BENCHMARK CONSTRUCTION™

BENCHMARK UNIVERSITY

2026 COURSE GUIDE

Built to Achieve

Welcome!

Cultivating Talent by providing growth and development opportunities through learning is at the heart of Benchmark's core values. Guiding, inspiring and encouraging people to grow and succeed is our *leadership* core value in action.

The vision that Bob Brandt Jr. had when he started Benchmark 40 years ago was built around growth being steady and calculated. Growth of the organization, and growth of our people. With intentionality, we will continuously strive to grow top talent from within, providing developmental opportunities for our team that they would not get elsewhere.

> Education is not the learning of facts, but the training of the mind to think.
>
> *Albert Einstein*

While Benchmark University was built on the philosophy of our team teaching each other and learning in the process, external training and development will always be a valuable supplement. Outside organizations, subject matter experts, training institutes, and even online training offerings will provide additional resources to support and grow our teammates. If you need support finding what's right for you or a teammate, reach out to Angela Hendrix, Director of Training and Development.

The summaries of all courses we offer are listed below. If there is something you are interested in learning or a skill you want to develop further that you do not see reflected here, please reach out. Some classes can be tailored specifically to meet your needs and delivered one-on-one in a coaching capacity. Reach out if that interests you.

- You can view the upcoming course offerings in three places:
    - **Benchmark Sharepoint** under folder '5 Training and Development'
    - **Procore** under Core Tools > Company-level Documents > Benchmark Standard Documents > Training & Development
    - In **Outlook** by adding the "Benchmark Training" calendar under Add Calendar > From Address Book

Next Steps

Identify the course(s) you are interested in taking, whether for personal or professional development, to continue to grow and improve on deltas from your performance planning, or to advance your career. You can register by contacting Angela Hendrix.

Work with your direct manager to evaluate which courses may best suit your developmental needs or reach out to discuss. Courses will be continually updated on the calendar. If there is something listed below that you do not see upcoming dates for but are interested in, please reach out.

Benchmark University is here to support you, and we look forward to building stronger individuals and even higher performing teams. Go Benchy!

2026/2027 COURSE GUIDE

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*indicates courses taught by outside provider

Reach out to the Director of Training & Development to discuss external development opportunities or if any of these offerings can be tailored to meet your needs and delivered one-on-one.

Aerial Lift

Instructor: Phillip Ireland

Who Should Attend?

→ Apprentices, Laborers, Carpenters, Lead Carpenters, Foremen, Superintendents, and operators of mobile elevated work platform equipment.

Course Details

→ Course duration is 3 hours long.

→ This course is lecture-based with hands-on learning.

→ You do not need a laptop, but please bring a notebook to take notes. You will receive an in-house certification at the completion of this training.

→ OSHA requires this training every 3 years.

What is this course about?

1. This training is designed to reduce injuries, product and structural damage, and aerial work platform repairs while promoting increased safety awareness.

2. Attendees will gain the knowledge and documentation needed to be successful in the workplace using aerial work platforms. They will also learn about ANSI and OSHA regulations, jobsite hazards, inspections and fall protection needs associated with aerial lifts.

APM Training Series

Instructor: Chris Smith, various others

Who Should Attend?

→ Assistant Project managers, or those working to move into the APM role.

Course Details

→ Typically offered once per year, this series consists of 12 trainings, held every other week, each 60 minutes in length.

→ This course is lecture based with powerpoint, interactive discussion, and occasional hands-on learning. Participants will have the opportunity to ask questions and participate in discussions.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. These trainings will cover preconstruction, start up and planning, execution, completion, and turnover. Safety, essential soft skills for project management, and quality control will also be covered.

2. Assistant Project Managers will leave with a better understanding of "the Benchmark Way" of doing things, as well as a variety of considerations and skills necessary to excel in the APM role. There will be an opportunity for discussion and time to ask questions of various team members.

ASHE Healthcare Construction Certificate

Instructor: ASHE

Who Should Attend?

→ Operations working in health care environments. APMs, PMs, Superintendents, etc.

Course Details

→ Course duration is 17.5 hours long, typically held over two days, typically offered once per year locally.

→ This course is lecture-based and is led by ASHE. E-learning pre-work is required.

→ You do not need a laptop, but please bring a notebook to take notes. You will receive a certificate at the completion of this training.

What is this course about?

1. In the Health Care Construction Workshop, you will learn the ins and outs of working in a health care construction environment, helping you position yourself as a desirable candidate for health care construction jobs.

2. Completely updated to include the latest ruling from CMS, this workshop combines an e-learning course and a two-day seminar. The program offers education with a comprehensive risk management approach to critical topics in health care construction, including: the health care planning, design, and construction process; Life Safety Code® compliance; construction risk assessment (including general risks and a special focus on infection risks); mechanical, electrical, and plumbing systems (MEP); medical gas systems; medical technology; and project expectations.

3. You will gain an understanding of the latest compliance issues in health care construction, and learn what owners, staff, and patients expect of constructors working in the health care environment.

Bluebeam

Instructor: Alex Cortellessa

Who Should Attend?

→ Foremen (who use Bluebeam or are moving into Superintendent roles), Superintendents, APMs, PMs, Senior PMs, and anyone else utilizing Bluebeam Revu.

Course Details

→ Course duration is one session, 90 minutes in length.

→ This course is demo-based.

→ You do not need a laptop but may bring it to follow along on Bluebeam if you'd like.

What is this course about?

1. This course will cover general information, the different menus, right, left and bottom panels, how to compare documents, how to overlay pages, markup tools, measuring tools, sketching to scale, marking up a photo, combining documents, inserting and extracting pages, flattening and unflattening, and layers.

2. Participants will leave with a better understanding of the capabilities of Bluebeam and how to manipulate various tools to better serve the ways they use the program.

Blueprint Reading 101

Instructor: William Lastinger

Who Should Attend?

→ Apprentices, Laborers, Carpenters, Interns, Market Coordinators, APMs, PMs, Senior PMs.

Course Details

→ Course duration is three sessions, 2.5 hours each. Sessions build on each other and attendees must be present for all three. This course is typically offered once per year, in-person only.

→ This course is lecture based with hands-on learning. Participants will work through a real-life set of prints.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. A blueprint is the fundamental plan for the construction of any structure. The print is what shows the builders, framers, electricians, and all the trades people exactly what needs to be done. Blueprint Reading 101 is a 3-part, introductory level course to print reading. This course is held over three sessions, covering structural, architectural, and MEP drawings, and is based off Benchmark's Billie Jeans project in Millersville, PA.

