



Training & Workshops

BASIC COURSES - \$500 Per Seminar

2-4 Hours

Instructor – Mr. Aaron Sams

Sams Contracting Consulting and Training currently offers the following seminars and workshops to small businesses in the San Antonio community and beyond. Each 2-4 hour workshop is interactive in nature, consisting of a hands-on exercise at the conclusion of the lecture that can be conducted individually or in a small group setting.

BECOMING A CEO: HOW TO START & MANAGE A SMALL BUSINESS

Are you interested in pursuing your entrepreneurial dreams by starting a small business? This course is designed to provide a step by step approach to help individuals transition into business ownership. Topics covered include organizational structures (LLCs, CORPs), business planning, obtaining start-up capital, human resources, bookkeeping, marketing, etc.

PLANNING FOR SUCCESS: BUSINESS PLAN FUNDAMENTALS

This workshop walks participants through the process of developing a comprehensive business plan for their company. The teacher will address the specific elements that are contained within a business plan to include how to develop financial projections, how to outline your company's marketing & management plan, along with how to conduct a SWOT analysis both on your firm and your competitors.

STRATEGIC PLANNING FOR THE FUTURE

Is your company lacking a clearly defined vision for its future? A company without one is simply wandering blindly without purpose or direction. This workshop works with both business owners and employees to outline a comprehensive vision for the company's future, along with highlighting the specific steps to take in order to reach the company's short term and long term objectives. Items discussed include outlining the company's short term and long term financial goals, identifying needed resources (financial, organizational, IT, strategic partners), & developing company processes (HR, bookkeeping, business development, project management, etc.)

CONTRACTING 101



Is your firm interested in pursuing contracts with local, state, and federal (military) agencies? This course is geared towards outlining specific steps for you take in order to position your company to do business with the Public sector. Topics highlighted include outlining the small business certifications, registering as a vendor, how to identifying contracting opportunities, and how to market to local, state, and federal customers.

UNDERSTANDING CONTRACTING TERMS

Are you unfamiliar with many of the words, terms, and acronyms that you encounter when doing business with contracting agencies? This class provides attendees with an overview of basic contracting terms to include contract clauses and terms, contract types, contracting acronyms, and socio-economic certifications.

BUSINESS DEVELOPMENT STRATEGIES

Do you find yourself struggling to navigate through the steps required to pursue local, state, and federal opportunities? Do you feel that your current business development efforts are lacking and ineffective? This class provides attendees with an overview of how to identify contracting opportunities, effectively market to target customers, and generate more sales and revenue.

WRITING WINNING PROPOSALS

Do you have trouble understanding solicitations? Are you interested in learning how to put together proposals that are competitive? This class offers an overview of how to understand the various components of a solicitation, along with addressing how to best tailor your proposal so that it represents a best value to your customer.

THE SBA 8A PROGRAM

Is your company interested in pursuing the 8(a) certification? Has your company recently entered into the 8(a) program? This class is designed to provide a comprehensive overview of the 8(a) program. Additionally, the instructor will provide guidance to assist contractors in their endeavor to achieve their business goals and targets while in the 8(a) program, along with preparing for life outside of it.

PARTNERING FOR SUCCESS: SUBCONTRACTING/TEAMING/JOINT VENTURING

Have you been interested in teaming or partnering with other companies to increase your company's probability of securing contracts? This class is designed to teach attendees about the



various partnership agreements to aid contractors seeking to expand their company's operations within the federal government contracting arena.

GSA SCHEDULES

Does your company sell commercial products or services to local, state, and federal agencies? Are you interested in learning more about GSA Schedules and other IDIQ contracts? If so, this class provides you with an overview regarding the process of obtaining your own GSA Schedule/TXMAS Contract, along with how to position your company for success once it has been obtained.

