



# PROJECT MANAGEMENT PROGRAM

# PROGRAM OUTLINE

In this 20-hour course, you will discover the critical concepts needed to plan, implement, control and close any type of project. Learn about project politics, ethics, measurements, and closure. This course 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

April 16, 23, 30, May 7, 14, 2019

CFC ABC Office

651 Danville Drive, Suite 200

Orlando, FL 32825

## 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](http://abccentralflorida.com/education-calendar)

Deadline to cancel is April 9, 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.