

Education & TRAINING 2021



**Train
your employees.**



LEARNING TOGETHER.

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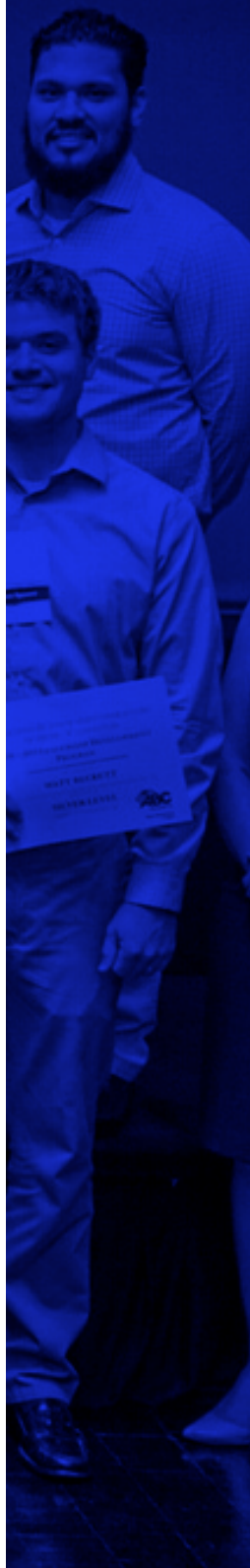
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Full Group Activity #1

Activity Purpose

Identify the specific purpose of the following communication tasks:

1. Communicating to your boss, the project executive, about pending submittal items from subcontractors and

2. Posting on a social media platform about current issues and promotions.

3. Communicating to a customer who is late on paying your last billings for payment.

Specific Purpose
What you hope to accomplish w/ message
What audience should be made abt this msg

TRAIN.

MANAGEMENT EDUCATION



MANAGEMENT EDUCATION

The Management Education program is led by a committee of industry professionals representing general contractors, specialty contractors, suppliers, and industry associates (finance, legal, technology, insurance, and business consulting). This group discusses current trends and educational topics influencing members' businesses and their employees' professional growth. A wide range of management training opportunities are created and offered year-round, promoting a focus on improving the knowledge base and expertise of all member employees.

Construction and Trade Related

Specialized Knowledge & Skills

CrewLead Boot Camp I

A two-segment course designed to equip on-site supervisors who are responsible for the daily execution of work. Each segment is presented in an interactive way using easy-to-remember models and processes. Participants leave the first session with a personalized action plan and report their results in the second session. Additional support and guidance is available to each participant as needed.

CrewLead Boot Camp II

Following a summary review of Boot Camp I, participants will deepen their capability in three key areas: building team trust, making difficult decisions, and managing conflict within the crew. The course knowledge and skills will be presented using easy-to-remember models and techniques and will be demonstrated using a case study. The program will conclude with an action plan to apply their learning to their specific job situation. Having completed this course, participants will be able to develop and maintain trust, make good decisions, and manage conflict effectively.



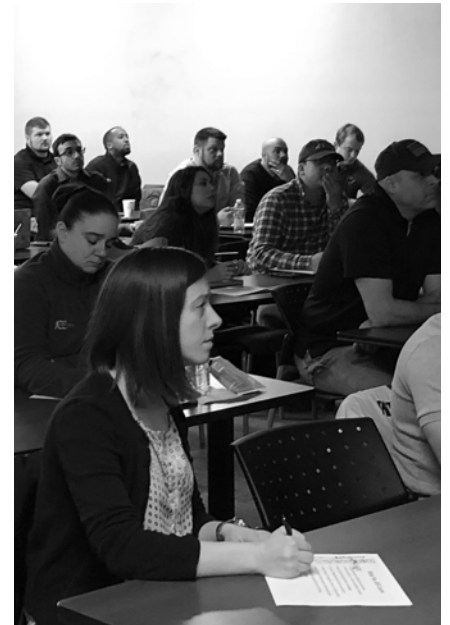
Project Managers' & Superintendents' Academy

Improve your day-to-day management skills on the construction site with this specialized academy for project managers and superintendents. This program is presented by experts in the field who have years of industry experience. Join them as they share their keys to success, discuss current trends, and provide tips on the tried and true techniques they have acquired over the years.

Plan Reading Course

This six-week course introduces attendees to concepts, practices, and standards needed to read architectural blueprints in the design and construction fields. Attendees will gain the ability to read floor plans, elevation drawings, symbols, and notations to obtain the pertinent information needed.

