

Absher University

2023 Course Catalog



"Work hard and invest time in your education and it will pay dividends"
-Former President/CEO Thomas R. Absher Sr.

"If you're going to do something, do it right." -Founder R.L. "Barney" Absher





401(k)—Increase Investment Awareness

Gain insight to understanding the financial market and become a better investor. Saving for your retirement is very important—don't wait to save for your future!

Instructors: Deana Parker, investment professionals

Absher Contract and Agreements

The goal of this unit is to ensure attendees have a familiarity with the various types of contracts and agreements Absher uses regularly and the context for each. Be made aware of the reasoning behind certain contract provisions, including pitfalls and the work-arounds to avoid them. Gain an understanding of the types of insurance required, what risks are covered (and those that are not), and standard policy limits. Understand the basics of bonding for both Absher and our subcontractors. Learn the fundamental differences between AIA form contracts and *ConsensusDocs*.

Instructors: Kainui Smith, Doug Orth

Absher General Computer Security Controls

Non-technical introduction to computer security and good computer practices here at Absher. Topics include: (1) General end user and network computer security, (2) Protecting Absher data & the Cloud – Dropbox, SkyDrive, Google Docs, USB Drives, etc., (3) E-mail scams and Malware, (4) Mobile Devices & Wire- less, (5) Reporting IT security incidents.

Instructor: IT Department

The Absher Subcontract

This course explores the topics and language in the Absher subcontract. Many positions will benefit from this in-depth look at the subcontract. *What does each clause mean? Why do we have the clause we do? Why is it so short? Why is it so long? What do other contracts in the industry contain? What's the proper way to utilize the subcontract as a tool? Best practices when using a subcontract.* These and other questions will be explored.

Instructors: Kainui Smith

Absher's Sustainability Roadmap

This class will walk through our commitment to sustainability and discuss tools available to support project teams. Brief group breakouts will share ideas to help prioritize action items that will support our sustainability roadmap.

Instructors: Stephanie Gowing

If you have an idea for a new Absher University course, please contact HR Director Deana Parker.

The Absher Way

The Absher Way is a course designed to discover the heart and soul of what it means to be a part of the Absher Team. It is designed to help you *understand why* Absher exists, our core values and the vision that we together are striving to achieve. This course also provides a broad overview of the company and is designed for relatively new staff members and introduces the *Life of the Project* section.

Instructors: Absher management team

Active Listening

Listening is an art and a skill. Active listening empowers the speaker and the listener; it brings forth a meaningful connection to one another that can help resolve problems and build teams. Listening actively reduces miscommunications, misinterpretations, assumptions and reactivity. Via presentation, role-play and audience participation, all attendees will leave the room with greater confidence as a listener that can enrich their profession, family and personal relationships.

Instructors: Outside Trainer

The Art and Science of Negotiating

How much time do you spend *negotiating*? At work, at home and throughout your life, you are frequently negotiating. In this class you will learn six negotiating styles. You will discover the inside story of some of Absher's most notable *negotiations* – some successful and some not. You will probe into the question, "Do ethics apply to negotiations?" And, of course, you will learn practical tips for becoming a great negotiator.

Instructors: Dan Absher

Beatles Teambuilding

The construction industry is all about building and maintaining high-functioning teams. Whether it's with your project team or department, or with owners, designers and subcontractors, the ability to build a great team is the key to Absher's success.

In this class we will learn how to apply lessons from The Beatles to our own teams by listening to their music. What was the magic that made the Beatles the most popular group in history? What were the factors that caused them to break up? Through a close study of their music, we will witness the genius, unselfishness, and comradery that made them a great team, and also reveal the ego, ambition, and poor communication that led to their break up.

Instructors: Dan Absher

Behavioral Interviewing

Hiring the right person for the job can be tricky and it is more important than ever to make sure you make a good hiring decision. In this class you will learn how to use the behavioral interviewing process. This interviewing process is based on the theory that past behavior is the best predictor of future behavior. The techniques learned in this class will allow you to gather more in-depth knowledge about candidates, make more informed hiring decisions and select better candidates for open positions.

Instructors: Outside Trainer

Budget Management

Learn about the change-order process, pay applications, budget changes invoices and the systems used to manage these. Areas to be covered will include understanding why we do projections; understanding what owners and senior management look at; how bonding and banking firms judge us; and analyzing the job to improve performance or make corrections prior to an issue.

Instructors: James Christianson

Commitment to Respectful Relationships / Anti-Harassment Training

Absher is committed to maintaining a work environment that promotes respect and values each individual, which goes hand-in-hand with our number one corporate value: We Care about People. This course is intended to help define our expectations for positive and respectful relationships in the workplace, as well as define and outline various kinds of discrimination and harassment that is to be avoided.

