



PROJECT MANAGEMENT PROGRAM

PROGRAM OUTLINE

In this 20-hour course, you'll discover the critical concepts needed to plan, implement, control and close any type of project. You'll learn about project politics, ethics, measurements, and closure. You will also develop a variety of techniques that will allow you to become a key member of your project team.

Session Schedule:

8:30 am – 12:30 pm

October 2, 9, 16, 23, & 30, 2019

Course includes:

Materials & handouts

Morning coffee

Refreshments

LEADERSHIP

Styles
Motivation
Projecting a professional image

PLANNING

Pre-construction planning
Daily project planning

PROBLEM SOLVING & DECISION MAKING

Problem solving techniques
Decision making techniques

RESOURCE CONTROL

Production & standard control
Improving production
Avoiding delays
Labor, materials, equipment, subcontractor, & vendors
Quality management

PROJECT DOCUMENTS

Bid document review
Types of contracts
Daily correspondence Requirements
Change orders preparations and submittals

ESTIMATING

Understanding the estimating system
Estimating process & steps
Developing an estimate

COST CONTROL SYSTEMS

Defining & managing cost
Cost analysis & reports
Tracking & controlling cost

SCHEDULING

Types of schedules
Establish work activities & work flow
Prepare a schedule
Monitor & update schedules

TIME MANAGEMENT

Time management
Time wasters
Controlling time & meetings

STRESS MANAGEMENT

What causes stress?
Stress in the workplace
Reducing stress

COURSE TUITION \$995 | NONMEMBER \$1095

Register online at abccentralflorida.com/education-calendar

Deadline to cancel is September 27, 2019 | 5:00 p.m. | No refunds after deadline



INSTRUCTOR: Philip B. Copare,
Construction Services Enterprise (CSE).
He received a BCN from the University of Florida, a master's degree in Business from Rollins College; he is a certified general contractor and underground

utility contractor. He holds a Professional Safety Certification and is approved to teach the 30 and 10-hour OSHA Safety courses. He also is a certified Master Trainer with NCCER. Mr. Copare brings to the classroom his dynamic and unique brand of education with real life experiences and examples.