



South Texas Chapter

Associated Builders & Contractors, Inc.
South Texas Chapter
814 Arion Parkway, Ste. 204
San Antonio, Texas 78216
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www.abcsouthtexas.org

NEW Employee Orientation

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. Because your new hire understands the industry’s nuts and bolts your company saves time and money because your supervisors need only to train in job specifics tasks.

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

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

Price

\$45

Location

**ABC - South Texas
814 Arion Parkway
Ste. 204
San Antonio, TX 78216
(behind Northside Ford)**

Class

Dates & Time

8:30 am to 11:30 am

02/20/2012

This orientation will be beneficial 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, Book-keeper, Construction: Helpers, Laborers. Great awareness training for those in: Custodial Services, Delivery personnel, Human Resources, Insurance Carrier, Materials Supply, Security, Staffing Services, Truck Driving.

Register Online and Find out about upcoming classes at
http://www.abcsouthtexas.org/event_registration.aspx?eventid=79137

Member Companies’ Staff Only

Contact Name _____

Company Name Address _____

Address _____

Phone _____ Fax _____

Email _____

Method of Payment

Bill Me

Check

Visa

MasterCard

American Express

Credit Card # _____ Exp. date _____

Signature _____

Attendee 1

Attendee 2

Attendee 3

Attendee 4

Training Details

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.

Reservations & Cancellation Policy

Reservations are necessary to ensure there are enough attendees to hold the class. Please do not send attendees without a reservation. Cancellations must be in writing and received five (5) days prior to the course start date to receive a refund.

ABC
South Texas
Is your
path
to the future!

Training
Available
Year Round
to Meet the
Needs
of your
Company!