CONTRACT ADMINISTRATION

Does your company lack a distinct system to keep track of all the necessary paperwork regarding a current contract? Do you have trouble finding information related to specific contract in an efficient manner? This class helps businesses to establish a detailed contract file for the purpose of ensuring that all contractual requirements are met and adhered to.

PROTESTS & CLAIMS

Have you experienced a situation where a public agency made an error during the procurement process? Are you worried about being paid late by your customer? This class provides an overview regarding a vendor's right to protest contractual actions, and to submit claims for late payment.

DEVELOPING A RISK MANAGEMENT PLAN

Do you find yourself constantly putting out fires on a project with no sense of order or control? Is your company reactive as supposed to being proactive when unexpected events occur on your projects? This workshop is designed to teach project managers how to identify project risk, assess project risk, and control project risk through a variety of methods, while also discussing risk management products such as bonds and insurance. As a class participant, you will learn how to develop an effective risk management plan that can be tailored and applied to all future projects, thereby enabling you to be better prepared to manage project risk.

FINANCING FOR WORKING CAPITAL

Are you seeking financing for the start-up of your business? Is your firm in need of a loan or line of credit for working capital purposes? Do you know what lenders are looking for from you in order to approve your loan request? This class is designed to provide an overview of the



various loan options available to small business owners, while also addressing the required paperwork and documentation needed in order to apply for financing.

ESTIMATING BASICS

Being able to prepare accurate estimates to incorporate all of the costs of a project ensures that your company does not lose money on your contract. In addition to addressing how to prepare cost estimates for labor, equipment, supplies, this course covers how to calculate other direct costs, indirect expenses, G&A costs, overhead and profit.

PROPOSED TRAINING CURRICULUM – OSHA 10

OSHA 10 - \$300 Per Person (minimum 5 people)

Instructor – Mr. Jesse Rodriguez

This two day course provides training for entry level workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces in Construction industry. The program also provides information regarding workers' rights, employer responsibilities, and how to file a complaint. Through this training, OSHA helps to ensure that workers are more knowledgeable about workplace hazards and their rights.

PROPOSED TRAINING CURRICULUM – OSHA 30

OSHA 30 - \$500 Per Person (minimum 5 people)

Instructor – Mr. Jesse Rodriguez

This 4 day course is a comprehensive safety program designed for anyone involved in the construction industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues.

PROJECT MANAGEMENT SERIES (9-COURSE SERIES)

\$600 per individual course or \$4,500 for the entire series (\$900 in savings)

Instructors: Mr. Aaron Sams & Mr. Jesse Rodriguez

3-4 Hour Courses

PROJECT MANAGEMENT INTRODUCTORY OVERVIEW



Does your firm have a program in place to ensure that your projects are completed on time, on budget, and within the requirements of the contract? Being able to manage projects is an important element of any company's growth in the contracting arena. This course will provide a preliminary overview of all project management methodologies in the following areas:

- Project Scope management
- Project Time management
- Project Cost management
- Project Quality management
- Project Human Resource management
- Project Communications management
- Project Risk management
- Project Procurement management

PROJECT MANAGEMENT – Scope Management

Vital to a company's success is its ability to effectively manage projects to ensure that they are completed on time, on budget, and within the outlined scope. This workshop focuses on the project management methodology of scope management, and the process of verifying and controlling the project's requirements to ensure the right product/service is being provided.

PROJECT MANAGEMENT – Time Management

Vital to a company's success is its ability to effectively manage projects to ensure that they are completed on time, on budget, and within the outlined scope. This workshop focuses on the project management methodology of time management, and the process of developing and controlling the project's schedule.

PROJECT MANAGEMENT – Cost Management

Vital to a company's success is its ability to effectively manage projects to ensure that they are completed on time, on budget, and within the outlined scope. This workshop focuses on the project management methodology of cost management, and the process of estimating costs, determining a budget, and controlling the project's budget.