2. Participants will learn the basics of symbols, floor plans, scale, details and schedules, and abbreviations that most plans contain. Participants will also learn how to navigate through various types of drawings to discern important information.

3. Topics covered include: structural framing basics, architectural basics including floor and ceiling plans, interior and exterior elevations, finish schedules and more, as well as mechanical, electrical and plumbing drawing basics (including HVAC systems, utilities, drainage, natural gas, etc.).

Blueprint Reading 201

Instructor: William Lastinger

Who Should Attend?

→ Apprentices, Laborers, Carpenters, Interns, Market Coordinators, APMs, PMs, Senior PMs.

Course Details

→ Course duration is four sessions, 2.5 hours each. Sessions build on each other and attendees must be present for all four. This course is typically offered once per year, in-person only.

→ This course is lecture based with hands-on learning. Participants will work through a real-life set of prints.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. Blueprint Reading 201 is a 4-part print reading course that builds on our introductory level 101 course. This course is held over four sessions and will go more in depth, with dedicated sessions for civil, structural, architectural, and MEP drawings. This course is based off Benchmark's Fulton Bank project in Lititz, PA.

2. Participants will build upon the basics of symbols, floor plans, scale, details and schedules, and abbreviations that most plans contain. Navigating through various types of drawings to discern important information, participants will gain a better understanding of shop drawings and submittals.

3. Topics covered include: civil and site, structural framing, architectural including floor and ceiling plans, interior and exterior elevations, finish schedules and more, as well as more advanced mechanical, electrical and plumbing drawings (including HVAC systems, utilities, drainage, natural gas, etc.).

Chat-AI 101: An Introductory Course to ChatGPT, Google Bard, and Microsoft Bing

Instructor: Ken Bray

Who Should Attend?

→ Beginner users of Chat-AI platforms, looking to gain a better understand of how these models operate and how it can be leveraged in a professional setting.

Course Details

→ Course duration is 1.5 hours long.

→ This course is presentation and lecture based.

→ Please bring a laptop, tablet, or cell phone to access ChatGPT platform for hands-on activities.

What is this course about?

1. This course is designed to introduce new users to ChatGPT, Google Bard, Microsoft Bing, and others. It aims to provide a foundational understanding of how these models operate and how it can be leveraged in a professional setting. Through interactive demonstrations, practical exercises, and real-world examples, participants will learn how to effectively integrate Chat based models into their daily workflows. The course covers basic features, practices for interaction, and strategies to use AI for tackling common workplace tasks.

2. Participants will gain a fundamental understand of what ChatGPT is, how it works, and its primary applications in a professional environment.

3. Learners will develop skills to interact efficiently with Chat GPT, including framing questions, interpreting responses, and troubleshooting common issues.

4. Participants will be able to apply ChatGPT in various common workplace scenarios, enhancing productivity and creative problem-solving.

Competent Person: Fall Protection

Instructor: Craig Shaffer, SafetyWorks, Inc.

Who Should Attend?

→ Superintendents, Assistant Superintendents, Foremen are required to maintain competent persons training.

Course Details

→ Course duration is 5 hours long.

→ This course is presentation based with interactive discussions.

→ You do not need a laptop, but please bring a notebook to take notes. You will receive a certification at the completion of this training.

→ Benchmark requires field leadership to maintain this certification.

What is this course about?

1. Training topics include: what constitutes fall protection, competent person's fall protection duties, pre- and post- shift inspections, falling object protection, basic fall protection requirements and methods.

2. Attendees will gain an understanding of fall protection requirements for: floor sides, edges and wall openings, walkway and ramp edge, holes and skylights, stairways and stair rails, roofs, ladders, steel erection activities, lifts, scaffolding, controlled access zones, excavated pits, leading edge work, vertical work, and non-construction work.

3. Fall protection methods taught include cover specs, guardrails, PFAS, fall restraint, warning lines, 15 ft line specs.

Competent Person: Scaffolding

Instructor: Craig Shaffer, SafetyWorks, Inc.

Who Should Attend?

→ Superintendents, Assistant Superintendents, Foremen are required to maintain competent persons training.

Course Details

→ Course duration is 5 hours long.

→ This course is presentation based with interactive discussions.

→ You do not need a laptop, but please bring a notebook to take notes. You will receive a certification at the completion of this training.

→ Benchmark requires field leadership to maintain this certification.

What is this course about?

1. Training topics include: primary scaffold hazards, OSHA's most frequently cited scaffold violations, competent person expectations and duties related to scaffold, poor weather exposures, required training and inspections, scaffold use and design, power line exposures and clearances, foundation, frames, platforms, tipping restraints, safe access, fall protection requirements, falling object protection, additional OSHA requirement for specific scaffolds and suspension scaffold requirements.

Competent Person:
Trench & Excavation

Instructor: Craig Shaffer, SafetyWorks, Inc.

Who Should Attend?

→ Superintendents, Assistant Superintendents, Foremen are required to maintain competent persons training.

Course Details

→ Course duration is 5 hours long.

→ This course is presentation based with interactive discussions.

→ You do not need a laptop, but please bring a notebook to take notes. You will receive a certification at the completion of this training.

→ Benchmark requires field leadership to maintain this certification.

What is this course about?

1. Training topics include: OSHA's focus on trench safety, competent person expectations, inspections, soil & classifications, cave-in protection, buried installations and One Call, safe access, exposure to falling objects, exposure to traffic, surface encumbrances, excavation fall hazards, water diversion, poor air quality, and other excavation related hazards.

Contracts 101

Instructor: Matt Shehan/Chris Flynn

Who Should Attend?

→ Preconstruction and Operations team members, Estimators, APMs, PMs

Course Details

→ Course duration is 2 hours.

→ This course is lecture-based with power point and discussions.

What is this course about?

1. This training is geared towards someone looking to gain a solid understanding of standard AIA contracts. It will cover key clauses, what do these sections mean and what's important about them?

2. Topics covered include: overview of contract types and structure, fees (lump sum vs percentage), retainage terms, indemnification language, delayed damages and claims (including force majeure, liquidated damages, mutual waiver of consequential damages), change orders (fee and structure, differing site conditions), dispute resolution (mediation vs arbitration vs litigation), and the definition of substantial completion.

Distracted/Defensive Driving

*Instructor: Gallagher**

Who Should Attend?

→ Anyone who operates a company issued vehicle, or a personal vehicle for company business.

Course Details

→ Course duration is one 60-minute session, provided by our insurer, Gallagher Insurance, Risk Management & Consulting.

