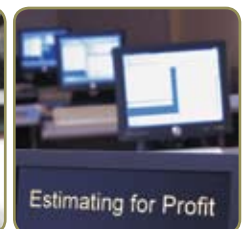


# Professional Development Courses & Business Seminars

Want to train a journeyman to become an estimator?  
Want your estimator to become a scheduler, or just a  
better estimator?



*Sign up your staff for a professional development  
course and experience an instant return on your  
investment!*

**Accubid Education**  
Professional Development for Contractors





## Professional Development Courses & Business Seminars

### Our Instructors

Accubid's professional development courses are taught by seasoned professionals with years of real world contracting experience.

### Our Facilities

Accubid's professional development courses are held in major metropolitan centers throughout North America in classroom settings with dedicated computer workstations. The state-of-the-art facilities at our Toronto, ON headquarters provide an optimal learning environment

### Size Matters

Our classroom size is kept deliberately small to maximize the learning experience. Each student is afforded close attention and personalized service in a small classroom environment.

# Computerized Estimating Courses



## Computerized Estimating Level 100 - Takeoff

This introductory course is designed to teach novice estimators sound principles and proven methodologies of hands-on professional estimating. This intensive course will set students on the path to becoming more proficient and productive estimators by focusing on estimating techniques that emphasize accuracy and detail during takeoff. In addition to exercising hands-on techniques of counting and measuring materials during the takeoff phase, students will learn to organize those takeoffs into logical and functional breakdowns, setting the stage for proper bid review, material co-ordination, scheduling, and effective project management.

Throughout the five-day course, students will have ample opportunity to exercise these principles and techniques by performing an instructor-led real-world type estimate from start to finish, using the latest in state-of-the-art software, tools, and materials.

Upon successful course completion, students will have garnered sufficient knowledge and skills to complete a detailed and accurate estimate with confidence.

### Summary of Course Topics

- Bid Document Review (drawings, specifications, and addenda)
- Review of the estimating process
- Practical takeoff methods unique to common systems
- Reviewing bill of materials
- Bid closing procedure
- Bid preparation and submittal

**Course Duration:** 5 days

**Who Should Attend:** Project managers, journeymen, novice estimators, and estimators unfamiliar with computerized estimating software.

**Prerequisites:** Experience in the contracting industry, an ability to read blueprints, and a working knowledge of computers in a Windows environment.

## Computerized Estimating Level 200 - Closing the Bid

This course is designed to build upon the estimating principles and methodologies learned in the level 100 course. Students will be taught invaluable lessons to further refine their estimating skills and take their expertise to the next level.

The learning environment is instructor-led with students completing a series of structured lessons containing elements of lectures and exercises. Each lesson delves into issues that intermediate to senior estimators encounter daily. These issues include addressing pre-bid changes, bid analysis, unit prices, accurately costing labor, material and labor escalation, bid summaries, and allocating overhead and profit, just to name a few.

Upon course completion, students will have learned relevant knowledge and skills applicable to estimating tasks in their workplace. The result of which will be increased performance that will pay dividends for themselves and their companies.

### Summary of Course Topics

- Review estimating principles and methodologies
- Mastering takeoff modifications
- Applying labor costs
- Incidental items and general expenses
- Coding material and labor
- Bid analysis and review
- Creating unit prices
- Creating multiple bid summaries
- Applying overhead and profit to an estimate

**Course Duration:** 3 days

**Who Should Attend:** Project managers and estimators.

**Prerequisites:** Successful completion of Computerized Estimating Level 100 and hands on estimating experience.

## *What can you learn from Accubid's Computerized Estimating courses?*

- Project initiation procedures
- Importance of reviewing specifications
- Proper estimate setup procedures
- A systematic approach to takeoff
- Organize a takeoff into logical and functional breakdowns
- Consistent bid closing procedure to complete estimates
- Acquire knowledge and skills in the use of state-of-the-art estimating software
- Takeoff modification procedures
- Review and analyze accumulated bill of materials
- Understanding the extension of material pricing and labor units to a bill of materials
- Consistent approach to account for costs such as labor, quoted material, equipment, subcontractors, and general expenses.
- How to validate an estimate to ensure accuracy
- Learn functions related to estimating such as bonding, request for information, request for proposals and request for quotations, etc.
- Learn in one week what would otherwise take months and possibly years!



