

CLASS DETAILS AND COURSE CYCLE SCHEDULE

The Management Learning Series provides an all inclusive priced program with in-depth knowledge necessary to become more effective on the job-site and increasingly productive in the office. Established on a repetitive cycle allowing employers and registrants scheduling flexibility necessary for today's busy workforce. Upon program completion, registrants obtain an ABC South Texas Certificate and NCCER Transcript Credit. All modules require a 70 or higher to receive NCCER credit. Each module retest is limited to two before registrant is required to repeat training for that module. All retests require a minimum 48 wait time.

You are able: to visit the [ABC South Texas Calendar](#), download course information or register for any upcoming Module Start Date regardless of its position in the course cycle. When the module start date arrives, begin attending Monday class nights (excluding major holidays), 6:00 pm to 9:30 pm until program completion. Make-up any missed module due to over-time/out-of-town work or emergency absences when the next course cycle occurs. The course cycle repeats roughly every 6 months.

PROGRAM COST: CHAPTER MEMBERS \$1,000.00 | NON-MEMBER \$1,350.00

KEY TOPICS COVERED:

MODULE TITLE: HUMAN RELATIONS & PROBLEM SOLVING

Hours: 20 - Focuses on the communication process and developing effective communication and leadership skills. Compares problem solving to decision making. Discusses potential human relations difficulties and how to resolve them.

MODULE TITLE: INTERPERSONAL SKILLS

Hours: 12.5 - Discusses the values and expectations of the workforce, building relationships, and satisfying stakeholders. Describes the principles of effective communication, applying the management grid, and using relationship skills to create a leadership environment. Also discusses behavioral interviewing and professional development of personnel.

MODULE TITLE: DOCUMENT CONTROL & ESTIMATING

Hours: 10 - Provides an introduction to using and maintaining document control. Defines the elements of material, labor, and equipment estimates and how to develop, organize, and look for errors in an estimate.

MODULE TITLE: RESOURCE CONTROL AND COST AWARENESS

Hours: 15 - Explains how to measure job-site productivity and how to increase it. Discusses resources, materials, tools, equipment, labor, quality, and cost and resource control. Introduces cost awareness and types of reports.

MODULE TITLE: ESTIMATING AND COST CONTROL

Hours: 15 - Emphasizes the importance of accurate estimating and summarizes the estimating process and the steps in developing an estimate. Defines the purpose of a cost control methodology, explains how to perform simple cost analysis, and covers the project manager's role in controlling cost and tracking rework cost.

MODULE TITLE: CONSTRUCTION PLANNING

Hours: 10 - Discusses the importance of formal job planning and creating a performance-based work environment. Discusses the Work Breakdown Structure (WBS) as the foundation that identifies deliverables, tasks, and time. Introduces the basics of quality control and defines the roles and responsibilities of an effective team and how to allocate resources.

MODULE TITLE: SCHEDULING

Hours: 15 - Explains the basics of scheduling from simple to-do lists through bar charts, network diagrams, and methods of managing resources. Discusses the importance of formal schedules, job planning, and establishing priorities. Describes alternative scheduling methods.

MODULE TITLE: QUALITY CONTROL AND ASSURANCE

Hours: 5 - Defines quality control and quality assurance, and stresses management's concerns about quality. Explains project quality management and how to develop an effective quality control plan. Discusses how to identify, assess, and measure weaknesses to avoid rework.

**Supervisory Leadership Schedule
Course Cycle Starts July 2017 and Ends December 2017**

July 10, 2017	Human Relations & Problem Solving	6 pm to 9:30 pm
July 17, 2017	Human Relations & Problem Solving	6 pm to 9:30 pm
July 24, 2017	Human Relations & Problem Solving	6 pm to 9:30 pm
August 7, 2017	Interpersonal Skills	6 pm to 9:30 pm
August 14, 2017	Interpersonal Skills	6 pm to 9:30 pm
August 21, 2017	Interpersonal Skills	6 pm to 9:30 pm
September 4, 2017	Labor Day	
September 11, 2017	Document Control & Estimating	6 pm to 9:30 pm
September 18, 2017	Document Control & Estimating	6 pm to 9:30 pm
September 25, 2017	Document Control & Estimating	6 pm to 9:30 pm
October 2, 2017	Resource Control and Cost Awareness	6 pm to 9:30 pm
October 9, 2017	Resource Control and Cost Awareness	6 pm to 9:30 pm
October 16, 2017	Resource Control and Cost Awareness	6 pm to 9:30 pm
October 23, 2017	Estimating and Cost Control	6 pm to 9:30 pm
October 30, 2017	Estimating and Cost Control	6 pm to 9:30 pm
November 6, 2017	Construction Planning	6 pm to 9:30 pm
November 13, 2017	Construction Planning	6 pm to 9:30 pm
November 20, 2017	Scheduling	6 pm to 9:30 pm
November 27, 2017	Scheduling	6 pm to 9:30 pm
December 4, 2017	Scheduling	6 pm to 9:30 pm
December 11, 2017	Quality Control and Assurance	6 pm to 9:30 pm
December 18, 2017	Quality Control and Assurance	6 pm to 9:30 pm