

# Building the Vision Building the Business

## ..... THE BASICS .....

### WHAT

This program is designed to assist small or minority-owned contractors, subcontractors and suppliers in understanding the basic elements of running a commercial construction business and specifically how to do business with the Fort Worth Independent School District in preparation for its Capital Improvement Program. The program focuses on both technical and administrative skills.

### WHEN

Every Thursday beginning July 24 through October 2, 6 - 8 p.m.

### COST

\$100 per firm; two people from the same firm may attend a class with substitutions allowed.

### WHERE

QUOIN's Fort Worth Location • 417 Fulton, Fort Worth, TX 76104

### RSVP

Please RSVP to [brenda.adams@fwisd.org](mailto:brenda.adams@fwisd.org) by July 18.  
You may pay/register before or during the first class.



### SPONSORING PARTNERS

- American Indian Chamber of Commerce of Texas
- Dallas Black Chamber of Commerce
- DFW Black Contractors Association
- DFW Minority Business Council
- Fort Worth Chamber of Commerce
- Fort Worth Hispanic Chamber of Commerce
- Fort Worth Metropolitan Black Chamber of Commerce
- Hispanic Contractors Association
- North Central Texas Regional Certification Agency (NCTRCA)
- Tarrant County Asian Chamber of Commerce
- Women's Business Council-Southwest



### SESSION DESCRIPTIONS

#### SESSION 1: Elements of Running a Successful Construction Business and Developing a Business Plan

- Company Organization
- Understanding the planning process
- Components of a plan and putting your plan to work

#### SESSION 2: Financial Management

- Accounting and cost control
- Financial statements
- Cash flow

#### SESSION 3: Understanding Contracts

- Contract formation and use of standard form documents
- Payment clauses
- Change clauses
- "No damage for delay" clauses

#### SESSION 4: Fort Worth ISD

- Fort Worth ISD business opportunities
- Bidding for Fort Worth ISD projects
- Capital Improvement Program
- Meet Fort Worth ISD purchasing and CIP staff

#### SESSION 5: Bidding and Estimating

- Project tracking
- Decision to bid project
- Estimating the project

#### SESSION 6: Project Scheduling

- Building, updating and modifying the schedule
- Record keeping

#### SESSION 7: Project Management

- What is project management?
- What are the advantages of project management?
- Steps of project management

#### SESSION 8: Insurance and Bonds

- Meeting insurance requirements
- Workers compensation
- Understanding the basic concepts of bonding
- Steps to secure a bond

#### SESSION 9: Safety, Health and Environmental Services

- Identification and control of hazards
- Training and education
- Record keeping and hazard analysis

#### SESSION 10: Marketing and the Art of Networking

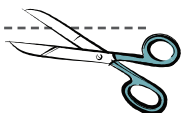
- Construction marketing and its importance to your success
- Developing and implementing your marketing strategy
- Secrets to building long-lasting customer relationships
- The art of networking

#### SESSION 11: NCTRCA and State HUB Certification

- This will be a real working sessions where the NCTRCA and the Hispanic Chamber of Commerce will bring in their staff to help attendees complete the certification forms.

### GRADUATION AND OPEN HOUSE

**YES!** Please enroll me today for the course.



Invoice my company for \_\_\_\_ reservations at \$100.00 per company.  Check enclosed for \$\_\_\_\_\_.

NAME 1 \_\_\_\_\_

NAME 2 \_\_\_\_\_

FIRM \_\_\_\_\_

TYPE OF BUSINESS/SERVICE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

E-MAIL \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_

**\*\* Please make check payable to QUOIN.**