### What can you learn from Accubid's Scheduling course?

- The fundamentals of project scheduling
- Skills to create, link and sequence project tasks
- Skills to create, apply and level resources to project tasks
- Create project milestones
- Create project baselines
- Exporting estimating data for use in building project schedules

# Scheduling Courses

## Scheduling Level 100

Scheduling level 100 is an introductory course in the Accubid Systems professional development series, which provides participants the opportunity to acquire the skills and knowledge to competently develop real-world type project baseline schedules for use in construction projects.

Participants will learn to apply currently accepted scheduling principles and practices in an intense environment of instructor-led sequential structured lessons using Microsoft Project 2003. These lessons will focus on activity entry, setting task types, resource allocations, task sequencing and dependencies, constraints, milestones, critical paths, and baselines.

Each participant will be responsible for developing a complete and logical project schedule by the completion of the course. Through this hands-on approach, students will gain knowledge in the following areas:

- Schedule theory as applicable to the construction industry
- Use of scheduling software (Microsoft Project)
- Establishing a WBS (Work Breakdown Structure)
- Sequencing tasks to establish workflow
- Relationship between effort driven verses duration driven tasks
- Applying resources to projects (i.e. manpower, materials, etc.)
- Analyzing resource allocations and their effect on projects
- Creation of project baselines
- Importing detailed, trade specific estimates from estimating software (Accubid Pro) into Microsoft Project

**Duration of the Course:** 2 days

**Who Should Attend:** Project managers, estimators, and contractors

**Prerequisites:** Experience in the contracting industry and working knowledge of computers in a Windows environment

*“Once again, an excellent training seminar with highly experienced instructors who listen and look to serve our industry the best way they can!”*

# Change Order Management Courses

## Change Order Management Level 100

The Change Management Level 100 course is an introductory course that provides participants with the opportunity to acquire the skills and knowledge to competently deal with real-world change order issues which are commonplace in construction projects. The instructional method focuses on a problem-based approach to learning with the use of case study scenarios.

