



South Texas Chapter

**ASSOCIATED BUILDERS & CONTRACTORS, INC.
SOUTH TEXAS CHAPTER**

New Employee Orientation Class

I: Introduction to Construction:

- What is construction? It's history and roots
- The transition to the construction mindset
- The participants in construction
- Personnel needs
 - Past & Future
- The Industries
 - Residential
 - Commercial
 - Industrial

NEO Guidelines:

This "First Class" is set-up for and open to all member companies. It will help your newest and least experienced employees understand what our industry is about.

Whether your employee is:

- Transitioning into construction
- Those with little or no experience
- College graduates with little or no field experience
- Administrative staff
- General office
 - Receptionist
 - Bookkeeper
- Construction
 - Helpers
 - Laborers

Great awareness training for those in:

- Custodial Services
- Delivery personnel
- Human Resources
- Insurance Carrier
- Materials Supply
- Security
- Staffing Services
- Truck Driving

II Tools for Success in Construction-Soft Skills:

- Personal Qualities
 - Attitude
 - Pride
 - Cooperation
- Workplace Politics
- Fitting into the Organization
 - Do's & Don'ts
- Teamwork & Team Player
- Attainment
 - Knowledge & Skills
- Communication
 - Verbal & Nonverbal

III Jobsite Safety:

- Employer
 - Expectations & Responsibilities
- Your Personal
 - Part & Responsibilities
- Loss Prevention
 - Proactive vs. Reactive
- OSHA

Members Only

*Open to All
Member
Companies'
employees*

Price

\$45
Seating Limit 15

Location

ABC - South Texas
Chapter Office
10408 Gulfdale
San Antonio, Texas 78216

Dates and Time

**Monday
September 20, 2010**

**Promptly From
8:30 am to 11:30 am**

Materials

Please bring pen and notebook. Handouts will be provided.

Cancellations

Cancellations must be in writing and received five (5) days prior to the course start date. Cancellations received after the deadline will not receive refund. However, the ABC - South Texas Chapter will allow for a substitute of the original attendee.

This fast paced course incorporates lecture, videos and power point presentations and offers a question and answer session at the end of the course. Completion certificate's are prepared using the registration form spelling.

http://www.abcsouthtexas.org/event_registration.aspx?eventid=57671

Registration Form

Attendee's Name

Contact Person	_____	_____
Company	_____	_____
Address	_____	_____
Office Number	Fax Number	_____
E-mail Address	_____	_____
Method of Payment	<input type="checkbox"/> Check	<input type="checkbox"/> Bill Me
	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard
Credit Card #	_____	Exp. date _____
Signature	_____	Total: _____

Member

Non-Member

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