→ This course is lecture based with power point.

→ You do not need a laptop, but please bring a notebook if you'd like to take notes.

What is this course about?

1. Motor vehicle accidents are the number one cause of death in the workplace. This training module helps participants understand the basic components of defensive driving including: understanding the definition of defensive driving; how to recognize unsafe driving practices; being aware of general methods for preventing accidents; and identifying safe practices for driving in various inclement weather conditions.

2. Distracted driving is any activity that diverts attention from driving, including talking or texting on your phone, eating and drinking, talking to people in your vehicle, fiddling with the stereo, entertainment or navigation system — anything that takes your attention away from the task of safe driving.

3. Texting is the most alarming distraction. Sending or reading a text takes your eyes off the road for 5 seconds. At 55 mph, that's like driving the length of an entire football field with your eyes closed. Participants will learn about the dangers of distracted driving and how to cut down on distractions.

*This training is provided by third-party.

DOH/DAAC – What it is and what you need to know.

Instructor: Cody Bost

Who Should Attend?

→ Office or field team members who encounter DOH or DAAC inspections on projects.

Course Details

→ Course duration is 2 hours long.

→ This course is lecture-based with PowerPoint presentation.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. This course will help you gain a better understanding of why and how healthcare building codes differ from other environments.

2. Learn how to properly prepare for DOH and inspections, and what is expected from our team to support the inspection process.

Dynamic Crew Leadership

*Instructor: ABC Keystone**

Who Should Attend?

→ Carpenters who are moving into Lead Carpenter role.

→ In order to attend this training, you must be pre-approved by your Manager and the Director of Training & Development. Reach out if you are interested in this course.

Course Details

→ Course duration is three sessions, 4 hours each. Sessions build on each other and attendees must be present for all three sessions.

→ This course includes comprehensive DiSC profile: pre-work required. ABC staff will provide details prior to class.

→ This course is held at ABC Keystone, 135 Shellyland Road, Manheim, PA.

What is this course about?

1. This interactive course will provide practice in communication skills, time management, focus, motivation, leadership, planning and problem-solving through role-playing and other classroom activities. It takes place over three weeks in order to apply what is learned and develop skills that stick and continue to grow.

2. Benefits of attending include: learning how to work with different communication styles; mastering time management and organization; practicing critical conversations from the jobsite; and growing team unity and buy-in.

3. Participants will grow their knowledge and learn more about communication styles, leadership skills, motivating and team building, planning and problem solving, effectively handling situations and critical conversations on the jobsite.

*This training is provided by a third-party.

Effective EDGE

Instructor: Interaworks*

Who Should Attend?

→ Market Coordinators, APMs, PMs, Senior PMs, Preconstruction, Leadership & Culture, Safety, Superintendents, VDC. Anyone who spends a chunk of their day in Microsoft Outlook, managing emails, tasks, assignments, and workflow.

Course Details

→ Course duration is one session, 8 hours long in-person or 4 hours long virtually, provided by an outside consultant, Interaworks.

→ This course is interactive; parts include lecture and hands-on physical demonstration of the Effective EDGE method where an instructor will walk you through a step-by-step process. Participants will work in Microsoft Outlook to set up systems and processes to improve workflow and efficiency.

→ You will need your laptop and a mouse for this course. Bring a notebook if you wish to take notes.

What is this course about?

1. Effective Edge is a hands-on workshop where participants actively implement a system to manage the overload of email, endless tasks, and 250 other inputs the average professional receives each day. You will be guided through a step-by-step process on your computer to create a daily dashboard, a task list, a tracking system, and calendar views to maximize your productivity. You'll leave that day with an empty inbox and a system for making sure that happens every day moving forward.

2. Here is a link to a short video that explains the benefits of the program: https://vimeo.com/694140070

*This training is provided by a third-party.

Evaluating Jobsites

Instructor: Chris Smith

Who Should Attend?

→ Superintendents, Project Managers, APMs, Foremen and others hosting clients, visitors, and other individuals on a Benchmark jobsite.

Course Details

→ This course is 90 minutes long.

→ This course is lecture-based with interactive discussions.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. Evaluating your jobsite means ensuring safety and quality, assessing progress, identifying issues, motivating the team, and building relationships.

2. This workshop will cover pre-job site visits, during, and post-visit tips and tricks so leaders can prepare a jobsite for visitors.

3. Topics include viewing the client's perspective, safety, quality, efficiency, cleanliness, and follow up.

Excel: Beyond the Basics

Instructor: Stephen Sands

Who Should Attend?

→ Foremen, Superintendents, Interns, Market Coordinators, APMs, PMs, Senior PMs, Market VPs, Estimators, Preconstruction PMs, Accounting, Leadership & Culture, VDC.

Course Details

→ Course duration is one 60-minute session.

→ This course is lecture based with power point and hands-on learning.

→ ***Prerequisite***: This course assumes you have basic knowledge of Microsoft Office products.

→ You will need a laptop and a mouse to follow along with this course.

What is this course about?

1. During this training participants will learn how to use Excel, beyond the basics. This course covers topics slightly more advanced than basic knowledge.

2. Topics covered include: basic shortcuts, views, split screen and freeze, tables, sort and filter, conditional formatting, basic formulas (SUM, AVERAGE, MAX, MIN, COUNT), format dates, basic graphs, pivot tables and pivot graphs.

3. Participants will be tasked with building a basic spreadsheet.

First Aid/CPR/AED

Instructor: Phillip Ireland

Who Should Attend?

→ Everyone: Apprentices, Laborers, Carpenters, Lead Carpenters, Foremen, Superintendents, Safety, Warehouse, Quality Control, Interns, Market Coordinators, APMs, PMs, Senior PMs, Market VPs, Estimators, Preconstruction PMs, Accounting, Leadership & Culture, VDC.

Course Details

→ Course duration is one session, 7.5 consecutive hours.

→ First Aid/CPR/AED certifications should be renewed every 2 years and are required for Foremen and Superintendents.

→ This session is lecture based and includes power point, videos, hands on demonstrations, role playing, and group activities.

What is this course about?

1. Participants will learn vital first aid techniques and basic life support techniques in case of a medical emergency on site or in the office, as well as proper procedures for care until a medical professional arrives.

2. Covered topics include: basic first aid, how to properly administer CPR, how to use an AED.

Field Leadership Academy

Instructor: various

Who Should Attend?

→ This series was developed for field leaders including Lead Carpenters working towards Foremen or leading others, current Foremen, and Carpenters working towards Lead Carpenter roles and/or looking to grow in their career.