The attendees will acquire foundational knowledge and enough practice at reading blueprints to get started. Proficiency in blueprint reading will come with time and practice using blueprints on the job on a regular basis.



www.abcmetro.washington/events
301-595-9711

Professional Development

Great Teams Start with Great Leaders

Franklin Covey's 7 Habits of Highly Effective People

Achieve greater productivity, improved communication skills, strengthened relationships, increased influence, and laser-like focus on critical priorities.

Today more than ever we need to improve life and work effectiveness. Come to The 7 Habits of Highly Effective People and experience the difference this solution will make in your life.

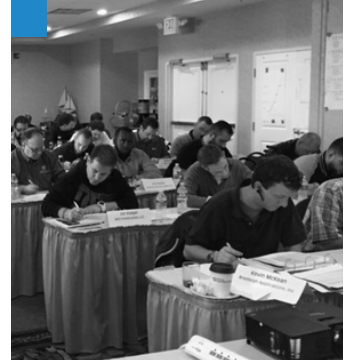
How to Network Better

You meet people in networking situations every day. But are you making the most of the opportunity?

Networking is challenging for a handful of reasons. Some people find it awkward and uncomfortable, some people don't know the best approach, and some don't even know what to say when they are there. All of these often result in leaving events and interactions feeling unsuccessful. This session is about introducing best practices to ensure you get high-quality results from networking scenarios by helping you stand out, show value, and gain confidence.

Business Writing for Construction Professionals

You have the knowledge, but do you have the best tools to communicate your ideas? This Business Writing Essentials course is a must for any professional in the construction industry who wants to maximize success through strategic written communication.



Construction Quality Management (USACE/NAVFAC)

Enhance your company's ability to do business with the USACE and NAVFAC, deliver a quality product, increase repeat business, improve your reputation, and make a more substantial profit. This required training emphasizes the mutual goal of the contractor and the government in providing a quality product. This program encourages proactive leadership and provides methods to get it right the first time. After completing and passing the course, you will be issued a certificate by the U.S. Army Corps of Engineers that is valid for five years.

Growth Should Equal Profitability...Right?

A Leader's Guide to Winning on BOTH the Top and Bottom Line

There's lots of work to pursue and everyone is chasing it. In fact, there's so much opportunity that you know you'll win your fair share...

In any economy, general contractors are forced to buy strictly based on price. This causes deals to be made for less than they're worth. Throughout the course of a project, contractors are trying to force the price down. As a result, they're winning business but not profiting. Learn how to grow your profits, as a leader, in this 2-hour seminar! Perfect for executives, leaders and/or business owners.



Construction Law & Insurance

Protect Your Business

Insurance Law and Risk Management

Discuss the basics of general liability, umbrella, workers compensation, and pollution coverage, including explanations of requirements that are frequently seen but never really understood.

Construction Contractor's Legal Toolbox

A course to improve the performance of subcontractors, material suppliers, general contractors, and students who plan to work in the construction industry. The instructor will provide you with the tools that will help in reducing your company's risks when dealing with contracts and negotiation. You'll learn about contracts, claims and and best ways to get paid for the work your company has performed. Also learn the best strategies for your company's bargaining power and the tactics needed when preparing for negotiations. Perfect for construction executives, project managers, subcontractors, general contractors and material suppliers.

How to Get Paid: Tips and Tricks for Construction Companies in DC, MD & VA

Getting paid on time is essential to running a construction business. And the bigger the job, the bigger the risk it can pose to your company. Fortunately, there are a numerous tools available to help contractors, subcontractors, and suppliers secure timely payment for work performed. This program will review some of the payment techniques available to construction companies in DC, Maryland, and Virginia, including Miller Act bond claims and mechanic's liens, and discuss best practices for ensuring payment.

Insurance Requirements for Construction Contracts

Construction projects are dangerous places—people get hurt and property gets damaged. Whether you are a general contractor, a construction manager, or a subcontractor, it is imperative that you understand the importance of insurance requirements, and what they actually mean.

In this program, you will learn the basics of general liability, umbrella, workers compensation, and pollution coverage, including explanations of requirements that are frequently seen but never really understood. You will be provided with tools to better negotiate these provisions so that you can best protect your company. They will also share insights for evaluating your company's insurance program, and whether that program provides the necessary protection to succeed in a risky and dangerous industry.



