

2012 Young Contractors Professional Institute

Eight high-impact half-day seminars, February – May, 2012



Program builds the competencies participants need most to bring their companies out of the recession at full strength:

- Increasing efficiency and productivity
- Taking on new tasks, enlarging responsibilities
- Improving financial management
- Increasing value added to their company

Outcomes/benefits for companies sponsoring participants include:

- Retaining, building key young professionals
- Importing innovation and best practices
- Building morale, positive attitude and culture
- Improving bottom-line performance and growth

Program features ensure lasting results:

- Three month continuous program fosters in-depth applications
- Numerous industry experts participate throughout
- Hands-on learning delivers real-world understanding
- Small group (max 20) enhances learning impacts



Understanding Young Contractors' Potential and Role

Young contractors can play a key role in bringing their companies out of the recession in a position of strength ... but only if they have the insight and skills they need to do the job. Though true in any economy, it's essential in this economy that young contractors don't limit their responsibilities to individual, technical tasks. Now more than ever, they must also master the management and communications tasks that impact their companies' bottom line. This Institute enables you to master these tasks, perform your job at optimal levels, increase the value you add to your company and build a strong foundation for long term career and professional development.

Special Features

Special features of the program make it especially effective:

- Bi-weekly half-day sessions provides continuous learning, reinforcement and continuity;
- Different industry experts participate in each session, adding valuable perspective;
- 2- 6 pm scheduling of sessions enables participants to meet job responsibilities;
- Meeting at different companies provides valuable behind-the-scenes insights;
- All sessions deliver key strategies and skills and use dynamic hands-on teaching methods.

Who Should Attend

Participants from a wide range of situations have found the program worthwhile. The program is especially useful for participants who:

- Want to make a great contribution to their company;
- Have been in the industry for at least five years;
- Are taking on increased management, marketing and communications responsibilities;
- Are working more with clients and architects;
- Want to take on new responsibilities and tackle new opportunities.

Outcomes/ Benefits For Companies and Participants

- Improved bottom-line performance and productivity;
- Increased ability to be promoted and take on new responsibilities;
- Up-to-date understanding of current industry best practices;
- Increased ability to contribute to their company's bottom-line;
- Program fees/returns deliver excellent investment and lasting value.

Institute Leadership

Institute Director Dr. William Ronco developed this program for CCIA based on similar programs he initiated and directs for the Massachusetts AGC and Boston Society of Architects. More than 350 young professionals have participated in those programs in the past 10 years, consistently evaluating sessions 90% "Excellent." President of Gathering Pace Consulting (www.gatheringpace.com) Dr. Ronco consults on strategic planning, partnering and leadership with construction, architecture, engineering and owner/ client organizations. He earned his BA from Rutgers University, EdM from Harvard University and PhD in Urban Planning from the Massachusetts Institute of Technology.



2012 CCIA Young Contractors Professional Institute

Seminars are scheduled 2-6 p.m. and include a light supper and tour of the hosting company

NOTE: THE FOLLOWING DATES, INSTRUCTORS, AND LOCATIONS ARE SUBJECT TO CHANGE.

Date	Topic	Instructor, Host Organization
NEW Date TBD	Improving Young Contractors' Job Performance/ Career Development/ Dealing With Difficult People. Special opportunities, problems, strategies, pitfalls. Managing career development and growth. Improving awareness of self and others. Understanding, working effectively with difficult people.	William Ronco, CCIA YCPI Instructor <i>At: CCIA, Wethersfield, CT</i>
2-15	Managing Finances. Avoiding Contractors' Top 10 Finance Mistakes. Understanding, using financial tools and skills for projects and for company-wide perspective. Understanding your impact on profit: what matters most.	Joseph Natarelli, Marcum, LLP Terry Wooding, Petra Construction <i>At: Petra Construction, North Haven, CT</i>
2-29	Increasing Writing Effectiveness. Improving your effectiveness and efficiency using emails to communicate. Writing for positive results and influence. Using writing to hold others accountable. Using writing to improve client relationships and win work.	William Ronco, CCIA YCPI Instructor Terry Casey, On Target Marketing & Communications <i>At: Berlin Steel, Kensington, CT</i>
3-14	Improving GC-Subcontractor Working Relationships. How GC's and subcontractors frustrate each other: pitfalls to avoid. Why and how to build effective relationships. Why and how to clarify expectations. Improving your selection and review processes.	Patrick Delany, Gilbane Building Company William Flynn, Electrical Contractors Inc. <i>At: Gilbane Building Company, Glastonbury, CT</i>
3-28	Negotiations Strategies and Skills. When and how to negotiate effectively. Win-win, getting to yes in everyday case situations. Using negotiations effectively in real estate development presentations. Pitfalls, strategies and skills.	Ed Bond, President, Bond Brothers Construction Mary Feeney, Esq., Bowditch & Dewey <i>At: Bond Brothers, Durham, CT</i>
4-11	Legal and HR Issues Impacting Young Contractors. Are you at risk? What can you say / not say as an employee? What rights and privileges do you really have? Understanding key HR laws and their implications for you at work.	Dan Carey, O & G Industries Rick Vitarelli, McCarter & English <i>At: McCarter & English, Hartford, CT</i>
4-25	What Clients Really Want. Common misconceptions, real priorities and methods. Different types of client organizations, different needs, pressures and opportunities. How young contractors misinterpret client needs. How to accurately assess and respond to client satisfaction.	Nancy Win-Alderson, Pfizer Corporation David Frassinelli, Fairfield University Twig Holland, Town of Fairfield <i>At: Fairfield University</i>
5-9	Leadership Strategies and Skills/ Graduation. What got you here won't get you there. From manager to leader and beyond. Optional: conduct a confidential 360 survey of your leadership effectiveness. Moving from young professional to industry leader. YCPI program graduation.	William Ronco, CCIA YCPI Instructor <i>At: TBA, program participant's company</i>



**2012 CCIA Young Contractors Professional Institute
Registration**

To Register: Complete and return this form for each registrant. The Confirmation will be returned with program location information.

Register via: E-mail: jwilhelm@ctconstruction.org | Fax: 860.563.0616 or
Mail: CCIA | 912 Silas Deane Highway | Wethersfield, CT 06109

Name _____

Company _____

Address _____

City State Zip _____

Telephone and Fax _____

Email _____

Program Fees, Value, ROI

By several benchmarks, program fees deliver excellent value and lasting returns. The program fee of \$1,995 (plus 6.35% CT sales tax) for CCIA members for eight half-day seminars, half the amount local colleges and universities charge for a four-day management seminar, can be paid back many times over in terms of:

- Participants’ ability to take on new tasks and responsibilities;
- Participants’ ability to win work;
- Participants’ increased productivity and performance
- Sponsoring companies’ receiving new best-practice processes participants bring back
- Sponsoring companies’ increased productivity, win rate and performance

Calculate your program fee:		Fee	Tax	Total
CCIA Member	First Participant from company	1,995	127	2,122
CCIA Member	Additional Participant from company	1,695	108	1,803
Non-CCIA Member	First Participant from company	2,795	177	2,972
Non-CCIA Member	Additional Participant from company	2,495	158	2,653

**Payment must accompany registration. Please make Checks payable to Young Contractors Forum.
Enclosed is my check for: \$_____ | #_____ of Participants**

Register via: e-mail: jwilhelm@ctconstruction.org | Fax: 860.563.0616 or
Mail: CCIA | 912 Silas Deane Highway | Wethersfield, CT 06109

Questions? Contact John Butts | jbutts@ctconstruction.org | Telephone 860-529-6855