→ If we do not have the capacity to run a full class, we will offer online Foreman training through NCCER.

Course Details

→ This course is 2 hours long, every other week for 12 sessions.

→ This course is lecture-based with interactive discussions, light reading, and session follow up assignments.

→ You do not need a laptop, but please bring a notebook to take notes. You will receive all materials from this course in a binder.

What is this course about?

1. This 12-part series follows the book The Fearless Foreman by Mark Breslin teaching a variety of technical and soft skills, essential to leaders in the field. Attendees will gain an understanding of Procore, HH2 timekeeping, Bluebeam, email etiquette, safety, quality, and Benchmark's fundamentals of scheduling.

2. Topics covered include professionalism, integrity, improving motivation and performance, effective communication for loyalty and results, performance and feedback, emotional intelligence, teaching, coaching and discipline for accountability, building teams and relationships, goal setting for production, self-perform work, VDC services, navigating conflict, and mentoring.

Fundamentals of Scheduling

Instructor: Stephen Sands

Who Should Attend?

→ Foremen, Superintendents, Interns, Market Coordinators, APMs, PMs, Senior PMs.

Course Details

→ Course duration is 90 minutes, in-person.

→ This course will include lecture, videos, hands-on learning, and power point. Participants will work through a real-life scheduling exercise.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. This course provides an opportunity to develop a schedule by hand and manually establish activities and logic ties, calculating duration, free float, and total float.

2. Participants will gain a better understanding of basic scheduling theory, to understand how our computerized systems automatically calculate details on the schedule.

3. Topics covered include: types of schedules, what do schedules communicate?, features of a schedule, predecessor/successors, early start/finish, late start/finish, critical path – total float/free float, lag/lead, constraints, a quality schedule, and let's build a schedule.

Giving Feedback Workshop

Instructor: Chris Flynn

Who Should Attend?

→ Any position in the organization, regardless of title, that wants to learn how to or improve upon their skills in giving feedback.

Course Details

→ Course duration is 90 minutes long.

→ This course is lecture-based with group discussion and exercises.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. Learning Objectives include:

2. Understanding the importance of feedback, learning what is meaningful plus/delta feedback, understanding the expectations of leaders (regarding feedback at Benchmark), introducing the Scenario-Behavior-Impact model for giving feedback

3. Tips on delivering feedback and a model to clear issues will be provided.

4. You can expect to walk away feeling more comfortable giving feedback, having a better understanding of why we give feedback, and having some tools and tips to improve the feedback you give to teammates, trade partners, etc.

How to Conduct a PPP: Managers

Instructor: Angela Hendrix

Who Should Attend?

→ People managers at every level of the organization

Course Details

→ Course duration is one 90-minute session.

→ This course is lecture based with powerpoint and interactive discussions.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. This course will cover the importance of PPP and your role in the process as a people manager, and how to set SMART goals and coach employees. Participants will identify qualities of great PPP conversations and will discuss what it means to be "developmentally minded".

2. You will gain a better understanding of the formal PPP process, how to conduct a PPP, including how to prepare, and how to set SMART goals.

3. Participants will role play different employee commentary scenarios that you may encounter during performance conversations.

4. First time people managers are required to attend this training.

How to Prepare for Your PPP: Employees

Instructor: Angela Hendrix

Who Should Attend?

→ All employees, regardless of title or position, who want to improve their employee experience in performance planning.

Course Details

→ Course duration is one 60 minute session.

→ An abbreviated 30 minute version is provided for our Field Staff, tailored to the needs of the field reviews.

→ This course is lecture based with powerpoint and interactive discussions.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. This course will cover the PPP process, and your role as an employee in that.

2. You will learn ways to prepare and reflect prior to your PPP.

3. We will focus on goal setting, the 3x3x3, and SMART goals. We will discuss feedback.

4. Tips to ensure a great PPP conversation is had will be shared.

5. All employees participate in the personal performance planning process and could benefit from this workshop on how to have more effective and impactful discussions.

Infectious Control Risk Assessment (ICRA) – 8 hour

Instructor: Jason Birdwell

Who Should Attend?

→ Apprentices, Laborers, Carpenters, Lead Carpenters, Foremen, Superintendents, Interns, Market Coordinators, APMs, PMs, Senior PMs, Market VPs.

→ Those who work in or lead healthcare projects, specifically those with stringent infectious control needs.

Course Details

→ Course duration is one 8-hour session.

→ This course is lecture based with hands-on learning, power point, and demonstrations. Participants will fill out a mock risk assessment form.

→ You do not need a laptop, but please bring a notebook to take notes. Field personnel should bring a utility knife, cut resistant gloves, and a tape measure for the hands-on portion.

What is this course about?

1. This course is about Infectious Control Risk Assessment (ICRA), what it is, how we use it, and why. It will help participants understand why and how to meet our clients' needs in a hospital environment that is continually changing, as well as how to properly install and maintain equipment as it pertains to infectious control.

2. Topics covered include: creating awareness in the construction field, protocols of working in and out of barriers, communication between contractor and facility, complying with the rules and regulations of the facility, and understanding the types of barriers and why we use them.

Intro to MEP Series

Instructor: Chris Smith

Who Should Attend?

→ Project Managers, APMs, Superintendents, Foremen, and anyone on the team looking to gain a better understanding of the basics of different mechanical, electrical and plumbing systems.

Course Details

→ Each session is 90 minutes long. The conversations build on each other but can be attended individually as needed.

→ This course is lecture-based with interactive discussions.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. This series dedicates approximately 90 minutes to various mechanical and electrical systems for construction managers.

2. Topics covered include comfort and psychrometrics, forced-air heating systems, forced-air distribution systems, hydronic heating systems, steam heating systems, heat pumps and geothermal systems, refrigeration principles and air-conditioning systems, building commissioning and automation control systems, basic quantities, Ohm's Law, the power formula and circuits, electrical prints and diagrams, receptacles and switches, cable, conduit and electrical connections, service entrances, smart meters and generators, transformers and smart energy tech, resistance, inductance and capacitance, commercial circuits and lighting, plumbing materials, plumbing fixtures and appliances, sanitary drainage, vent and stormwater drainage piping, sizing sanitary drainage, waste and vent piping and water supply piping, testing and inspecting plumbing systems, fire alarm system control devices, fire suppression systems.

Last Planner System for Project Teams

Instructor: Chris Flynn

Who Should Attend?