Marketing

Branding for Your Company

PR Basics for Construction Marketers

A course designed to improve PR skills for construction marketers. This course will review creating a positioning and messaging platform, building a media list, how to pitch a story, editorial calendars, press release distribution, award programs that add PR value, and PR Metrics.

Digital & Social Media Management

A two-part seminar that will provide participants a valuable glimpse into the keys to succeeding in today's complex marketing world. This course covers social media content, effective social media strategy, SEO, SEM, bidding strategies, and conversion tracking.



Human Resources

Effectively manage your employees

Prevailing Wage: What You Need to Know

Attendees will learn how to use Maryland's new online filing system, how to avoid the most common prevailing wage mistakes, the most common (and expensive) mistakes contractors make in filling out certified payroll reports, Maryland and Federal Prevailing Wage Laws requirements and when they apply. Additionally how to calculate benefits under prevailing wage laws, which benefits qualify, and prevailing wage law impact on state and federal apprenticeship requirements.

Talent Wars:

What everyone managing their company's talent must know in this competitive market

Many companies in construction don't have aligned compensation for their employees, making them vulnerable to recruiters. In this seminar, you will learn how to build an ecosystem that will help you to retain your employees, find ways to inspire them and prevent them from being snatched away.





RETAIN.

WEBINARS



Exclusive to ABC of Metro Washington Members

Free access to an extensive catalogue of management education videos along with in-depth seminars available for purchase.

Your virtual on-demand pathway to management education focused on business growth and improvement. These videos include leadership, client management and talent acquisition along with management tactics and techniques. You will receive quick tips that will get you thinking about new ways to lead, manage clientele and manage your people.

You will be provided with training experiences along with an extensive archive of videos and documents that you will own forever.

Virtual, on-demand training providing management education that addresses your biggest challenges facing your firm's growth.

Best practices, accompanying documents and training videos for profitably and strategically growing your construction business.

A growing archive of topics in a fully-searchable format, allowing you to find advice and direction on the things that are most relevant to you —when you need them.

To Register

www.abcmetrowashington.org/ABCUniversity



ABC of Metro Washington's exclusive partnership with Neuberger & Company provides members with the right trainers on the right topics, delivering transformative results to grow your business profitably.

Topics to Explore

Client Management & Selection

To build a healthy business as a contractor, you need plenty of work to drive revenue, but to be profitable you also need to be sure it's the right work with the right kind of customers. Our Client Management and Selection topics are designed to help your business choose the right partners and projects to help your company grow profitably. Session topics cover growth strategies designed for leadership, as well as real-world tactics for use by any customer-facing employee, to win more of the projects you want.



Talent Acquisition & Management

Perhaps no problem is as challenging in the construction industry as the acquisition and retention of talent. Without the right people in the right seats, your business cannot support profitable growth. Our Talent Management topics will provide best practices for recruiting and hiring, as well as training and development to help your company overcome the challenges posed in the labor market. Session topics are suitable for company leadership, HR professionals, and others responsible for the retention and development of team members.



Leadership

In the construction industry, there is absolutely no substitute for strong leadership. Whether you're the owner, an officer of the company, or a part of the project team, our Leadership topics will provide skills and strategies to elevate your company. Session topics range from large-scale organizational processes to individual skills needed for leaders at every level.

