

# ACADEMY FACULTY

## CHARLES COOK

*R.S. Cook & Associates, Southeastern, PA*

Charles Cook has served as Chairman of the Philadelphia General Building Contractors Association Education Committee, as Chairman of AGC of America's Supervisory Training Program Subcommittee as well as the Continuing Education Subcommittee. He has presented communication seminars for several corporations. Charles graduated cum laude from Cornell University, received his M.F.A. from Temple University and his Ph.D. from New York University.

## MATT FORCK

*K-Crof Industries, LLC, Columbia, MO*

Matt, CSP & JLW, is one of only a handful of individuals to earn both the Certified Safety Professional (CSP) designation and journey status in the hazardous field of distribution electrical line work. Matt has served as a manager in a corporate leadership team. It is through Matt's diverse work experience that he is able to engage and net results throughout an organization; from those that get their hands dirty, to safety professionals and top-level leadership. Matt directs K-Crof Industries, LLC, an organization dedicated to "Building Safe People!" His client list includes Fortune 500 and Fortune 1000 companies, utility and construction companies and trade associations.

## CARLTON GOODWIN

*Architect, LEED, AP, Cedar Rapids, IA*

Carlton is the Program Director for Industrial Technologies and Energy Sustainability at Kirkwood Community College in Cedar Rapids. As an architect, construction project manager, and construction superintendent, Mr. Goodwin has worked on construction projects across the United States. Mr. Goodwin has over thirty years of professional design and construction experience and is an accomplished carpenter. Carlton is a LEED AP, member of US Green Building Council, certified as a HERS Rater by RESNET and a Building Envelop Specialist by BPI.

## GEORGE HEDLEY

*Hardhat Presentations, Newport Beach, CA*

George built a thriving \$50 million construction business in just 7 years. Hardhat Presentations is a natural outgrowth of George's business expertise, inspiring leadership style and passion for teaching. Today, as a nationally-recognized professional speaker, George is able to connect with business audiences as few others can: As an insightful entrepreneur, experienced manager and successful business owner. George communicates his business philosophy via a compelling combination of common sense, business smarts and humor that's both entertaining and motivating.

## THOMAS (TJ) LYONS

*Innovative Technical Solutions, Walnut Creek, CA*

Mr. Lyons has a strong background in construction safety and industrial hygiene, focusing on reducing or eliminating risk through proper planning, implementation of best practices and lessons learned at the project level with a focus on driving from risk management to risk elimination. Mr. Lyons then went on to head a health and safety consulting office for a firm in Massachusetts focusing on environmental site assessments and testing, training, and indoor air pollutions investigations across New England. Board certified as an Occupational Health and Safety Technologist and Certified Safety Professional, he is proud to have taken some of these skills to his local community. In 2001, Mr. Lyons was awarded the IRMI Gary E. Bird Horizon Award for his efforts in implementing the OSHA Voluntary Protection Program on the first construction project in the state of New York.

## BRIAN STATER

*Bowen Engineering Corp., Indianapolis, IN*

Brian Stater has been with Bowen Engineering for 12 years. Brian is a 1989 graduate of Purdue University's Construction Engineering and Management program. Brian is currently Manager of Business Development working in the Indianapolis office and President of a new start-up division of Bowen in the Bio-Fuels Industry. Brian has been involved in projects at Bowen including Grain Processing WWTP, IWC Ford Road WTP, and Brownsburg WWTP. He also serves on the BEC University development committee, the Noblesville, IN Boys and Girls Club Board of Directors and Vice President of the Indiana Chapter of ACI.

## JOHN TEMPLER

*Whitfield & Eddy, PLC, West Des Moines, IA*

John has been in practice since 1975 specializing in construction law and construction litigation. He has lectured at the Drake University Law School, Iowa State University, and the University of Northern Iowa. He also is the co-author of several construction-related law books, including Iowa Construction Law and A Contractor's Guide to Iowa Construction Law. He received his BA degree in 1972 from the University of Iowa and his Juris Doctorate degree (with high distinction) from the University of Iowa in 1974. Mr. Templer is included in 2010 editions of "Best Lawyers in America" and "Super Lawyers in Construction Law."

