Location: JE Dunn, Conference Center (929 Holmes)
8:30am – 5:30pm

- Leadership styles
- Analyzing individual needs and behaviors
- Positive influences on work attitudes and abilities.
- The leader as a goal setter, communicator & coach
- The leader gets commitment
- The leader in control

THURSDAY, MAY 25TH
Oral and Written Communication

Instructor: Linda Cooper, LGC Enterprise
Ray Malone, Malco Construction
Location: JE Dunn Conference Center (929 Holmes)
8:30am – 5:30pm

- Forms of Communication
- Problems from poor communication
- Effective listening
- Components of conversation
- Communicating with your crew
- Good writing skills and habits
- The internet and World Wide Web

THURSDAY, JUNE 22ND
Contract Documents and Construction Law

Instructor: Tom Whittaker
Conner & Rivers L.L.C. Law Firm
Location: JE Dunn Conference Center (929 Holmes)
8:30am – 12:00pm

- Contractual relationships
- Contract forms and documents
- Negotiation of resolutions
- Construction Law

Instructor: Marvin Carolina Jr., JE Dunn Construction
Location: JE Dunn Conference Center (929 Holmes)
1:00pm – 5:00pm

- Business Planning
- Business Structure
- Systems and Procedures
- Technology

THURSDAY, JULY 27TH
Accounting & Financials

Instructors: Gordon Lansford
Location: JE Dunn Conference Center (929 Holmes)
8:30am – 5:30pm

- Financial statements
- Financial audits
- Accounting procedures
- Banking relationships
- Billings
- Taxes

THURSDAY, AUGUST 24TH
Planning and Scheduling

Instructors: TBD
Location: JE Dunn Conference Center (929 Holmes)
8:30am – 5:30pm

- Preparing the project plan
- The critical path
- Computer scheduling
- Using the schedule on the job site
- Updating the construction schedule
- Analyzing a change

THURSDAY, SEPTEMBER 28TH
Accident Prevention and Loss Control

Instructors: Jim D. Miller
Location: JE Dunn Conference Center (929 Holmes)

- The high price of accidents
- Safety communication and motivation
- Using reference material and advisory sources
- Documentation and inventories
- Project security
- Using the project schedule to prevent losses
- Selecting methods and equipment to prevent losses

THURSDAY, OCTOBER 26TH
Productivity Improvement

Instructors: TBD
Location: JE Dunn Conference Center (929 Holmes)

- Benchmarking construction productivity
- Improving productivity
- Personnel Management
- Equipment Management
- Quantifying lost productivity
- Record keeping

THURSDAY, NOVEMBER 16TH
Understanding and Managing Project Costs

Instructors: TBD
Location: JE Dunn Conference Center (929 Holmes)

- Construction estimates
- Who controls project costs
- Reporting and analyzing actual costs
- Planning for cost controls
- Labor cost control
- Cost control strategies
- Post-project evaluation

THURSDAY, DECEMBER 21ST
Managing the Project

Instructors: TBD
Location: JE Dunn Conference Center (929 Holmes)

- Pre-construction planning
- Planning, organizing and staffing
- Developing the project plan
- Planning for production support
- Project layout
- Project start-up and closeout