



Associated Builders and Contractors  
of Western Washington  
**CONSTRUCTION BUSINESS SCHOOL**  
**Spring 2022**

**U.S. DOT Bonding Education Program**

**Thursdays, March 31<sup>st</sup> to June 2<sup>nd</sup> | 2:30 to 4:30 p.m. | Virtual Program**

## **COURSE DESCRIPTION**

The goal of the 10-week virtual program is to provide instruction in the skills it takes to run a successful construction firm and an opportunity to meet others in your industry. This comprehensive collection of session topics is designed to help contractors face the competition, embrace daily business challenges, and collaborate with industry peers.

## **SCHEDULE**

### **Session 1 | March 31st**

Welcome Orientation and Introductions  
Marketing and Presenting Your Business

### **Session 2 | April 7th**

Bonding  
Building the Business Team Panel

### **Session 3 | April 14th**

Recruiting, Retaining and Motivating Employees  
Human Resource (HR) Policy and Compliance

### **Session 4 | April 21st**

Special Designation Certifications  
Design Build and Other Contracting Methods

### **Session 5 | April 28th**

Finding and Finalizing Your Bid  
Managing Projects

### **Session 6 | May 5th**

Bookkeeping  
Business Taxes and Financials

### **Session 7 | May 12th**

Construction Technology  
Business Insurance

### **Session 8 | May 19th**

Safety Training and Education  
(OSHA/WISHA)

### **Session 9 | May 26th**

Dispute Resolutions  
Contract Provisions

### **Session 10 | June 2nd**

Hot Topic Contractor Panel  
Graduation

## **PRESENTED IN PARTNERSHIP WITH**



**For Questions contact Associated Builders and Contractors of Western Washington  
Janessa Bishop [janessa@abcwestwa.org](mailto:janessa@abcwestwa.org) | 425.646-8000**

## INFORMATION

Enrollment is per company, multiple individuals from the enrolled company are welcome to attend.

The course will run for two hours and thirty minutes every Thursdays each week with breaks and an opportunity for Q&A at the end of every session. Registration includes a PDF copy of ABC's Emerging Contractor Manual.

Scholarships are available. Recipients must meet the attendance requirement of no more than two unexcused absences, where no one from the enrolled company is present. Qualified scholarship recipients can also receive a one year ABC membership. This membership allows firms to gain access to mentor / protege program, business roundtables, construction association resources, and training to help you continue to utilize your new skills.



## CONTACTS

**ABC of Western Washington**  
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**MBDA WA Business Center**  
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**Jessica Cheng**  
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## REGISTRATION FEES

- ABC Member Company Enrollment \$300
- Non-ABC Member Company Enrollment \$500
- My Company would like to sponsor a Scholarship \$500

## REGISTRATION FORM

- Please consider my company for a Scholarship

Company Name \_\_\_\_\_ Years in Business \_\_\_\_\_

Company Description \_\_\_\_\_

Company Address \_\_\_\_\_

Company City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Company Website \_\_\_\_\_ Company Phone \_\_\_\_\_

Primary Attendee Name and Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Scan to Register Online



**Please e-mail completed form to any contact listed above  
or scan the QR code to register online at <https://bit.ly/3IRsA0F>.**