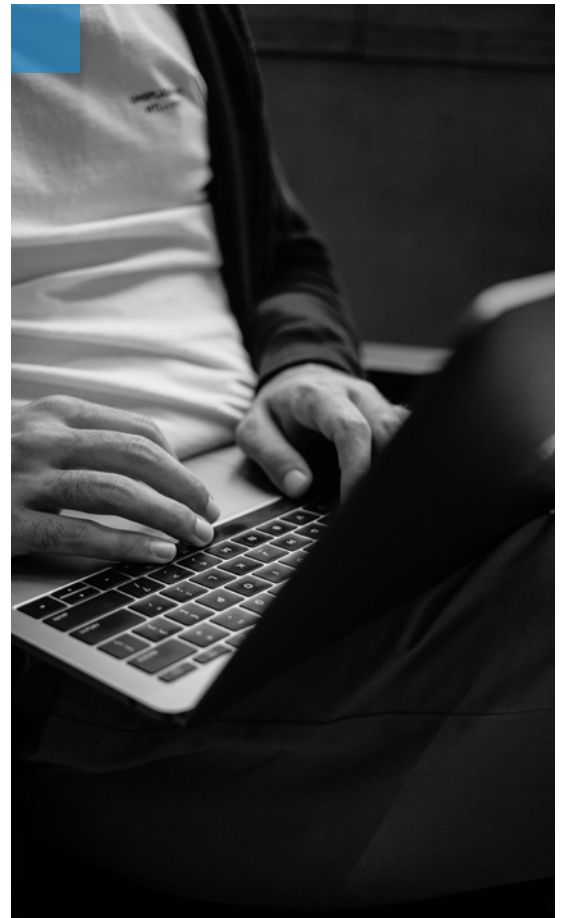


ABC ACADEMY FOR CONSTRUCTION ETHICS, COMPLIANCE, & BEST PRACTICES

ABC Academy for Construction Ethics, Compliance & Best Practices is a compendium of webinars and toolkits that help merit shop contractors stay current on the latest industry trends, regulatory issues and business technologies.

Topics Include

- Protecting Your Company and Remote Workforce from Cyberthreats
- Addressing Employee Mental Health During the Pandemic and Beyond
- Contractors and Supply Chain Partners: Thinking and Delivering “Win-Win” Supply Chains
- Emerging Trends in Technology
- Franklin Covey Training
- How to Self-fund Employee Benefits with Prevailing Wage Plans





- Assessing Your Loan Options Under the CARES Act.
- EEO-1 Pay Data Collection: What Employers Need to Know
- A Proven Solution to the Skilled Trade Shortage
- Bidding
- Young Professionals Series: Emerging Trends in Technology
- Government 101



To Register

www.abc.org/academy



GROW.

LEADERSHIP DEVELOPMENT PROGRAM



LEADERSHIP DEVELOPMENT PROGRAM

ABC's Leadership Development Program (LDP) is a 17-month executive leadership program for individuals from member firms. LDP is led by prominent industry leaders who develop a custom curriculum to guide participants to develop and improve their executive leadership skills through a variety of educational sessions, mentor meetings and professional gathering events. Potential participants submit an application that is reviewed by a panel of ABC of Metro Washington volunteer leaders.

Who is Eligible

- Applicants must be employed by a member firm in good standing and must not have previously held an ABC volunteer leadership position.
- Applicants must obtain the employer's full support showing a commitment to giving the personal and financial resources (LDP tuition fee) necessary for completing this program.
- Applicants must have at least three (3) years' experience specific to the construction industry.

Why Apply

- To further leadership skills and professional development.
- Learn more about ABC and increase involvement in the association.
- Demonstrate your desire and ability to serve as a leader of our industry and within your company.



LDP graduates develop fundamental skills that bring great value to the individuals and their employers.

Learn **More**

www.abc.org/LDP

Applications for Class of 2022-23 will be accepted **September 2021**.

Program Requirements

- A point system is utilized with minimum requirements and electives to achieve completion of the program at three levels – Silver, Gold, and Platinum.
- Participants are expected to attend all sessions of the 17-month program.
- Sessions include networking opportunities, project site tours, educational seminars, presentations and round-table discussions with industry leaders regarding topics relevant to the construction industry.
- Elective activities include committee participation, event attendance, recruiting new members, meetings with mentors and legislators, community service, educational seminars, and participation in the high school outreach program.

Session Topics May Include

- Leadership styles and personality assessments
- Team building and leadership
- Legislative issues affecting the construction industry
- Generations in the workplace
- Entrepreneurship and business leadership
- Public speaking and communications skills



Representative List of LDP Mentor and Advisory Companies

Balfour Beatty Construction
 Christopher L. Grant, Attorney at Law
 Clark Construction Group, LLC
 Coakley & Williams Construction
 Columbia Green Technologies
 Donohoe Construction Company
 Goldin & Stafford, LLC
 Harkins Builders, Inc.
 Henley Construction Co., Inc.
 Lanigan, Ryan, Malcolm & Doyle, P.C.
 Mallick Mechanical Contractors, Inc.
 Manganaro Midatlantic, LLC
 PCC Construction Components, Inc.
 Pillar Construction, Inc.
 Rockville Fuel & Feed Company, Inc.
 Shapiro & Duncan, Inc.
 Therrien Waddell, Inc.
 Total Shading Solutions

Successful Completion of The Program - Graduation

- Participants and their companies will be recognized throughout the term of the program and at a special graduation ceremony.
- Graduates achieving the Platinum level will be awarded a tuition scholarship to attend Grinnell Leadership's "Leadership JumpStart®" program in Chapel Hill, NC (a \$3,500 value). This four-day program delivers a group coaching process that helps participants find the power of their leadership skills and personal purpose.
- One stand-out student will receive the J.P. Blase Cooke Leadership Achievement Award, named in honor of the chapter's 1984 Chairman of the Board, J.P. Blase Cooke of Harkins Builders, Inc. Winners are selected by the LDP participants, mentors and advisors based upon level of participation, performance of activities and peer votes.



