



# Project Manager Essentials

## Overview:

The Project Manager Essentials program is designed to give new Project Managers the critical skills necessary to be successful. This highly interactive three day program offers practical and ready-to-use knowledge to increase project profitability and leadership success.

### Day 1: October 21, 2009

#### ***Driving Project Success***

This module is designed to highlight the various skills necessary for successful project managers and what drives project profitability. Participants learn to identify areas of inefficiency and focus on how to improve field performance.

#### ***Managing Job Costs***

Learn what drives project costs and how to control the risks associated with managing costs. Participants will learn the importance of quality cost information including cost-to-complete and how to use it.

#### ***Cash Flow Fundamentals***

This module addresses the basics of cash flow and how critical it is for company success. Participants will learn how to manage cash at the project level, reduce receivables and ensure all projects contribute to company success.

#### ***Change Order Management***

Participants in this module will learn how to get what is deserved from change orders. Learn the documentation that is most important when negotiating change orders and how to get resolution immediately instead of at the end of a project.

### Day 2: October 22, 2009

#### ***Leadership***

Discover the importance of leadership in the construction industry and examine the components of great leadership. Participants will learn about their own leadership style and develop strategies to become a more effective leader.

#### ***Communication Skills***

Discover the four basic communication styles and how to strengthen communications with your customers, vendors, suppliers, and internally with other employees.

#### ***Client Relationship Success***

Learn how to represent your company and how to deliver service above and beyond an owner's expectations. Learn the key guidelines to handling customers and the common pitfalls that cause relationships to go bad. Discover the steps to handling complaints and how to turn a complaint into an opportunity.

#### ***Negotiation Skills***

Learn tactics and strategies for negotiations and how to get to "win-win" solutions. Participants will learn the basics of good negotiation practices and how to prepare for any negotiating situation.

### Day 3: October 23, 2009

#### ***Presentation Skills***

Learn how to become a more effective presenter. Discover the tools to use to keep your audience's attention, and how to make sure your message is heard and retained.

#### ***Contracts & Clauses***

Understand how contracts are structured and how different types of contracts are used. Develop an understanding of contracts and the clauses that can cause difficulty. Learn how to limit your contractual risk and protect your rights under the contract.

#### ***Insurance & Bonding***

Learn the basics of insurance and bonding as they apply to construction projects. Learn how to manage project risk and what to watch for with subcontractors.

#### ***Time & Meeting Management***

Turn time consuming meetings into productive time for sharing information and solving problems. Learn to identify the top ten time wasters and how to avoid them. Then learn the time saving tips that leverage your time and let you accomplish more.

## Project Manager Essentials (continued)

**Instructor:** Eric Sanderson, Red Rocks Advisors    **Dates:** October 21, 22, 23, 2009  
**Time:** 8:00-5:00 p.m.    **Class Size:** Open  
**Location:** AGC/C Education Center    **Member Cost:** \$650.00  
686 Mariposa    **Nonmember Cost:** \$750.00  
Denver, CO 80204

**Includes:**

### Registration Information:

**Class:** Project Management Essentials

Date: October 21, 22, 23, 2009

Time: 8:00-5:00 p.m.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Method of Payment:

Check Payable To: AGC of Colorado     Discover  
1114 W. 7th Avenue, Suite 200     VISA  
Denver, CO 80204-4432     MasterCard

Print Name as on Card: \_\_\_\_\_ Card Number: \_\_\_\_\_

Expiration Date: \_\_/\_\_/\_\_ CVC: \_\_\_\_\_ Address: \_\_\_\_\_ Zip \_\_\_\_\_

Credit Card Receipt?    \_\_\_ Yes    No \_\_\_ **If yes, email must be completed above.**

AGC Reserves the right to Cancel the class.

Cancellation Policy: All cancellations must be submitted by calling Stephanie at 303-388-2422 or email at [Stephanie@agccolorado.org](mailto:Stephanie@agccolorado.org)  
Cancellations made 2 weeks prior to the class receive a 50% refund. No Refunds for cancellations made less than 1 week (7 days) prior to the class.