PROJECT MANAGEMENT – Quality Management

Vital to a company's success is its ability to effectively manage projects to ensure that they are completed on time, on budget, and within the outlined scope. This workshop focuses on the project management methodology of quality management, and the process of performing quality assurance and quality control.



PROJECT MANAGEMENT – Human Resource Management

Vital to a company's success is its ability to effectively manage projects to ensure that they are completed on time, on budget, and within the outlined scope. This workshop focuses on the project management methodology of human resource management, and the process of acquiring and managing your workforce.

PROJECT MANAGEMENT – Communications Management

Vital to a company's success is its ability to effectively manage projects to ensure that they are completed on time, on budget, and within the outlined scope. This workshop focuses on the project management methodology of communication management, and the process of disseminating to the right people (stakeholders) in the right manner (formal or informal, verbal or written).

PROJECT MANAGEMENT – Risk Management

Vital to a company's success is its ability to effectively manage projects to ensure that they are completed on time, on budget, and within the outlined scope. This workshop focuses on the project management methodology of risk management, and how to identify and control risks on a project.

PROJECT MANAGEMENT – Procurement Management

Vital to a company's success is its ability to effectively manage projects to ensure that they are completed on time, on budget, and within the outlined scope. This workshop focuses on the project management methodology of procurement management, and how to acquire and manage subcontractors

PROPOSED TRAINING CURRICULUM – ORGANIZATIONAL DEVELOPMENT/HUMAN CAPITAL

\$900 Per Seminar

Instructor – Dr. Walter Calvo

Each 6 hour course covers a specific topic or issue related to employee management and executive leadership:

ANALYZING INDIVIDUAL EMPLOYEE CHARACTERISTICS

- Evaluating individual characteristics of employees.
- Analyzing the effect of individual employee characteristics on organizational performance.
- Determining management methods based on individual employee characteristics.
- Determining strategies to motivate employees.



- Creating effective organizational communication.

ORGANIZATIONAL STRUCTURE, CULTURE, POWER, AND POLITICS

- Analyzing the influence of organizational structure on behavior.
- Analyzing the influence of organizational culture on behavior.
- Analyzing the influence of power and politics on behavior.

ISSUES AND SOLUTIONS IN ORGANIZATIONAL COMMUNICATION

- Identifying alternative strategies of organizing for communication.
- Summarizing the interaction of power, politics, and organizational communication.
- Explaining the interaction of decision making, conflict, and organizational communication.

FUNDAMENTALS OF INTERPERSONAL COMMUNICATION

- Identifying the elements of interpersonal communication.
- Analyzing interpersonal communication principles.
- Identifying the stages of perception in interpersonal communication.

CONFLICT MANAGEMENT

- Comparing conflict management styles.
- Determining appropriate conflict management skills for interpersonal relationship challenges.
- Creating a plan to manage interpersonal relationship challenges.

CONDUCTING EFFECTIVE MEETINGS

- Describing the benefits of holding effective meetings.
- Describing the components of an effective meeting.
- Describing how to adapt to audience behavior.
- Describing components of an effective meeting to improve performance.

INTRODUCTION TO STRATEGIC MANAGEMENT

- Defining strategic management and planning.
- Creating an organizational mission and vision statement.
- Analyzing an organization in terms of its structure, culture, and purpose.
- Developing a strategic plan.

LEADING AS A MANAGEMENT FUNCTION

- Differentiating between management and leadership.
- Describing the role and responsibilities of leaders in creating and maintaining a healthy organizational culture.
- Explaining considerations of leading a diverse workforce.



- Explaining the relationship between setting effective expectations and organizational performance.

INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

- Describing the function of human resource management.
- Explaining the changing role of human resource management in response to trends in technology, diversity, globalization, and ethics.
- Explaining the role of human resource management in an organization's strategic plan.

RECRUITING AND STAFFING

- Describing the role of human resource planning in the strategic planning process of an organization.
- Determining the essential elements of a job position based on job analysis data.
- Comparing and contrasting recruiting strategies.