→ This session is tailored for Project Teams that are new to the Last Planner System. Including PMs, APMs, Superintendents, and other folks leading the charge (may include external guest stakeholders).

Course Details

→ Course duration is 2 hours long.

→ This course is lecture-based with a powerpoint and hands-on learning.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. Overview of the Last Planner System (LPS) and how to implement it into BCCI jobs
2. Basics of how our weekly trade partner meeting should be run; who should be running it (Supers)
3. Discuss appropriate level of detail in the Weekly Work Plan (WWP)
4. How to create a WWP; measure how well we are planning our work
5. When to hold a Pull Planning meeting; goals of this type of meeting
6. How to engage Foreman and get input from them on their daily tasks
7. Daily huddle 101
8. Follow through on commitments to each other
9. Identifying constraints and assigning responsibilities
10. Hold the entire team accountable

Leading People

Instructor: Angela Hendrix

Who Should Attend?

→ People leaders across all levels of the organization, specifically those new to leading people, or people leaders who are new to the organization.

Course Details

→ Course duration is 90 minutes.

→ This course is lecture-based with discussion.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. Supervisory responsibilities, managerial touchpoints, HR basics for people leaders.

2. We will cover the expectations of people leaders around 1:1s. huddles, quarterly check-ins and feedback.

3. Briefly touch on PPPs and performance planning as well as developing and coaching teammates.

4. HR Basics, documentation, including your role as a people leader, and risk mitigation for Benchmark.

5. New people leaders or new leaders of people to the company are required to attend this.

Leveraging AI: A Two-Part Series

Instructor: Ken Bray

Who Should Attend?

→ Field and office employees at all levels

→ Team members interested in improving efficiency and consistency

→ Individuals new to AI, as well as those already experimenting with AI tools

→ Team leads and department champions looking to scale best practices

Course Details

→ Total course duration is **3 hours**, delivered in **two 1.5-hour sessions**

→ Lecture-based with live demonstrations and guided exercises

→ Participants may bring a laptop, tablet, or phone (recommended but not required)

→ Focused on practical workplace application, not technical or coding skills

What is this course about?

1. This two-part course helps employees use AI tools responsibly and effectively to improve daily workflows. Participants learn how to interact with AI clearly, organize work, and build repeatable systems that support consistency and efficiency across teams.

2. Part I introduces AI literacy and effective prompting. Participants learn what AI can and cannot do, appropriate workplace use, and how to improve outputs through better inputs.

3. Part II focuses on scaling AI use beyond individual chats. Participants learn how to build custom, shareable GPTs and structured project spaces that support consistency and repeatable results.

Mastering the Art of Time: a Time Management Workshop

Instructor: Angela Hendrix

Who Should Attend?

→ Individuals focused on improving time management, prioritization, and looking for tools and tricks to manage their time effectively.

Course Details

→ Course duration is two 90-minute sessions.

→ This course is lecture-based with group discussions.

→ You do not need a laptop, but please bring a notebook to take notes.

→ Light pre-work including self-assessment and brief articles will be required.

What is this course about?

1. We will explore time management tools and best practices, focus prioritization, delegation, boundary setting, etc.

2. Participants will do several self-assessments and will take away tools to deeper dive into their workload and priorities.

Microsoft Project for Scheduling

Instructor: Stephen Sands

Who Should Attend?

→ Interns, Market Coordinators, APMs, PMs, Senior PMs, Preconstruction.

Course Details

→ Course duration is one 90-minute session.

→ *Prerequisite*: Fundamentals of Scheduling course (or comparable knowledge).

→ This course is lecture based with hands-on learning, demonstrations, power point and videos.

→ Participants should bring a laptop and a mouse.

What is this course about?

1. This course will provide a better understanding of the capabilities of Microsoft Project, including how to take our schedules developed in the Fundamentals of Scheduling course and enter them into Microsoft Project, how to use Microsoft Project for project schedules, and how the computer calculates duration, free float, total float, and critical paths.

2. Topics covered include: schedule templates, columns, predecessors/successors, slack (float), critical path, baselines, filters, groups, how to build a project schedule, features of a quality schedule, and how to print.

Navigating Conflict

Instructor: Angela Hendrix

Who Should Attend?

→ Everyone could benefit from this training, particularly individuals who experience conflict (internal or external) on a regular basis, feel uncomfortable managing conflict, or are regularly engaged with conflict and recognize their style of managing it may not be providing success.

Course Details

→ Course duration is 120 minutes long.

→ This course is lecture-based with interactive exercises.

→ You do not need a laptop, but please bring a notebook to take notes.

→ There is a short exercise that participants will be asked to do prior to the training. It will take less than 10 minutes.

What is this course about?

1. Navigating Conflict will cover the basics of conflict resolution and conflict management.

2. Participants will learn what conflict is, the 5 styles of managing conflict, they will learn about their personal conflict management style and then practice some ways to navigate conflict using different styles.

3. The issues clearing model will be introduced to give participants an applicable tool they can use to address issues that contribute to conflict.

NCCER Foreman Training

Instructor: NCCER

Who Should Attend?

→ This online certification offering is for rising Foremen, or individuals in the Foreman role currently who are looking to develop further. Please reach out to your Field Leader to discuss the opportunity to participate.

Course Details

→ This certification is comprised of 5 online modules. You must pass an online assessment to receive the certification. The program is generally 4 months long. Individually will complete online modules and meet at set times, virtually, with a facilitator to discuss covered material.

→ You will need a laptop or iPad to access the online modules.

What is this course about?

1. Leadership and Supervision: Explores the connection between ethics and leadership and teaches leadership principles and strategies. It also explains the role of a supervisor, including solving problems, coaching and managing performance.

2. Communication: Covers the effective communication methods critical to a foreman's success. The course covers specific communication challenges a foreman faces and offers practical advice and techniques to improve communication skills.

3. Quality: Focuses on the importance of doing work right the first time and the need to understand and communicate the quality requirements. It teaches how to build support around the importance of quality, how to maintain it and develop a quality culture.

4. Productivity: Covers the processes critical to making work productive, including planning and scheduling, and managing tools, information, materials and logistics.

5. Safety, Health, and Environment: Covers key concepts such as leadership in safety, the cost of incidents and injuries, safety best practices, hazard recognition and remediation, safety education and training, incident and emergency preparedness and protecting the environment.

OSHA 10

Instructor: Phillip Ireland

Who Should Attend?

→ Apprentices, Laborers, Carpenters, Lead Carpenters, and anyone in a non-supervisory role who works in the field.

