

BUILD ASSOCIATION MASTERCLASS

J U N E W O R K B O O K



ENERGIZE⁴US
EDUCATION & TRAINING

ENERGIZE US EDU INC
BULD ASSOCIATION MASTERCLASS | JUNE WORKBOOK

JUNE MASTERCLASS THEME

Mastering Scheduling and Project Management

SESSION FORMAT (2-HOUR BLOCK)

- 15 min Book Review: The One Minute Manager Meets the Monkey by Ken Blanchard
- 45 min Energize Lesson Plan: Scheduling, timelines, coordination
- 15 min Builder Discussion: What's working or not
- 45 min Live Q&A: SOPs for subcontractor and delay management

COURSE OBJECTIVE

Run multiple jobs with confidence and clarity. This covers scheduling crews, tracking progress, managing subcontractors, and handling delays.

MODULE 1: SCHEDULING SYSTEMS FOR CONTRACTORS

Gantt charts vs calendars vs whiteboards
Weekly and long-term planning
Role-based assignment

Assignment:

Build a weekly schedule
Test a method (Trello, CompanyCam, etc.)

Talk Points:

Can you manage your current job load well?
Are you over-scheduling?



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MODULE 2: COORDINATING WITH CLIENTS & SUBCONTRACTORS

Kickoff calls and expectations
Frequency of updates
Tracking subcontractor progress

Assignment:

Write kickoff call script
Build subcontractor tracker

Talk Points:

Whats your system for updates?
How do you handle schedule changes?



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MODULE 3: HANDLING DELAYS AND PROJECT OVERLAP

- Preventing delays
- Overlap management
- Buffer planning

Assignment:

- Write delay SOP
- Plan a 2-week lookahead

Talk Points:

- Your top delay causes?
- How do you maintain momentum?



BULD SCHEDULERS TOOLKIT:

Tools: Trello, CompanyCam, Monday.com, Google Calendar, Asana, Buildertrend

Assignment: Pick one tool to test and review

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FINAL REFLECTIONS:

Whats your new scheduling strategy starting July?