# ACADEMY FACILITATORS

## TOM SUCKOW

*Master Builders of Iowa, Des Moines, IA*

Tom has been involved in construction safety since 1988 as a safety director for both large and small contractors, as an onsite safety professional and as an independent safety consultant. He started in the construction industry in 1972 as a summer laborer and became full time in the industry in 1977. He has expertise in insurance matters, crisis management and human resources. He is authorized to teach the OSHA Construction 10 & 30 hours Outreach courses, has received the Associate in Risk Management and Construction Risk and Insurance Specialist certifications.

## CHARLES COOK

*R.S. Cook & Associates, Southeastern, PA*

Mr. Cook has been an integral part of the Academy since its inception seven years ago. His reputation and abilities as a teacher, trainer and facilitator are well established throughout the academic and construction fields. Mr. Cook's background in leadership studies and skills, working knowledge of the actual construction process and close association with supervisory training in the construction industry make him the ideal facilitator for our academy.

# The Academy for PROJECT MANAGERS

An Interactive Program that Explores Critical Areas of Project Management



*Presented by Master Builders of Iowa*

## COMING SPRING 2012

*Look inside for dates and locations ...*

# THE ACADEMY FOR PROJECT MANAGERS

The Academy for Project Managers enables participants to take part in an interactive program that explores the critical areas of project management that project managers in the construction industry tackle on a daily basis. The course's curriculum builds on itself throughout the series, starting with leadership and management training and moving on to cover safety, estimating, job costing, contracts, profitability, scheduling and much more. In addition to CEU contact hours, graduates finish this training series with the essential knowledge necessary to bring their very best to their projects, their teams and their companies, as well as an expanded network of professional colleagues. Sessions are instructed by the best in our field, including instructors who are leaders in their companies, construction attorneys, productivity experts, and others familiar with current trends in today's market.

WHO ATTENDS

An invitation to attend is extended to all individuals in the construction industry who exhibit the ability to lead. We encourage you to invest at your project manager level. These programs have been designed to provide the right mix of technical knowledge to develop necessary skills, while focusing on Team Work, Leadership, Motivation and Persuasion . . . all of which are critical attributes for tomorrow's industry.

Tuition Fee: \$1,000/person for members of the Master Builders of Iowa and \$1,350/person for non-MBI members. Fees include the following sessions, class materials and some meals. Participants are responsible for travel and overnight accommodations.

## SESSION DATES & FACILITIES

**March 13, 2012**  
Gateway Conference Center  
2100 Green Hills Drive  
Ames, Iowa

**March 14, 2012**  
Gateway Conference Center  
2100 Green Hills Drive  
Ames, Iowa

**March 23, 2012**  
Webinar

**March 30, 2012**  
Sheraton West Des Moines  
1800 50th Street  
West Des Moines, Iowa

**April 6, 2012**  
Webinar

**April 20, 2012**  
Sheraton West Des Moines  
1800 50th Street  
West Des Moines, Iowa

THE ACADEMY

# ACADEMY CURRICULUM

MARCH 13, 2012 | 8:00 AM – 7:00 PM  
AMES, IOWA

## LEADERSHIP

*Presented by Charles Cook, R.S. Cook & Associates, Southeastern, PA*  
Leadership skills are of the utmost importance to project managers in the construction industry. An individual's development as a leader is critical to their personal, project and company's success. Influencing and motivating others is one of the project manager's biggest leadership challenges. This course provides project managers with the initial step in a life-long process of developing leadership competency.

This session focuses on identifying the necessary competencies required of successful project managers. Participants use self-assessment instruments to identify their preferences for communication, motivation, conflict management and decision making. From this information, participants can develop a personal leadership program and goals. Utilizing self – assessment enables participants to recognize how their preferences influence those around them.