Course Details

→ Course duration is 10-hours total, split into multiple days. Attendees must be present for all sessions to obtain their OSHA 10 certification.

→ This course is lecture based with power point, videos, demonstrations, and group discussions.

→ Benchmark requires that field personnel renew their OSHA-10 certification every 5 years.

What is this course about?

1. This training will teach you the best practices for safeguarding against the top causes of fatalities and accidents in construction. This course covers how to prevent slipping, tripping, getting struck by an object, electrocution, and getting caught in between objects or machinery.

2. You will learn how to spot, avoid, and report the safety and health risks you encounter on a daily basis. You will also gain an understanding of your employer's responsibility for workplace safety, as well as the rights OSHA gives you as a worker.

3. This course will cover an overview of the hazards a worker may encounter on a job site. Training emphasizes hazard identification, avoidance, control, and prevention, not OSHA standards.

OSHA 30

Instructor: Phillip Ireland

Who Should Attend?

→ Foremen, Superintendents, Project Managers, and anyone in a supervisory role who works in the field.

Course Details

→ Course duration is 30-hours total, split into multiple days. Attendees must be present for all sessions to obtain their OSHA 30 certification.

→ This course is lecture based with power point, videos, demonstrations, and group discussions.

→ Benchmark requires that personnel in field supervisory, and project management roles renew their OSHA-30 certification every 5 years.

What is this course about?

1. The 30-hour training program is intended to provide workers with some safety responsibility a greater depth and variety of training. All outreach training is intended to cover an overview of the hazards a worker may encounter on a job site. Training emphasizes hazard identification, avoidance, control and prevention, not OSHA standards.

2. This training will emphasize hazard identification, avoidance, control, and prevention. It provides greater depth on an expanded list of topics associated with workplace hazards for construction safety and health hazards which a worker may encounter at a construction site, as opposed to the 10-hour courses for workers without supervisory responsibility.

Presenting to Owners The Benchmark Way

Instructor: Stu Smith

Who Should Attend?

→ Project Managers, Superintendents or Precon teammates who may be or have been involved in interviewing for jobs.

Course Details

→ Course duration is 90 minutes long.

→ This course is lecture-based with group discussions.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. Preparing to present to owners, whether current clients or potential new clients.

2. How to prepare, make your point, and best practices in behaviors. Tips and tricks on presenting in bid interviews. A real life sample will be provided and talked through.

ON-DEMAND:
Procore 101- Introduction to Procore

Instructor: Derek Denlinger

Who Should Attend?

→ Field personnel (apprentices, laborers, carpenters), Interns, Market Coordinators, APMs, PMs, Senior PMs.

Course Details

→ Course duration is one 60-minute session, available on-demand at any time.

→ This course is lecture based and is a pre-recorded, online offering meant to be in a format for attendees to watch at their own pace and reference back to.

→ You will need a laptop to access this on-demand training.

What is this course about?

1. This introductory level course will explain the way Procore is used across our organization. This course will serve as a foundation for further, role-based training.

2. Participants will learn the purpose/fundamentals of each tool in Procore that Benchmark employs, and the principles behind the platform.

3. Topics covered include: general overview of the platform and the way the organization uses it, tour of Procore's 'Company-level' (Portfolio, Directory, Documents, etc.), and fundamentals of each of the 20+ Project tools used by Benchmark.

On-Demand Video Link

Access video here: [Benchmark University - Procore 101.mp4 (sharepoint.com)](#)

Procore Change Management 101

Instructor: Derek Denlinger/Ryan McCreary

Who Should Attend?

→ Assistant Project Managers and Project Managers

Course Details

→ Course duration is 2 hours long.

→ This course is lecture-based with some hands-on learning.

→ Please bring a laptop and a notebook to take notes.

What is this course about?

1. This course covers the change management process from start to finish within Procore Financials, providing Assistant Project Managers and Project Managers with the strategies and tools to manage costs not included in a project's original budget.

2. Learning Objectives:

a. Create and cultivate Change Events as they develop throughout a project's lifecycle

b. Prepare for and conduct regular meetings with the Owner to seek approval for mature Change Events

c. Convert approved Change Events into Commitment Change Orders and Prime Contract Change Orders, including Allowance and Contingency Draws.

d. Identify appropriate scenarios for and process Budget Modifications

Projections 101

Instructor: Ryan McCreary

Who Should Attend?

→ Assistant Project Managers and Project Managers, or anyone involved in the projection process.

Course Details

→ Course duration is one session, 2 hours long.

→ This course is lecture based with power point. Participants will work through the projection process including the theory behind successful projections at Benchmark.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. Projections happen at the end of each month between a Project Manager and Market Vice President **and / or Project Executive.** These meetings help us assess the expected gross profit of our projects and allows us to strategize ways to address issues and boost profitability.

2. In this course participants will learn about profit vs revenue, profit strategy, standard AIA language, profit goals, what impacts profit, how to prepare for projections, identifying risk, projecting in Procore, managing the monthly projection spreadsheet, projecting labor, WIP, and posting projections.

3. Participants will also have an opportunity to ask questions of the Director of Construction Operations while gaining a better understanding of profitability and profit strategies.

Project Life Cycle

Instructor: Chris Smith

Who Should Attend?

→ Anyone interested in how a project flows through our company from potential opportunity to completion.

Course Details

→ Course duration is 3 hours long, split over two 90-minute sessions.

→ This course is lecture-based with an opportunity to ask questions.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. This training will provide an overview of the Preconstruction, Start Up/Planning, Execution, Completion and Turnover processes involved in a project.

2. Attendees will walk away with a better understanding of the life cycle of a project and "why" certain things are done. This includes business development, precon, estimating, VDC, construction operations, and real estate development involvement.

Quality Control Introduction

Instructor: Sam Van Cleve

Who Should Attend?

→ Everyone: Apprentices, Laborers, Carpenters, Lead Carpenters, Foremen, Superintendents, Quality Control, Interns, APMs, PMs, Senior PMs, Project Executives, and Market VPs.

Course Details

→ Course duration is one 60-minute session.

→ This course is lecture based with a power point presentation.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. This course will cover the basics of the quality control process and philosophy at Benchmark.

2. Participants will learn the 3 phases of control, our 3 phased approach to quality, the inspection mindset, and the 3 types of reports associated with quality control.

3. Topics covered include: overview/purpose of quality control, 3 phases of control, 3-phased approach, importance of pre-install meetings, 3 types of reports, the inspection mindset, reports: quality report/completion list/owner-architect punch list, roles and responsibilities, and the quality perspective.

