
Craft Training Plan

For The *Pinnacle*

At Jackson Place



HARRELL
CONTRACTING GROUP, LLC



Mississippi Chapter

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I. Summary

The construction industry today is experiencing an immense annual disparity of craft worker attrition from a workforce base that is retiring, compared to those entering the industry annually. Additionally, the skill level of the younger craft worker has been on a steady decline for many years. Together, the construction industry is faced with an impending crisis of great proportion for future generations.

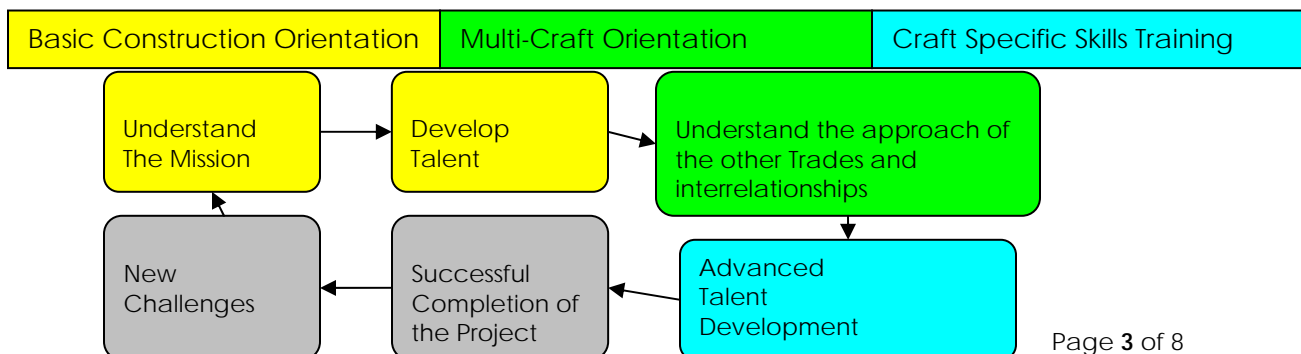
In an effort to help stem the workforce development issues that face the construction industry and to create career opportunities, Harrell Contracting Group, the Mississippi Associated Builders and Contractors, and the Mississippi Construction Education Foundation are conducting a pilot training program. The program will be conducted at the Pinnacle construction site in downtown Jackson, MS. The classes will be administered by the Mississippi Construction Education Foundation (MCEF) which is an Accredited Training Sponsor and Assessment Center with the National Center for Construction Education and Research (NCCER).

The goals for this training program are to develop a flexible training plan that can be duplicated by other jobsites throughout the state, to provide enhanced skill training that will help an employee's advancement in their company, and to open the site up for structured scheduled visits from school-to-work students so they have some real first hand experience of commercial construction. If successful the program will increase the efficiency and quality of all the craftsmen working on the Pinnacle project, increase the skill of individual company's labor force; provide a starting point for an employee's career advancement with his company, and to expose high school students and the community to high quality commercial construction.

II. Introduction

The classes in the program have been designed to give the contractors a lot of flexibility in participating in the program, as well as having direct input in the curriculum topics the program will cover. The training classes are divided into short concise units that will provide a contractor the opportunity to train without being tied to a site for an extended period of time, and it should not overburden the employee's work/life balance. Trainees may take part in one or more classes of the program.

These programs are open to all employees from companies working on the project. The program has something to offer everyone, whether the employee is green and learning new concepts for the first time or if he is a seasoned veteran looking to refresh on some skills. In addition to increasing workers knowledge and skills the program looks to build teamwork principles amongst the workers and the various trades that are working on the project. Principles of building successful teams, such as understanding the mission, developing the group's talents, understanding each others approach to work on the project, are incorporated into the overall structure of the program.



III. Basic Construction Orientation

A. Class Description

This class is designed for the beginning workers or new workers to the Pinnacle site. The eight (8) hour class will cover two (2) hours of orientation, team work principles, and site specific safety as well as six (6) hours of practical applications of math, measurement and blueprint reading. Class time is from 4:00pm to 6:00pm on Tuesday and Thursday nights for two (2) weeks.

B. Topics

<u>Night One</u>	<u>Night Two</u>
*Orientation *Team Effort *Profitability *Safety *Site specific Requirements	*Math Concepts *Basic Skills *Material Cost *Cost of Waste *Practical Problems
<u>Night Three</u>	<u>Night Four</u>
*Measurement Techniques *Measuring Common Objects *Locating Points on Prints *Practical Application	*Orientation To Prints *Symbols/ Abbreviations *Locating Trade prints *Practical Problems

C. Class Schedule

4:00 - 4:30 Classroom
4:30 – 5:30 Practical Application
5:30 – 6:00 Review and question/answer session

D. Class Snapshot (Week: 2 Class Night: 4 Topic: Blueprints)

Trainees arrive at class signing the attendance sheet as they come in and take a seat. The instructor begins the class by welcoming everyone back briefly reviewing where they are in the program. He then lets the students know the objectives for the current night class and begins his lesson on blueprints. After, a 30 minute instructor lead discussion the trainees are given a project applying the new information. The instructor splits the group by trade and issues a set of project sheets to each group. As the trainees are working on the project the instructor moves from group to group to monitor progress and help individuals as needed. When the projects are completed, the instructor brings the groups back together to discuss the results. The instructor then begins his session wrap-up by covering the high points of the class and how they relate back to the objective for the class, He then gives the trainees an assignment to work on before the next class. The instructor dismisses classes.

IV. Multi-Craft Orientation

A. Class Description

The success of any project depends on all trades and their ability to work together. This eight (8) hour session will cover multi-craft print reading and inter trade relationships. The primary focus of this class will be locating and observing critical points on the print for all trades at this jobsite. Class will cover four, two (2) hours sessions of print reading. Concrete prints, electrical prints, mechanical prints and site prints. The key strength of this class will be to walk the site to observe the interrelationships.

