



**CONTRACTING
COACH.com**

CONTRACTING COACH ACADEMY

COURSE OUTLINE

2020

Welcome

Welcome to the Contracting Coach Academy learning program outline.

Contracting Coach Academy provides companies and individuals with the skills to improve performance and increase results.

All courses are designed and built with the learner in mind, providing various learning modalities including written, video, and audio. Courses are designed in “bite-size” chunks to allow learners to consume content at their convenience. Many of the courses come with downloadable workbooks and exercises to help reinforce the learning and put the skills into practice.

The academy provides an online learning experience that can be accessed via a web-browser, tablet, or smartphone making the content accessible anywhere you have an internet connection.

In addition to the learning modules, our platform has built in profiles and badges to increase student engagement and promote collaborative learning. Students earn points, badges, and certificates for completing learning programs.

Our courses have been curated into bundles designed for the specific roles of the individual.

We look forward to helping organizations and individuals develop skills and knowledge to improve their performance.

Tony Booth

Contracting Coach

Courses designed specifically for construction. These bundles combine various courses that allow students to gain knowledge and understanding in their field.

Course Bundles for Construction	# of Courses
Understanding Construction	5 courses
Construction Project Management	15 courses
Developing and Managing Project Schedules	6 courses
Developing and Managing Project Budgets	6 courses
Project Planning	10 courses
Field Management	10 courses
Quality Control Management	7 courses
Purchasing Management	5 courses
Project Communication	7 courses
Surety Bonding	8 courses
Project Coordination	8 courses
Project Safety Management	10 courses
OSHA Safety Training & Certification	5 courses
Lean Construction Methods	8 courses
Agile Project Management	7 courses

These course bundles are designed to help managers learn valuable skills to perform at their best.

Course Bundles for Managers	# of Courses
Building Trust and Respect	5 courses
Coaching Career Development	6 courses
Communication Skills for Managers	8 courses
Conflict Management Skills	5 courses
Creating Great Teamwork	5 courses
Customer Service Management	8 courses
Delegating Work	5 courses
Developing and Coaching Employees	8 courses
Discussing Total Compensation	5 courses
Giving Great Feedback	5 courses
Increasing Employee Engagement	8 courses
Leadership Essentials	12 courses
Leading the Organization Strategy	8 courses
Management Essentials	15 courses
Managing for Success	12 courses
Meeting Management	5 courses
Onboarding New Employees	18 courses
Project Management for Managers	18 courses
Providing Resources for Success	8 courses
Recognizing Employees	5 courses
Retaining Your Employees	8 courses
Supervision Basics	8 courses

These course bundles are designed to individuals learn valuable skills to perform at their best.

Course Bundles for Individuals	# of Courses
Basic Business Skills	10 courses
Become a Contributing Project Team Member	9 courses
Building Your Career ^(S)	8 courses
Building Your Leadership Skills	10 courses
Communicating with Others	5 courses
Creating Great Work	5 courses
Customer Service Basics	7 courses
Developing for Success	10 courses
Developing Work Relationships	7 courses
Increasing Your Contribution at Work	8 courses
Personal Behaviors and Conduct	7 courses
Starting a New Job	7 courses
You and Your Boss	5 courses