EMPLOYEE TRAINING AND CAREER DEVELOPMENT

- Explaining the role of training in an organization's development.
- Describing different employee development methods and their benefits.
- Analyzing the relationship between employee development and organizational development.
- Describing the role of human resource management in career development.

EMPLOYMENT LAW

- Identifying applicable employment laws in business situations.
- Determining compliance with employment laws.
- Identifying consequences of noncompliance with employment laws.

COMPENSATION AND BENEFITS STRATEGIES

- Determining pay strategies.
- Determining benefit plan strategies.

EMPLOYEE TRAINING AND DEVELOPMENT

- Designing a training needs assessment.
- Selecting training methods.
- Determining strategies to evaluate training.

RECRUITMENT AND SELECTION STRATEGIES

- Determining recruitment strategies.



- Determining selection strategies.

PROPOSED TRAINING CURRICULUM – MICROSOFT OFFICE PRODUCTS

Conducted By The Silotech Group (Mrs. Tiffany Tremont)

Access I Course ID: ST-ACC2010A

Course Length: **1 Day**

This entry-level Access training course will teach students some of the basics of Microsoft Access and working within the database tool.

- Create and modify new databases and their various objects
- Build the structure of a database
- Manage data in tables
- Query a database
- Design forms
- Generate reports

Access II Course ID: ST-ACC2010B

Course Length: **5 Days**

Build and expand on the knowledge from Access I to further customize databases using the various tools in Access.

- Improve and customize tables, queries, forms and reports
- Share Access data with other applications
- Streamline data entry and maintain data integrity
- Join tables to retrieve data from unrelated tables
- Create flexible queries to retrieve data and modify tables
- Improve the functionality of Access forms
- Customize reports to organize produce specific print layouts
- Share data between Access and other applications

Excel I – Introduction Course ID: ST-EXC2010A

Course Length: **1 Day**

This entry-level Excel training course is will teach students to create and edit basic Microsoft Office Excel 2010 worksheets and workbooks.

- Understand the Microsoft Excel environment



- Create a basic worksheet
- Perform calculations
- Modify a worksheet
- Print worksheet contents
- Manage workbooks

Excel II – Intermediate Course ID: **ST-EXC2010B**
Course Length: **1 Day**

In this intermediate level course, students will learn to use advanced formulas and work with various tools to analyze data in spreadsheets.

- Organize table data
- Present data as charts
- Enhance the look and appeal of workbooks by adding graphical objects
- Use advanced formulas
- Organize worksheet and table data
- Create and modify charts
- Analyze data using PivotTables, Slicers, and Pivot Charts
- Insert and modify graphic objects
- Customize and enhance workbooks

Excel III – Advanced Course ID: **EXC2010C** Course Length: **1 Day**

The advanced course for Microsoft Excel will teach students the more complex formulas and tasks that can be completed in the application.

- Automate common Excel tasks
- Apply advanced analysis techniques to complex data sets
- Troubleshoot errors
- Collaborate on worksheets, and share Excel data
- Enhance productivity and efficiency by streamlining the workflow
- Collaborate with other workbook users
- Audit worksheets and analyze data
- Perform tasks within multiple workbooks
- Import and export data
- Integrate Excel data with the web



Outlook Course ID: **ST-OUT2010A**

Course Length: **1 Day**

Students will use Outlook to compose and send email, schedule appointments and meetings, manage contact information, schedule tasks, and create notes.

- Comfortably explore the Outlook interface
- Send mail and respond to messages
- Compose email messages
- Organize email messages into folders
- Manage contacts and contact information
- Schedule appointments and meetings
- Manage tasks and notes

PowerPoint Course ID: **ST-POW2010A**

Course Length: **1 Day**

This overview class on Microsoft's presentation application will introduce the PowerPoint interface, including Menus, Toolbars, Rulers and Views.