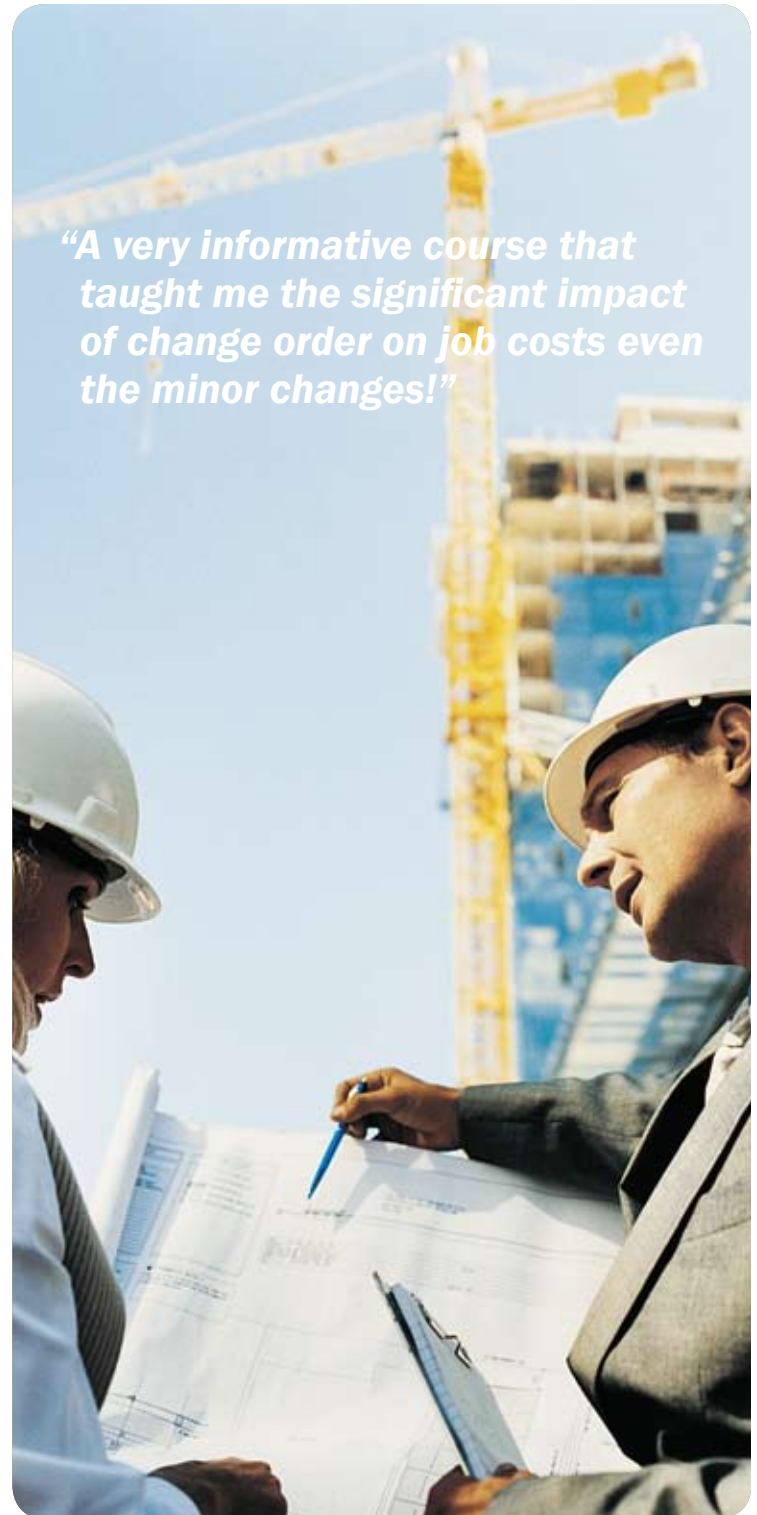
Each participant will be responsible for participating within a team environment and actively engaging in group discussion where necessary. During the workshop the following topics will be covered:

- The reality of change orders
- Effects of change orders
- Real costs of change orders
- Impacts of schedule changes on resources
- Overtime impact on productivity
- Time sensitivity of change orders
- Causes of change orders
- Direct and indirect costs of change orders
- Impacts on labor efficiency
- Cumulative impacts of change orders
- Overhead
- Change order pricing methods
- Reality of unit prices

**Duration of the Course:** 1 day

**Who Should Attend:** Project managers, chief estimators, contractors

**Prerequisites:** Contracting and/or engineering experience.



*“A very informative course that taught me the significant impact of change order on job costs even the minor changes!”*



# Project Management

## Project Management Level 100 Course

The Accubid Project Management course offers an opportunity for novice or junior project managers to acquire the relevant skills and knowledge areas crucial for their success as successful project managers.

This four module course delivered over eight days (four two-day sessions) contains 23 unique topics. Each module focuses on subjects crucial to successful project management like planning, organizing, controlling and interpersonal skills. The instructional approach blends lecture, group discussions as well as hands-on exercises using the latest in web-based project management software.

### Learning Objectives

Upon successful completion of the course, participants will:

- Understand and apply proven principles to improve their project planning efforts.
- Apply proven methods to better organize and manage their projects, themselves, their staff, subcontractors, and vendors.
- Improve their understanding of the reality of change orders and techniques to successfully manage them.
- Improve their interpersonal skills to help better manage their team and all project participants.
- Acquire stronger leadership, salesmanship and communication skills
- Have a better appreciation for collaborative project management software tools.