Instructors: Deana Parker

Contract Delivery Methods

This class will provide insight into understanding and implementing best project management practices and procedures as they relate to GCCM and Design-Build projects. This class is designed to give you an overview of how these processes differ from each other and other procurement avenues.

Instructors: Curt Gimmestad

Crisis Management Planning

Crisis management and crisis management planning can protect Absher against complete failure if or when a catastrophic disruption happens. This course explores the onset crisis caused by internal and external issues as well as methods for determining risk to use as a basis for crisis management plans. Students will learn about the key elements of crisis management, review Absher's crisis management plan and how to relate the plan to their project. Practical matters including how and when to put a crisis management plan into action and determine when a crisis is over are also covered.

Instructor: Billie Otto

DEI 101

We believe that fostering a culture of care is not only critical to having a diverse and inclusive workplace, but it is inherent in our core values:

We care about people.

We are servant leaders.

We do things right.

We do right things.

With our corporate commitment to these values comes a collective effort to ensure success for and from all of us. In June 2020, we established our REACH Committee to study our practices (intentional and unintentional) around Racial Equity, and to recommend and implement improvements that will align to being a more diverse and inclusive company. As part of REACH's work, the committee has planned the DEI 101 Workshop to further our understanding and experience with diversity, equity and inclusion. We must do this with humility recognizing our own shortcomings and ability to be more inclusive. And, we must seek first to understand perspectives and experiences that are different from ours.

Instructors: Stephanie Caldwell, REACH Committee

Design-Build Process

Understanding the design-build process is imperative to the success on a design-build project. This class is designed to give you an overview of the process and how it differs from other procurement avenues. You will learn how we team up with our project partners and the items that are in a design-build contract that are not standard in other contracts.

Instructors: Curt Gimmestad

Ethics in Construction

If you work in construction, you are faced with ethical decisions every day. Whether in the office or out in the field, *The Absher Way* mandates an approach that is ethical and just. Whether in the bid room analyzing subcontractor quotes or in the field seeing a subcontractor cut corners, we are called not just to "do things right," but to "do right things." If it were always black and white, this would be easy. In this class, we will study the gray areas.

Instructors: Dan Absher, Kainui Smith

First-Aid / CPR

An update for your First-Aid card that includes instruction on the AED (Automated External Defibrillator).

Instructors: Kent Lindsey

Insurance & Bonding

Insurance can be a confusing issue in the construction industry. This course is designed to take the confusion away — addressing various types of coverage that Absher has, as well as how and when to file a claim. We will use real-life examples to show how different coverages interact and how to protect our projects and Absher as well. We will also briefly explore relevant Washington State laws and how they affect insurance coverage. Common-sense approaches to limiting jobsite risk will also be covered.

Instructors: Lane Tanabe, Kainui Smith

Introduction to Safety

Safety is the practice of using proactive methods to prevent unsafe work practices and injuries from occurring while projects are being constructed. Understanding Absher's safety philosophy will give you a better understanding of our safety culture and improve the success of our projects.

Instructors: Kent Lindsay

Introduction to Virtual Construction

This is a two-part course which will explore VDC implementation at Absher and provide students with hands-on training in Autodesk NavisWorks. The introduction to VDC will help students understand what VDC is, how we plan to utilize it; and what project owners are requiring of us. Within NavisWorks, students will learn how to navigate the 3D model environment, analyze design data from the model, create selection sets, run clash detection between trades, and create a 4D schedule simulation.

Instructors: Kyle Absher, VDC Team

Leadership: the Value of Values

All companies have values. Not all companies communicate those values. Some companies have stated values, but at times are driven by "hidden" values. In this course, we will explore the importance of values to a company and the benefit to a company when the personal values of the people within the organization (particularly its leaders) are in line with the company values.

When a leader acts in contradiction to those values, it can "derail" her or his life, and the entire organization. What is "derailment"? How can leaders and organizations avoid it? If a person or company becomes derailed, is it possible to recover?

In this class, we will review examples of companies and leaders who lost focus and became "derailed". We will learn from others' successes and failures. We will also look in depth at Absher's Core Purpose and Values.

Where did they come from? What do they mean? How do you make them a guiding principal in your day-to-day decisions? What do you do when you question whether the company is acting in accordance with its values?

Instructors: Dan Absher

Marketing for Operations

Have you ever wondered where your next project is coming from? Every one of us—from operations to accounting—depends on new projects to keep us challenged, successful and growing. Absher staff in the front lines on project sites are often in the best position to learn about future construction opportunities. In this course we will examine what role Operations staff plays in our marketing efforts. From providing excellent client service and maintaining relationships with design professionals to participating in proposal writing and

interviewing, we'll discuss the ways Marketing staff works with Operations personnel to find, pursue and win new work. The final decision in contractor selection often boils down to the project team's contributions to the proposal and performance in the interview.