The Quality Control Process

Instructor: Sam Van Cleve

Who Should Attend?

→ Everyone: Foremen, Superintendents, Interns, APMs, PMs, Senior PMs.

Course Details

→ Course duration is two hours long.

→ This course is lecture based with a power point presentation and includes hands-on demonstrations.

→ You do not need a laptop, but please bring a notebook to take notes, and your smartphone, or tablet to download the Procore app and participate in the hands-on demo.

What is this course about?

1. This course will cover the inspection process, managing lists, and Procore Observations, our software tool used for quality control. Participants will learn about the inspection methodology and process, and the 6 milestone inspections.

2. The importance of managing a list is critical to the success of your inspection and follow-up process. Participants will learn about the three lists you need to manage in quality control, what four elements all Procore Observations must include, how to send out reports, and managing the follow-up.

3. Using the Procore app you will learn to access and navigate through Procore Observations, label deficiencies, set up a workbook, and both view and send reports.

   Topics covered include: overview/purpose of quality control, 3 phases of control, 3-phased approach, importance of pre-install meetings, 3 types of reports, the inspection mindset, reports: quality report/completion list/owner-architect punch list, roles and responsibilities, and the quality perspective.

Quality Control – Drywall

Instructor: Sam Van Cleve

Who Should Attend?

→ Assistant Project Managers

Course Details

→ Course duration is 60 minutes long.

→ This course is entirely hands-on. All tools and materials will be provided.

What is this course about?

1. As an APM you play an integral role in Quality Control on the job site. This training will cover top quality issues with drywall, including hanging gysum, window returns, and shower details.

2. Attendees will gain an understanding of the basic quality standards for drywall, so they know what to look for onsite during ready to prime/ready to paint milestones of the project. Benchmark's drywall quality standards are what sets us apart from our competitors.

3. The drywall sign off process will be explained, both why we do it and how it's done.

Quality Control – Framing

Instructor: Sam Van Cleve

Who Should Attend?

→ Assistant Project Managers

Course Details

→ Course duration is 90 minutes long.
→ This course is presentation based.

What is this course about?

1. As an APM you play an integral role in Quality Control on the job site. This training will cover the first quality milestone inspection: framing.

2. Attendees will gain an understanding of framing punch out, color coding, common quality and dimensional deficiencies, common issues and considerations, as well as framing members and how to identify them.

3. The importance of coordination with the framer's punchout crew will be covered.

Quality Control – Plumb Level Square

Instructor: Sam Van Cleve

Who Should Attend?

→ Assistant Project Managers

Course Details

→ Course duration is 90 minutes long.

→ This course is hands-on. All tools and materials will be provided.

What is this course about?

1. As an APM you play an integral role in Quality Control on the job site. This training will create a greater understanding of what plumb, level, and square are, and whow to check for each.

2. Attendees will gain an understanding of the basic quality standards for plumb, level, square so they know what to look for onsite during framing. Benchmark's framing quality standards are what sets us apart from our competitors. This training will cover the necessary tools to get accurate readings during inspections, what margin of error is acceptable, and how to document your findings in FinishLine.

Quality Control – The Finish Stages

Instructor: Sam Van Cleve

Who Should Attend?

→ Assistant Project Managers

Course Details

→ Course duration is 90 minutes long.

→ This course is entirely hands-on. All tools and materials will be provided.

What is this course about?

1. As an APM you play an integral role in Quality Control on the job site. This training will cover how to create cope joints, miter joints, the proper tools necessary and their usage. Consistent reveals, tight miters, sanded miters, coped baseboards and crown are all expectations of Benchmark's Quality team.

2. Attendees will gain an understanding of the basic quality standards for trim and casework, so they know what to look for onsite during the finish stages milestone of the project. Benchmark's finish quality standards are what sets us apart from our competitors.

Reasonable Suspicion

Instructor: Truman Counseling Services

Who Should Attend?

→ Foremen, Superintendents, Project Managers, and any people leader in the organization who oversees other individuals.

Course Details

→ Course duration is 60 minutes.

→ This course will include mostly lecture with some discussion.

→ You do not need a laptop, but please bring a notebook to take notes.

→ This training is required annually for all people leaders.

What is this course about?

1. This course will cover what Reasonable Suspicion is, why it's important, the signs and symptoms to be aware of as a people leader, and your role. It will also cover the steps to respond when you have Reasonable Suspicion, Do's and Don'ts of handling Reasonable Suspicion, and resources available.

2. Participants will gain a better understanding of how to handle Reasonable Suspicion behavior and/or appearance.

* This training is provided by Benchmark's EAP provider, Truman Counseling Services.

Rigging & Crane Signaling Practices

Instructor: Safety Works, Inc.

Who Should Attend?

→ Field supervisory roles including Foremen, Superintendents, and any field personnel involved with crane rigging and signaling on site.

Course Details

→ Course duration is 8 hours.

→ This course is lecture based with hands-on learning.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. This training will provide essential rigging and crane signaling practices to those working in close proximity to cranes on site. It will cover an introduction to rigging and hand signals, different types of rigging gear and hand signals, as well as common safety hazards, and more.

*This training is provided by a third-party.

Rough Terrain Forklift

Instructor: Phillip Ireland

Who Should Attend?

→ Apprentices, Laborers, Carpenters, Lead Carpenters, Foremen and Superintendents, as well as operators of rough terrain forklift equipment.

Course Details

→ Course duration is 3 hours long.

→ This course is lecture based with hands-on learning. You may be asked to demonstrate your skills on a forklift during this training.

→ You do not need a laptop, but please bring a notebook to take notes. You will receive an in-house certification at the completion of this training.

→ OSHA requires this training every 3 years.

What is this course about?

1. This training is designed to train operators of rough terrain forklifts to better identify and address hazards, improve overall safety operations, protect coworkers, materials, structures, and the equipment.

2. After completing this course you will obtain a certification to operate a rough terrain forklift. You will be able to implement safety techniques you learned in class, and you will understand how to use the equipment safely while reducing injuries, product, structural and equipment damage.

Running a Pre-Install Meeting

Instructor: Sam Van Cleve

Who Should Attend?

→ Foremen, Superintendents, APM, PMs, Safety, Quality Control and anyone who plays an active role in the Pre-Install Meeting process.

Course Details

→ Course duration is one 60-minute session.

→ *Prerequisite:* Quality Control Introduction or a solid understanding of Benchmark's quality control standards and process.

→ This course is lecture based with discussion and role playing.

What is this course about?