Collaborate.

PEER GROUPS & COMMITTEES



PEER GROUPS

The mission of a peer group is to discuss best practices, offering like-minded professionals an environment conducive to sharing ideas and discussions with the goal of improving their businesses.

Estimating Peer Group

The mission of the Estimating Peer Group is to educate both general contractors and subcontractors on best practices for bidding and preconstruction, offering like-minded professionals an environment conducive to sharing ideas and discussing business opportunities and challenges—all with the goal of improving their businesses.

Human Resources Peer Group

Get together with fellow HR professionals to share experiences and help one another improve personal and company performance in an encouraging environment. Discuss practical solutions to common industry problems, maintain a network of peers for support and sharing of best practices and discuss common challenges and brainstorm solutions.

Safety Peer Group

The Safety Professional Peer Group (SPPG) is designed to cultivate leaders who openly share experiences, challenges, and successful safety outcomes with their peers. It is a semi-structured format to create a safe place to talk about safety. A place where no questions are off limits so you can speak freely knowing that others have been where you are and ultimately leads to improved safety performance for all peer group members.

Marketing Peer Group

Join a group of successful marketing professionals to learn best practices and to receive and give advice to your marketing peers. Discuss marketing strategies and campaigns along with brand management and corporate identity.



Learn **More**

www.abcmetrowashington.org/ABCPeerGroups
301-595-9711

COMMITTEES

Committees are an integral part of our association and are one of the most effective environments for networking and developing relationships within the industry. Contribute your expertise and participate with top industry leaders.



ABC.XYZ Young Professionals

Geared towards the 40 and under professional crowd, the ABC.XYZ Committee provides networking and learning opportunities for young professionals in the construction industry. Young professionals can build lasting relationships with their peers, mentors and ABC of Metro Washington while developing leadership skills.

Committee Chair – Juliane Medd, Goldin & Stafford, LLC
Staff Liaison – Martha Patterson, director of marketing

Craft Training

Driving the direction of the ABC CraftMastersTrainingTrust, the committee ensures each of the educational programs has a positive and measurable effect on both students and employers.

Committee Chair – Joshua Ault, Tradesmen International
Staff Liaison – Bonnie Speedy, director of education

Golf Outing

The Golf Outing Committee is responsible for planning the chapter's annual golf tournament and networking reception, as well as obtaining sponsorships, prize donations, and players.

Committee Chair – Michael Pappas, Telligent Masonry, LLC
Staff Liaison – Kim Collins, director of programs

Learn **More**

www.abcmetrowashington.org/Committees
 301-595-9711

Legislative - District of Columbia

The Legislative Committee advocates for the merit construction industry's positions on issues that affect your ability to compete in a free and open market in Washington, DC.

Committee Chair – Hillary Ghent, DAVIS Construction

Staff Liaison – Marcus Jackson, director of government affairs

Legislative - Joint Legislative

The Legislative Committee advocates for the merit construction industry's positions on issues that affect your ability to compete in a free and open market in the State of Maryland.

Committee Chair – Mark McDaniel, NLP Enterprises, Inc.

Staff Liaison – Marcus Jackson, director of government affairs

Legislative - Montgomery County

The Legislative Committee advocates for the merit construction industry's positions on issues that affect your ability to compete in a free and open market in Montgomery County, MD.