Instructor: Erin Mayer, Blaine Wolfe

NavisWorks Manage

Prerequisite: Intro to VDC

Learn the basics of navigating models in Autodesk NavisWorks Manage. This class will start with the basics of model management, and progress to clash detection and other advanced uses. Students will also learn the Absher process for leading trade coordination and model-based quality control of MEPF systems. No prior NavisWorks experience required.

Instructors: Kyle Absher and VDC Staff

OSHA 30

An in-depth look into OSHA construction rules. Students will walk away from this class with knowledge of the rules as well as the ability to find and research other rules.

Instructors: Kent Lindsay

P6 Scheduling Lab

Upon completion of this course, you should be able to:

- Access the P6 v 16.2 Database
- Open a project schedule and select the desired layout
- Update the progress of a project schedule and save an update
- Generate a look-ahead schedule from the overall CPM schedule and make a PDF of the look ahead schedule
- Add activities to the schedule
- Add/Delete/Modify activity relationships (logic)
- Adjust printing format options for the project schedule

Instructors: Angela Worcester, Dan McCooley

Project Close-Out

This course will teach you about managing close-out from the beginning, with the end in mind. It will cover as-builts, punchlists, owner training, O&M/Training and commissioning. You will be given tips on ensuring closeout requirements are adequately incorporated into subcontracts; reviewing closeout requirements with Owner/Architect during Preconstruction Meetings; recording and documenting closeout activities in meeting minutes; and updating CPM schedules with closeout activities.

Instructors: Cory Patton, Jill McNally

Project Start-Up

You will learn about procurement methods, estimating/budgeting, value engineering, constructability review, bid packages, project start-up, buyout and writing subcontracts.

Instructors: Adam Buckley

Quality Control

Learn the proper processes for submittals, RFIs, daily reports and prep meetings. Develop a better understanding of why these processes are done the way they are at Absher, and what systems are used to accomplish them.

Instructors: TBD

Scheduling Basics

Absher's success and credibility with owners, subcontractors and suppliers relies greatly on our ability to create sound schedules. In this course, we will look at construction schedules and the practice of scheduling. Every construction company schedules their work. We will look at the most common software programs and how they work, as well as standard means and methods used to create and maintain a project schedule.

Instructors: Dan McCooley, Angela Worcester

Understanding Leadership Roles

Is there a difference between leadership and management? Does it matter? Discover how perspectives and perceptions affect our thinking. This course is designed for anyone interested in learning about how leadership and management are different, and why understanding and applying good leadership practices is essential for the enduring success of any business. We will take an in-depth look at the different approaches that leadership and management bring, as well as looking at what makes a high-level leader (what we refer to as a servant leader). We will also discover the main ingredients to developing as a leader and how to apply good leadership principles in our own lives.

Instructor: Dan Absher



Understanding Our Union Relationships

Absher is signatory to the Carpenters and Laborers unions. This class will review what those relationships mean to you as you work on your project. It will increase your understanding of how to effectively work with the unions as a partner.

Instructor: Kainui Smith, Doug Orth, Bret Porter

Understanding Project Claims

Understanding Project Claims

- How they arise
- How can we avoid them
- How do we resolve them

Instructor: Kainui Smith

Working with Microsoft Teams

Microsoft Teams is an all-in-one collaboration and communication solution, integrating chat (IM), online meetings, calling, file management, and project workspaces into one interface. You can easily add contacts and communicate with them via chat, email, presence, calling and file sharing. A core functionality of MS Teams is the ability to post messages and share files across teams or groups. Optional apps and bots can help manage tasks, calendars, and a variety of other functionality to make working with teams more powerful. Learn the fundamentals of navigating the application, getting started with settings and notifications, and hosting on-line meetings with content sharing.

Instructors: IT Department

Important notice: Instructors for classes are subjected to change. Please contact HR Department to get more current list of instructors.





Absher University Course Application

Name: _____

Email (preferred): _____

Alternate email (supervisor, etc.): _____

Course title: _____

Supervisor: _____

Supervisor's signature of approval: _____

Today's date: _____ Course date: _____

Note: If you need to cancel or reschedule a class, please inform Absher U as soon as possible so that proper arrangements can be made. Classes are subject to availability.

Student signature: _____

Please return this completed application to AbsherU@Absherco.com. Class attendee lists will be finalized, and attendees notified, approximately one week prior to the class date. Thank you!

Core Purpose

To create and build community through teamwork, leadership and experience.

Core Values

We care about people
We are servant leaders
We do things right
We do right things