- Create new presentations
- Work with Outlines
- Rearrange and delete slides
- Use slides from other presentations, and format slides and text

Microsoft Word Course ID: **ST-WOR2010A**

Course Length: **1 Day**

This intermediate level course will cover the basics of Microsoft Word and dive into topics beyond creating and editing a word document. Students will learn the following as well: **22** | Page
S i l o t e c h A c a d e m y

- Importing and editing graphics
- Customize text/paragraph formatting and styles
- Create multi-level lists, table of contents, captions, tracking changes and templates



Project I Course ID: ST-PRO2010A

Course Length: **1 Day**

This course introduces Microsoft Project for managing projects. Students will learn aspects of dealing with tasks and resources.

- Navigate Microsoft Project's user interface and work with key features
- Create a new project file
- Enter and work with tasks, task duration, and task relationships
- Create and work with resource pools
- Understand resource assignment concepts
- Assign resources to tasks
- Level resources
- Enter costs into a project
- Set constraints and deadlines
- Monitor and track process and print summary information

Project II Course ID: ST-PRO2010B

Course Length: **1 Day**

This course builds on skills learned in Microsoft Project I. Upon completion of this course students will be able to:

- Create a complete project plan, and enter actual progress information
- Exchange project plan information with other applications
- Import a task list from an Excel file into a project plan
- Export project plan cost data into Excel
- Save project plan information as a Web page

SharePoint I Course ID: ST-SHA2010A

Course Length: **1 Day**

This 1 day Instructor led course is designed for individuals who access information on a Windows SharePoint team site or SharePoint site owners who are responsible for creating and managing a team website.

- Use, create, and edit Windows SharePoint Services 3.0 content
- Create and manage a team site



- Create and edit content in a Windows SharePoint Services team website
- Create and manage a team site

SharePoint II Course ID: ST-SHA2010A

Course Length: 1 Day

This one day course teaches students the more complex and intricate functions that SharePoint can perform. The course is designed for individuals that manage team sites as site owner and as a SharePoint Services administrator.

- Data Access
- Composite Solutions
- Enterprise Content Management
- Build more intelligent dashboards
- Sandboxed Solutions
- Customized enterprise solutions

Visio I Course ID: ST-VIS2010A

Course Length: 1 Day

This 1 day introduction course to Microsoft Visio will go over the basics of the application and teach students the basics of using Visio to create diagrams.

- Position text and shapes
- Link data to diagrams and data graphics
- Position data graphics and automatically link data to graphics
- Create basic shapes
- Connect, distribute, and align shapes using AutoConnect
- Format some shapes using the Themes feature
- Use Office Layout template to create simple or detailed scaled layouts

MICROSOFT OFFICE TRAINING

<u>COURSE#</u>	<u>DESCRIPTION</u>	<u>DAYS</u>	<u>PRICE</u>
ST-ACC2010A	Access I	1	\$250.00
ST-ACC2010B	Access II	1	\$250.00
ST-ACC2010C	Access III	1	\$250.00
ST-EXC2010A	Excel I – Introduction	1	\$250.00
ST-EXC2010B	Excel II – Intermediate	1	\$250.00
ST-EXC2010C	Excel III - Advanced	1	\$250.00



ST-OUT2010A	Outlook	1	\$250.00
ST-POW2010A	PowerPoint	1	\$250.00
ST-POW2010B	PowerPoint	1	\$250.00
ST-WOR2010A	Word I	1	\$250.00
ST-WOR2010B	Word II	1	\$250.00
ST-WOR2010C	Word III	1	\$250.00
ST-PRO2010A	Project I	1	\$250.00
ST-PRO2010B	Project II	1	\$250.00
ST-SHA2010A	SharePoint I	1	\$250.00
ST-SHA2010B	SharePoint II	1	\$250.00
ST-VIS2010A	Visio I	1	\$250.00
ST-VIS2010B	Visio II	1	\$250.00