### Modules and Topics

#### Module 1 – Planning

- Topic 1 – Introduction to Project Management
- Topic 2 – Estimating – Understanding the estimate components and ratios.
- Topic 3 – Pre-construction Planning
- Topic 4 – The Schedule and sequence of work
- Topic 5 – Finalizing the job budget
- Topic 6 – Pre-fabrication and profitability

#### Module 2 – Organizational Skills

- Topic 7 – Managing change orders
- Topic 8 – Team responsibilities and communication
- Topic 9 – Managing information and documents
- Topic 10 – Project log
- Topic 11 – Time management


#### Module 3 – Organizational Skills – Part B

- Topic 12 – Labor tracking
- Topic 13 – Cash flow management - Schedule of Values and Progress Billing
- Topic 14 – Claim prevention
- Topic 15 – The contract
- Topic 16 – Managing subcontractors
- Topic 17 – Project closeout

#### Module 4 – Interpersonal Skills

- Topic 12 – Labor tracking
- Topic 13 – Cash flow management - Schedule of Values and Progress Billing
- Topic 14 – Claim prevention
- Topic 15 – The contract
- Topic 16 – Managing subcontractors
- Topic 17 – Project closeout

**Course Schedule:** Each module is delivered over two consecutive days and runs between the hours of 8:00 AM and 4:00 PM.



# Business Seminars

In today's rapidly changing business environment, owners and managers need the right tools and knowledge to stay ahead in the marketplace. Knowledge brings with it many powerful advantages that can positively affect bottom lines. Accubid Education's department offers seminars that deliver relevant and timely knowledge in issues that are of concern to contractors. Our seminars are presented by seasoned industry professionals in a variety of settings that offer tremendous flexibility for attendees.

**Duration:** 4 hours

**Who should attend:** Project managers, estimators, contractors, management

**Setting:** Available anytime and at any location—meeting room, classroom, lecture hall, or your office environment. Available for private sessions or association functions

## Estimating for Profit

This seminar illustrates how contractors can modify their bidding practices to establish a true cost and improve success ratios by reviewing the key elements of an estimate. Estimating for Profit will benefit any contractor who depends on good estimating practices for acquiring work and retaining clients.

### Topics

- Overview of the electrical contracting business
- Estimating defined
- Good estimating procedures
- Application of labor factoring
- Correct overhead recovery
- Profit and risk correlation
- Mitigating risks and maximizing profit
- Common estimating and management mistakes
- Bid analysis
- Using estimating data to schedule and manage projects

## The Reality of Change Orders

This seminar sheds a new light on change orders in the industry. It explores how change orders may or may not be making contractors money, and why and how these changes impact the base contract, the schedule, productivity, etc., and what contractors can do about it. Group work is an essential element of the Change Order seminar. Attendees will break into groups to work through exercises and discuss topics that relate to Change Orders. It is beneficial for attendees to bring real world experiences to the class to be discussed and analyzed.

Contractors must deal with hundreds of change orders each year. This seminar could make the crucial difference in your bottom line.

### Topics

- What causes change orders
- Cost of processing a change order
- The negative impact on the base contract
- Direct and indirect costs of change orders
- The right way to produce a change order
- Proper documentation to speed up approval
- Cumulative effect of change orders
- Negotiating and selling change orders

## Operating a Profitable and Successful Service Business

In order to operate a successful service business today, contractors need to approach service work with a different mindset than that used for construction. This seminar examines key topics ranging from the costs of service work to negotiating and selling skills. All the topics discussed are unique to the demands of a service work and will enlighten service oriented firms to a better way of operating their businesses.

### Topics

- Evaluating the real cost of service work
- Review preparing credible and consistent invoices
- Learn how important we are to our clients
- Improve our negotiating and selling skills
- Emphasizing the importance of quality, reliability, value engineering, and preventative maintenance.
- Managing clients through profiling



# Professional Development Courses & Business Seminars

**Accubid Systems**  
7725 Jane St.,  
Concord, ON, Canada  
L4K 1X4

4891 Independence St., Suite 275  
Wheat Ridge, CO, USA

Phone: 1-800-ACCUBID (222-8243)

Fax: 905-761-1234

E-mail: [info@accubid.com](mailto:info@accubid.com)

**Accubid Education**   
Professional Development for Contractors

total solutions for contractors  
**1-800-222-8243**  
[www.accubid.com](http://www.accubid.com)

**ACCUBID**