MARCH 14, 2012 | 8:00 AM – 12:00 PM  
AMES, IOWA

## TOOLS & TECHNIQUES FOR PROMOTING JOBSITE SAFETY

*Presented by Matt Forck, K-Crof Industries, LLC, Columbia, MO*

In today's market, safety is a competitive advantage. Managing jobsite safety cannot be left solely to the jobsite superintendent or safety manager. Instead, it must include the project manager and associated staff as well because the best way to have a safe jobsite is to start planning for one as the project is bid. Safety efforts have to work hand in hand with production, rather than be an afterthought. This fun, educational and interactive class will increase safety awareness and provide project managers new insights into their critical role as jobsite leaders. Finally, the course will offer practical and easy to use tools in key areas, such as coaching and feedback, effective communications, shared belief systems and values; tools which are vital to success in today's competitive environment.

MARCH 23, 2012 | 1:00 – 3:00 PM | WEBINAR

## ESTIMATING & JOB COSTING

*Presented by Carlton Goodwin, Architect, LEED, AP, Cedar Rapids, IA*

The overview of this presentation is an introduction to Estimating Basics. Items covered in this presentation will be project planning and set-up; estimating costs for specific tasks; estimating costs not associated with a specific task; estimating costs of work-by-others; putting estimates into action; estimating redesign and revisions and project contributions to corporate profits and module summary.

Other course aspects include: Understanding different types of estimates; Developing professional estimating skills; Appreciating the importance of good documentation and consistent formatting; Gaining awareness of how accurate cost information is critical to the success of the company; Understanding the link between design, estimating and project costs; Learning how equipment costs are developed and integrated into the estimate; Learning how general costs and overhead not assignable to a specific task are included in the estimate.

MARCH 30, 2012 | 8:00 AM – 12:30 PM  
WEST DES MOINES, IOWA

## COMMON SENSE CONTRACTS

*Presented by John Templer, Whitfield & Eddy, PLC, West Des Moines, IA*

Participants will discuss how basic contracts are structured, how different types of contracts are used, and how project documentation relates to effective contracting. Attendees will also increase their awareness of important contract law and language, and how they are related to project risk, how different project delivery methods use different contracting strategies and be able to distinguish between partial and material breaches and understand the significance of termination, bankruptcy and breach of contract claims.

APRIL 6, 2012 | 1:00 – 3:00 PM | WEBINAR

## IMPROVE & MAXIMIZE FIELD PRODUCTIVITY

*Presented by George Hedley, Hardhat Presentations, Newport Beach, CA*

Running efficient and productive construction projects starts with effective supervision. Learn how the best project managers improve productivity by setting clear project goals, tracking and monitoring progress and making people accountable to achieve results. Learn ongoing techniques for reporting, recognition, scheduling and implementing pro-active methods to guarantee projects finish on time, under budget, safe and with quality workmanship. Set clear project goals and targets; track and monitor progress; motivate, encourage and inspire; and improve scheduling systems.

APRIL 20, 2012 | 8:00 AM – 5:00 PM  
WEST DES MOINES, IOWA

## PROJECT PLANNING & SCHEDULING

*Presented by Brian Stater, Bowen Engineering Corp, Knoxville, TN*

The goal of this session is to identify the importance of pre-planning and its correlation with a company's bottom line. Overall objectives include: outline the pre-planning process; discuss pre-planning and planning tools; demonstrate team building techniques within the pre-planning process; identify the project manager's role in cost control; discuss the importance of tracking job costs; examine sample report forms used throughout the project in order to demonstrate the need for meaningful cost budgets; and illustrate cost analysis through the use of examples.

## RISK MANAGEMENT

*Thomas (TJ) Lyons, Innovative Technical Solutions, Walnut Creek, CA*

This session will address the following subjects: managing risk; insurance, sureties & bonding; warranties & liability periods; documentation & managing risk; risk management issues; conduct of employees; project risks; and risk allocation & module summary. The learning objectives are as follows: gain awareness of how risk changes over the different phases of a project; understand the types & sources of risk; learn techniques for managing risk, specifically risks that are the contractor's primary responsibility; learn how the scope and nature of risk management varies based on the project contracting method; learn about warranty periods and liability tails; understand the basics of insurance and bonding; appreciate the importance of documentation in controlling risk; learn how quality control/quality assurance plans help mitigate performance risk; and learn how risk and profit are related.