Committee Chair – Andrew Bartley, The Bartley Corporation

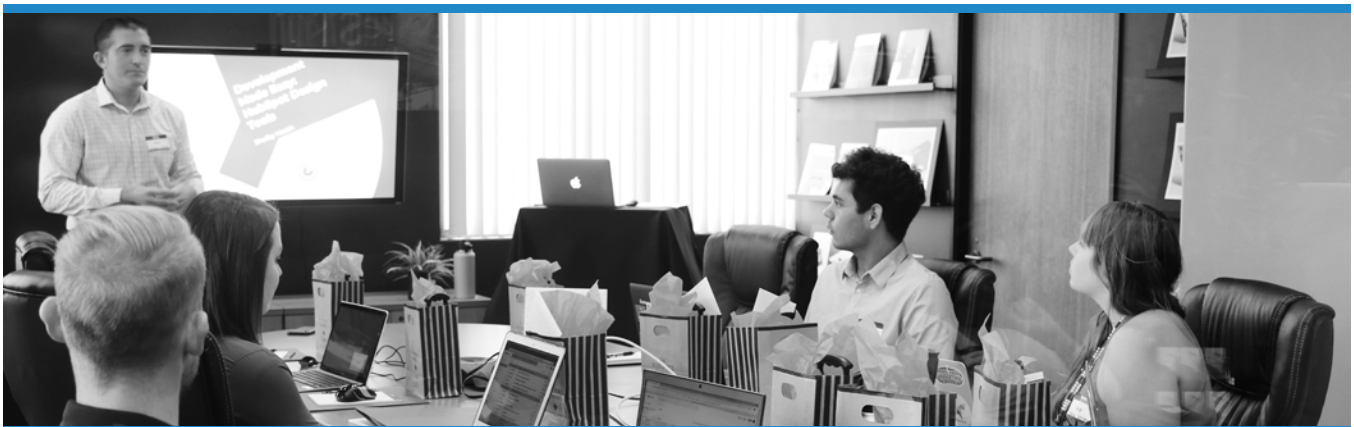
Staff Liaison – Marcus Jackson, director of government affairs

Legislative - Prince Georges County

The Legislative Committee advocates for the merit construction industry's positions on issues that affect your ability to compete in a free and open market in Prince George's County, MD.

Committee Chair – Shawn Scarlata, Mobile Video Guard

Staff Liaison – Marcus Jackson, director of government affairs



Management Education

Providing the leadership to enhance performance in the industry, the Management Education Committee develops a curriculum of management education seminars on a variety of topics.

Committee Chair – Doug Lotierzo, Neuberger & Company, Inc.

Staff Liaison – Kim Collins, director of programs

Membership

By attracting quality construction and construction-related businesses, the Membership Committee promotes the chapter's growth. The committee also nurtures new members' involvement, ensuring the stability of the association and assisting members with getting the most benefit from their membership through involvement with the association's services, programs, and events.

Chair – Steve Kuligowski, Foulger-Pratt

Vice-Chair – Brandon Ripley, Penzance

Staff Liaison – Claire Callas, director of member services

Program

The Program Committee plans monthly special networking events that provide opportunities for all members to expand their business contacts, develop relationships, share ideas, and recognize member activity.

Committee Chair – Megan Ross, Coakley and Williams Construction

Staff Liaison – Kim Collins, director of programs

Women Building Washington

Women in the construction industry are a growing and emerging component of the construction workforce. This committee supports the development of women members as leaders in their businesses and professions through educational, networking and mentoring opportunities.

Committee Chair – Libby Mendiratta, G.E. Frisco Co., Inc.

Staff Liaison – Martha Patterson, director of marketing

Workforce Development

The committee provides strategies and opportunities for members to connect with the future workforce through community outreach, events/career fairs, and ABC's student chapters within local colleges. Scholarships are also provided by the committee to individuals pursuing construction-related college degrees.

Committee Chair – Victor Villavicencio, PCC Construction Components, Inc.

Staff Liaison – Kamita Marbury, director of workforce development



Prepare.

SAFETY PROGRAMS



SAFETY PROGRAMS

In our commitment to safety and health in the construction industry, and to saving, protecting, and enhancing the lives of workers and the community, we offer innovative safety training seminars with real-life learning to develop a skilled and knowledgeable workforce.

Safety Training Courses

We offer innovative safety training seminars with real-life learning to develop a skilled and knowledgeable workforce.

Flagger

The American Traffic Safety Services Association (ATSSA) Flagger Training Course is the only approved flagger training program for the Maryland DOT-State Highway Administration and is recognized and accepted in many states, including the District of Columbia.



OSHA-10

The 10-hour certification class provides workers with awareness of common job-related safety and health hazards.

OSHA-30

The 30-hour certification class is more appropriate for supervisors or workers with some safety responsibility. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards.

