



CONTRACTORS TRAINING EVENTS

<i>Event Date</i>	<i>Training Event</i>	<i>Description</i>
Wednesday August 26 5:30 PM – 8:00 PM	QUICKBOOKS (Intermediate)	Instruction on how to properly set up your Quickbooks accounting system. Learn to manage your finances, payroll, invoicing and customer's accounts. Utilize reports to help you increase your company's bottom line. <i>This course is for <u>business owners only</u> who already have Quickbooks software. Laptops are required.</i>
Thursday September 3 10:00 AM – 12:00 N	INTRODUCTION TO PLANSWIFT (Electronic Estimating)	Learn to enter data electronically to obtain accurate results that lead to a competitive and successful bid proposal for your firm.
Wednesday September 9 10:00 AM – 12:00 N	PAY APPLICATIONS, CERTIFIED PAYROLLS AND OTHER REQUIRED DOCUMENTS	Learn from a construction industry professional how to complete and submit accurate pay apps and certified payrolls. Hear about other DBE required compliance and reporting documents.
Friday September 11 10:00 AM – 12:00 N	CONSTRUCTION MANAGER AT RISK (CMAR)	Public projects are increasingly utilizing the CMAR process in lieu of lowest bidder procedures. Our CMAR experts explain how the CMAR process works and what is required of your firm to compete.
Wednesday, September 23 10:30 AM – 3:30 PM	UNDERSTANDING BUSINESS FINANCIALS (Projections, Cash Flow & Budgeting) & QUICKBOOKS (INTERMEDIATE)	Learn how to prepare the financials every business needs; analyze the numbers and utilize them to effectively manage your cash flow. Then, learn to electronically organize your finances, payroll, invoicing and customer accounts in QUICKBOOKS. Utilize advanced reports to help you increase your company's bottom line. <i>This course is for <u>business owners only</u> who already have Quickbooks software. Laptops are required.</i>
Friday September 25 10:00 AM – 2:00 PM	COMPREHENSIVE BID PREP AND ADVANCED PLANSWIFT (Electronic Estimating) INSTRUCTION	Learn the fundamentals of preparing a competitive bid. Estimating, preparation of required bid forms, plus Labor Compliance. Bring your plans and specs to create accurate takeoffs and estimates, ensuring a competitive and successful bid proposal. <i>This advanced course is for contractors with jobs-in-progress.</i>
Wednesday, October 7 11:30 AM – 1:00 PM	WORK IN PROGRESS (WIP) ACCOUNTING	WIP is the accounting method your firm should be utilizing for maximum efficiency and effective managing of your project's finances. Learn the fundamentals in this workshop.
Thursday October 15 10:00 AM – 3:00 PM	Intro to UDA Construction Suite – The latest in Comprehensive Project Management Software	UDA is one of the most comprehensive tools in construction project management. This all-inclusive program will help you to keep track of every aspect of your project, from estimating and project management to budget control.

Workshops are held at the Contractors Resource Center (CRC) [unless otherwise noted] 4640 S. Carrollton Avenue; New Orleans, LA 70119
Contact us at wbrc@urbanleagueneuorleans.org or (504) 620-9647 to RSVP for the above workshops, to join the CRC or to be added to our database to receive future correspondence.

The Contractors Resource Center at the Urban League of Greater New Orleans is a membership-based program of the Urban League's Business Resource Center. The Center incorporates a computer lab, (terminals outfitted with Planswift, a leading estimating software and others); various contractor-specific training events; a state-of-the-art printer/plotter; individualized business counseling; assistance with certifications, access to capital and much more to benefit its membership. Join Today!

THE CONTRACTORS RESOURCE CENTER

4640 S. Carrollton Avenue; Suite 230 New Orleans, LA 70119

(504) 620-2332 Ext. 102

Schedules subject to change