B. Topics

<u>Class One</u>	<u>Class Two</u>
<ul style="list-style-type: none"> *Project and Team Effort Overview *Timeline Expectations *Review of Site Requirements *View Shell and Structural *Walking Discussion 	<ul style="list-style-type: none"> *Electrical Print Overview *Critical Points and Dimensions *Approach to Work *Material Access and Storage *Walking Discussion
<u>Class Three</u>	<u>Class Four</u>
<ul style="list-style-type: none"> *Mechanical Prints *Critical Points and Dimensions *Approach to Work *Walking Discussion 	<ul style="list-style-type: none"> *Misc. Trades approach to work *Walking Discussion *Respect for other trades *Pride in craftsmanship

- This class could be repeated with the focus on finish work crews.

C. Class Schedules

4:00 – 4:30 Classroom Instruction
 4:30 – 5:30 Walking the jobsite to observe critical points
 5:30 – 6:00 Follow up and question/answer session

D. Class Snapshot (Week:1 Class: 2 Topic: Electrical Trade)

Trainees arrive at the designated spot on the jobsite. As they arrive they sign an attendance sheet. The instructor begins the class by welcoming everyone back briefly reviewing where they are in the program. He then lets the students know the objectives for the current night class and begins discussion with an overview of the electrical prints for the project. The instructor identifies common symbols and critical points for the project. He provides a basic outline in the discussion of how they intend on carrying out their tasks as the project raises in floors. After the 20-30 minute instructor lead print review and discussion the instructor leads the group on a walking tour of the jobsite. The instructor points out items discussed in his print review. He describes common issues that come up on the projects. He solicits questions and discussion throughout the walking tour. The instructor then begins his session wrap-up by covering the high points of the class and how they relate back to the objective for the class. He reviews the importance of working as a team on the project, the importance of being efficient in their work, and to respect the work of other trades. The instructor dismisses class.

V. Craft Specific Skill Training

A. Class Description

On the Pinnacle project each craft will experience special needs training. These special skills may be repeated on every floor of the project so extra training can improve production and reduce rework. These special topics are trade specific and will be identified by the individual contractor. If additional topics are identified, multiple sessions may be held.

B. Topics TBD (see attached sample)

The topics in this class will be determined by the individual contractors. All classes will use modules from the Contren Learning Series unless they are unavailable.

C. Class Schedule

4:00 - 4:30 Classroom

4:30 – 5:30 Practical Application

5:30 – 6:00 Review and question/answer session

D. Class Snapshot

Trainees arrive at class signing the attendance sheet as they come in and take a seat. The instructor begins the class by welcoming everyone back briefly reviewing where they are in the program. He then lets the students know the objectives for the current night class. He then begins his lesson on the skill area that they will receive training. The instructor will spend 20-30 minutes to identify the task and its various parts, discuss related safety topics, and demonstrate the skill. The trainees will then proceed to an area designated for hands-on application and begin to practice the skill demonstrated by the instructor. The instructor will bring the class back together to review the skill they have been practicing. In the wrap-up the instructor will emphasize quality workmanship, efficiently completed tasks, and following all safety procedures. Finally, the instructor will identify the next area of the skill the trainees will learn in the next class, an assignment may be assigned, and then he will dismiss the class.

VI. Timetable

October	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	26	29 Basic Skills Orientation	30	31 Basic Skills Orientation			
	2007						

November	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	3
	4	5 Basic Skills Orientation	6	7 Basic Skills Orientation	8	9	10
	11	12 Multi-Craft Orientation	13	14 Multi-Craft Orientation	15	16	17
	18	19 Multi-Craft Orientation	20	21 Multi-Craft Orientation	22	23	24
	25	26	27	28	29	30	
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VII. Program Cost

The Mississippi Construction Education Foundation (MCEF) is pleased to have the opportunity to coordinate this effort. This proposal is an outline and many details of the curriculum that will be finalized with instructors and contractors. The following assumptions have been made:

- A. Contractors involved will help secure qualified instructors. Instructors will be compensated by MCEF.
- B. Supplies for hands on activity will be secured from the jobsite.
- C. Donated Space will be made available at the site for training.
- D. Students with 75 % attendance will receive a certificate of completion from The MCEF.
- E. A minimum class size of eight (8) students will be needed for the class to be held.
- F. The MCEF will furnish all classroom materials, class records and instructors.
- G. The Cost will be \$85.00 per student payable to The MCEF.

VIII. Evaluation

The program will be reviewed by the trainees, employers and program partners to ensure that progress is being made in each goal area. The trainees and Employers will be asked to evaluate each class at its conclusion. The program partners will meet to review progress at the midpoint and completion of a three class sequence to evaluate the effectiveness of the training, additions that need to be made, and goal accomplishments

IX. Endorsements/Partners

Harrell Contracting Group is one of the leading General Contractors in the State of Mississippi.

Parkway Properties, Inc., a member of the S and P Small Cap 600 Index, is a self-administered real estate investment trust specializing in the operation, leasing, acquisition, and ownership of office properties. Parkway Properties is a leader in the commercial and institutional building industry.

The **Mississippi Associated Builders & Contractors** is the largest construction association in the State of Mississippi.

The **Mississippi Construction Education Foundation** is in partnership with the following organizations:

- Associated Builders and Contractors
- Associated General Contractors
- American Subcontractors Association
- Road Builders Association
- Southern Brick Institute
- Asphalt Pavement Association
- Manufacturers Association
- National Association of Women in Construction