First Aid, CPR and AED Training

Our world-class first aid and CPR training meets or exceeds the current CPR and ECC guidelines--from OSHA compliance to workplace wellness. Effective first aid and CPR training is vital to your organization's safety.

Fall Protection

Falls are among the most common causes of serious work-related injuries and deaths. Fall Protection Class addresses the following: available fall protection equipment and systems, OSHA requirements for fall protection and equipment inspection and use.

STEP - Safety Training Evaluation Process

A 20-point guide to starting, updating, or auditing a company-wide safety program. Top-performing participants in the program achieved an 827% improvement in safety performance compared to the U.S. Bureau of Labor Statistics in 2019. In addition, companies that attained the highest level of STEP performance reduced TRIR by 88%. With our safety program, you can highlight your safety excellence to developers, owners, contractors and employees.

Visit www.abcmetrowashington.org/safety



New Hire Safety Orientation

The Safety Orientation Template provides a consistent, impactful safety orientation program to employees. This customizable template will guide you through the process of conducting a highly effective safety orientation program, an important factor as you build a culture of safety that strives to achieve zero accidents.

SPECS

The Strategic Partnership for Excellence in Construction Safety (SPECS) is a new program between the Maryland Chapters of ABC and Maryland Occupational Safety and Health (MOSH). This multi-level program exemplifies the importance of providing a safe and healthy work environment in the construction industry and recognizes employers who go above and beyond.

The SPECS program seeks to work with construction employers who have demonstrated strong efforts toward improving their occupational safety and health practices and who are willing to share resources, best practices, and work with the construction industry at large to establish successful safety and health management systems. Participants in SPECS will receive incentives for their participation depending upon the level of their safety and health systems.

Who is eligible? ABC subcontractors and general contractors on a Maryland job site, who have met the requirements of ABC STEP Gold or above.



Learn **MORE!**

www.abcmetrowashington.org/safety
301-853-4668



Execute.

APPRENTICESHIP & TRAINING



APPRENTICESHIP & SKILLS TRAINING

ABC of Metro Washington founded ABC CraftMaster's Training Trust (CTT), a separate 501(c)(3) organization, as the training arm to deliver apprenticeship and construction craft training in 21 separate trades. The apprenticeship and craft training programs are accredited by NCCER, and fully approved by the Maryland Apprenticeship and Training Council, District of Columbia Apprenticeship and Training Council, U.S. Department of Labor, and the U.S. Veterans Administration.

ABC CraftMasters Training Trust

Why Train with CTT?

- To fulfill government-mandated apprenticeship training requirements
- Your skilled workforce is safer and more productive
- Investing in employees brings value to your company
- Developing an educated workforce positively affects the future of our industry
- We are accredited so you don't have to be

What We Offer

- C.O.R.E. (Construction Orientation Readiness Education)
- Carpentry
- Concrete Form Building
- Electrical
- Heavy Equipment Operator
- Laborer
- Painting
- Pipe Insulator
- Reinforced Ironwork
- Sheet Metal
- Steam Fitting
- Welding
- Cement Mason
- Drywall
- Glazier
- HVAC
- Masonry
- Pipefitting
- Plumbing
- Roofing
- Sprinkler Fitting
- Structural Ironwork



Mid-Atlantic Backflow Academy

Created in partnership between the University of Florida's TREEO Center and ABC CraftMasters Training Trust, the Mid- Atlantic Backflow Academy is the ONLY dedicated backflow facility in the United States. 32-hour certification and recertification are available.



Why?

Federally, the Safe Drinking Water Act of 1974 requires Public Water Systems to keep harmful contaminants and pollutants from entering the water distribution system through cross-connections and backflow. Individual states, regulatory authorities, and licensing agencies realize the critical nature of protecting the potable water within their respective jurisdictions, and for this reason, Certified Cross Connection Control Professionals are in demand.

Where?

From Maine and Ohio to North Carolina and all states in between, the Mid- Atlantic Backflow Academy brings cutting-edge backflow instruction to a centralized, east coast location for all in the industry.

The Mid-Atlantic Backflow Academy is located inside the CraftMasters Training facility in Beltsville, MD.



Learn More

www.abcmetrowashington.org
301-853-4668

Education & TRAINING 2021



ABC of Metro Washington

6901 Muirkirk Meadows Dr.
Beltsville, MD 20705

www.abcmetrowashington.org

info@abcmetrowashington.org

301-595-9711