1. Participants will learn why we have pre-install meetings, how to set up pre-install agendas (including the purpose, attendees, as well as roles and responsibilities), with a focus on the Quality Control portion of the pre-install meeting.

2. Topics covered include: pre-install agenda and documentation required, specifications, roles and responsibilities, expectations, communicating the inspection process, Procore Observations, safety, meeting minutes, and how to set yourself up for a great pre-install meeting.

3. The use of Procore Observations to manage Quality Control will be covered from a pre-install meeting perspective.

Safety Supervision

Instructor: Craig Shaffer, SafetyWorks, Inc.

Who Should Attend?

→ Superintendents

Course Details

→ Course duration is 8 hours long.

→ This course is presentation based with interactive discussions.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. Training topics include: safety culture and your role in safety leadership, project level safety planning, task level safety planning, and a supervisor's role in serious incident response.

2. Attendees will gain a better understanding of their impact on safety culture, how to motivate the team in terms of safety, job safety analysis (JSA), presenting effective toolbox talks, and more.

Setting SMART Goals

Instructor: Angela Hendrix

Who Should Attend?

→ All levels of the organization, focused on setting better SMART goals themselves, or supporting teammates in setting better goals.

Course Details

→ Course duration is 30 minutes.

→ This course is lecture-based with exercises and discussion.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. What are SMART goals?

2. Practice SMART goal setting

3. Real life application of SMART goals in our work

Setting Yourself Up: Effective 1:1 Meetings for Managers

Instructor: Angela Hendrix

Who Should Attend?

→ Anyone who leads others in the organization and regularly holds 1:1 meetings.

Course Details

→ Course duration is 90 minutes.

→ This course is lecture-based with discussion.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. We will discuss the importance of 1:1s, and the expectations around cadence, agendas, feedback.

2. The importance of knowing or learning your people and how to tailor 1:1 discussions to be most effective for the individual.

3. Trust, engagement, logistics, feedback (radical candor), will all be covered.

SharePoint 101

Instructor: Mitch Erb

Who Should Attend?

→ Foremen, Superintendents, and all office personnel who utilize SharePoint

Course Details

→ Course duration is 30-60 minutes.

→ This course is lecture-based with demonstrations of SharePoint, and time for question and answer.

What is this course about?

1. This training will cover a basic overview of SharePoint and OneDrive.

2. Attendees will learn common issues and tricks for SharePoint and OneDrive, including navigation and file saving, applications, restore options, with an opportunity to ask questions.

Smartsheet for Scheduling

Instructor: Stephen Sands

Who Should Attend?

→ Foremen, Superintendents, APMs, PMs, Senior PMs, Market VP, Estimators, Precon PMs.

Course Details

→ Course duration is one 60-minute session.

→ This course is lecture based with powerpoint, videos, hands-on learning and demonstrations.

→ Please bring your laptop, and a notebook if you wish to take notes.

What is this course about?

1. Participants will learn how to use Smartsheet for pre-con schedules and 3-week schedules and will walk away with a better understanding of the capabilities of Smartsheet.

2. Topics covered include: user levels, Smartsheet workspaces, templates, reports, preconstruction schedules including stages, estimating resources, and preconstruction schedule standards, 3-week schedules, and other uses for Smartsheet.

Successful Supervision (SucSup)

Instructor: Cargas

Who Should Attend?

→ Individuals new to leading a team, or new to leading multiple individuals. Those looking to improve their supervision and leadership skills. Reach out to your manager and the Director of Training if you are interested in taking this course.

Course Details

→ Course duration is three, 4-hour sessions.

→ This course is presentation based with interactive discussions.

→ You do not need a laptop.

What is this course about?

1. Successful Supervision (also known as SucSup) focuses on leading the team, succeeding as a coach, and managing performance.

2. Participants will gain a solid understanding of performance management and coaching, emphasizing skill building, and practical application.

3. Topics covered include: motivating employees, recognizing de-motivators, understanding core differences, choosing effective approaches to communicate, listening skills, defining performance expectations, writing behavior-based documentation, providing positive feedback, coaching conversations, handling performance problems, managing challenging employee behaviors, holding staff accountable, developing action plans, deciding when to coach and when to manage performance, preparing for performance appraisals, setting performance goals, and more.

Teams 101

Instructor: Mitchel Erb

Who Should Attend?

→ Anyone who utilizes Microsoft Teams who wants a better understanding of the platform and ways to efficiently and effectively utilize it.

Course Details

→ Course duration is 1 hour long.

→ This course is lecture-based.

→ You do not need a laptop, but please bring a notebook to take notes.

What is this course about?

1. General overview of the Microsoft Teams application and its capabilities.

2. How to navigate the application to better collaborate with co-workers.

3. Learn some new tips and tricks to be more efficient while using Teams.

Traffic Control - PennDOT

Instructor: Phillip Ireland

Who Should Attend?

→ Individuals designated by Benchmark's Director of Safety, who will put work in place near or adjacent to street traffic, or who will be responsible for controlling traffic on or near a jobsite.

Course Details

→ Course duration is 2 hours long.

→ This course is lecture-based.

→ You do not need a laptop, but please bring a notebook to take notes.

→ Benchmark recertifies this training every 2 years.

What is this course about?

1. This training provides participants with practical knowledge to administer traffic control and maintain a work zone traffic control system.

2. Participants will learn to safely construct and manage the logistics of temporary traffic control (TTC) work zone, allowing for safe movement of all traffic.

3. Participants will learn practices to protect everyone in work zones as well as how to install, modify or remove TTCs.

VDC 101- Multipart Series

Instructor: Jon Beltz

Who Should Attend?

→ Carpenters, Lead Carpenters, Foreman, Superintendents, APMs, Project Managers, Pre-Con Managers, Estimators, and anyone looking to gain an understanding of Virtual Design and Construction processes, navigating and extracting information from models, and how to get the most out of the deliverables provided by the VDC department.

Course Details

→ The Course duration is nine, one-hour classes. Each class will cover a different VDC process.

→ You may sign up for the whole series or just the classes which interest you. (Some classes may have a prerequisite class, which you would need to attend first.)

→ This course is lecture-based, some classes will have with hands-on learning.

→ You will need a laptop for some courses, check each class description to see what is required. You will receive an in-house certification at the completion of all nine trainings.

→ You will receive class notes for some courses to provide quick access to course material.

What is this course about?

1. We will discuss all aspects of Virtual Design and Construction though the series

2. Courses range from understanding and navigating a BIM model to creating a comprehensive logistics plan to working with an MEP federated model during installation of systems.