

Course	Description
Asphalt Pavement Construction	Course will concentrate on the usage of bituminous in street and pathway construction, its proper placement, some design criteria and how bituminous reacts to weather, usage and time.
Best Value Procurement	<p>In the final days of the 2007 Session, the Minnesota Legislature passed a law that changed the way contractors can be selected on public projects. This law was immediately available to some public owners and will be phased in over time to apply to every political subdivision of the State. Public owners will now have the option to award contracts based on "best value" instead of low bid.</p> <p>The course will provide a brief primer on public procurement, summarize features of the new law, and summarize and highlight recent changes of general bidding requirements for municipalities and MnDOT.</p>
Business Email 101	Email protocol and its effect on professional credibility.
Client Relations *	This class will help you develop skills to better communicate with city councils and the public. Topics include working with politicians, preparing city council memos, agenda items and resolutions, working with neighborhood groups, and responding to citizen requests.
Coaching and Developing our Staff - The WSB Performance Management Program *	This course will provide an overview of the enhanced WSB Performance Management Program. Designed to engage and develop the WSB leadership to new levels as coaches and leaders for the business.
Completing a Project Within a Budget *	This course will cover "must have" skills necessary to complete a project within a budget. Topics include developing work plans, managing staff, managing clients and much more.
Concrete Pavement Construction	Course will concentrate on the usage of concrete in street construction, its proper placement, some design criteria and how concrete reacts to weather, usage and time.
Construction Plan Assembly	Presents components of a construction plan set. Discusses sequence of design activities and sequence of preparing each component. Identifies interrelationships of each component and final assembly of plan set. Discusses junctures at which to emphasize quality and impact.
Construction Rules of Thumb Ways to Minimize Construction Loss *	Details pending.
Construction Staging 101	Understand construction sequencing and be able to develop construction plans.
Contracts and Specifications *	This course will review documents that are part of a project manual including contracts and specifications. The course will also cover the differences in these documents between municipal and transportation projects. The course will also discuss specific contract language for municipal and transportation projects.
Creating Bid Item Lists, Engineers Estimate and Bid Proposal Form in Rt/AEC	This session will show how to create a bid item list in RtAEC. This bid item list will be used as the basis for the Bid Proposal form in the project manual, the Tabulation of Bids, Construction Item Record Account and Construction Pay Vouchers. Participants will learn how to use the WSB historical database of bid unit prices to estimate project costs.
Design and Plan Preparation	This course will cover various topics related to the design, plan preparation and quality control phases of our projects.

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Effective Conflict Management	The ability to successfully minimize and resolve conflict is an important skill to develop. An important point must be kept in mind when attempting to deal effectively with organizational conflict, namely, that any one method will not apply to all situations or all personalities. This course will help you answer, "Which approach is best?"
Electronic Item Record Accounts & Daily Journals	This training will cover the up loading and down loading of electronic item record accounts and daily journal information from the field to the office. Participants will learn how to enter information to be used for documenting contractor item record accounts and documenting daily information for weekly project diaries.
Erosion Control Techniques	Course covers various methods and materials used to prevent and/or control erosion on construction sites.
Federally Funded Projects: Concept thru Construction	This class will provide an overview of the steps required to get your project from a concept through the construction phase when federal funds are being applied.
Generational Differences	For the first time, there are four distinct generations in the workplace. Each generation has different insights into work ethic, motivators, work/life balance and the role of the employer. It is important to better understand each generation to be more effective in your interactions with coworkers, clients, contractors and the public.
Geosynthetic Applications	Course will cover the various types of Geo materials used in civil engineering projects and their proper application.
Intentional Communication	Communication can be like opening a door. Here's why: Principle 1: Communication is always and everywhere occurring, whether we're doing it consciously, with purpose, or not. Saying nothing says everything. Principle 2: All communication is creative. That is, each conscious and unconscious act of communication creates a result. Human beings are endowed with the power of choice. We have a choice about how we communicate. Principle 3: When you're not getting what you think you want from somebody, listening is the first thing to do, not the last.
Intermediate GIS	The Intermediate GIS course, a follow up to Intro to GIS, will cover topics such as managing data when working in GIS, editing geodatabases, managing annotation, and object properties.
Intro to GIS	Geographic Information Systems (GIS) provide a powerful toolset for visualizing, creating, managing, and analyzing geographic data. This course provides the foundation for becoming a successful ArcGIS Desktop user. Students learn fundamental GIS concepts and become familiar with the range of functionality available in the software. Class participants will understand basic GIS concepts and learn how to display geographic data, query a GIS database and create maps.
Intro to Structures	This course will offer an overview of structural engineering. It will include a review of basic structural design and overview of bridge types, retaining walls and other structures common to projects designed at WSB.

Course	Description
Joining the Team *	Starting a new job can be stressful and challenging for new staff members. By providing an introduction into what it is like to work at WSB, this course is designed to make the transition into our company and your new position easier. This course seeks to provide you with expectations of your new position, an overview into the business functions, and insight into where we are heading as an organization.
Mistake-Free Grammar	Improving general writing skills. Review the basics of grammar.
MS Excel – Tips & Tricks	This course is designed to help the non-financial Excel user make better and faster use of all the features that Excel has to offer. It will offer tips and shortcuts. This class will not offer information on creating complex formulas and macros. Instructor plans to ask all those who sign up to email questions and real situations they are struggling with to the instructor prior to the class so the instructor can research and address those items.
MS PowerPoint – Tips & Tricks	This course is designed to help the PowerPoint user make better and faster use of all the features that PowerPoint has to offer. It will offer tips and shortcuts to the program. To help ensure questions can be answered properly during class, the instructor will ask those signed up to e-mail questions and real situations they are struggling with to her prior to that day.
MS Word – Tips & Tricks	This course is designed to help the Word user make better and faster use of all the features that Word XP has to offer. In addition, a number of tips that apply to all MS Office Suite applications will be discussed. Instructor plans to ask all those who sign up to email questions and real situations they are struggling with to the instructor prior to the class so the instructor can research and address those items.
NPDES Construction Permit and SWPPP Design	This course provides an overview of the MPCA's NPDES Construction permit, including when a permit is needed, when storm water treatment is required, and erosion control BMP's that should be incorporated into the design. The course also provides information on how WSB develops Storm Water Pollution Prevention Plans (SWPPPs) for the NPDES permit, how these plans get incorporated into our construction plans, and who prepares the permits.
NPDES Inspections and Enforcement	This course provides an overview of the MPCA's NPDES Construction permit with a focus on erosion control inspections and enforcement action. Erosion control BMP's that work in the field are also reviewed.
Opening New Project Numbers & Budgeting Hours and Costs	This training session will cover the opening of new project numbers with RtAEC software and budgeting hours and costs with Deltek Vision software.
Organizing a Successful Meeting	Have you ever been in a meeting that seems to run on and on forever with no clear direction and you leave feeling like you just wasted your time? This course will give you some tools and techniques to plan and hold a successful meeting.
Outlook 101 & 102	Details pending.
Photography 101	Learn about the fundamentals of photography, photo composition and digital camera use so you can take high-quality pictures of WSB projects.
Powerful Presentation Skills	Unlock a powerful career-enhancing skill by learning how to make a solid presentation. Explore ways to overcome nerves and learn how to create and build energy in an audience.

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Presenting Before a City Council	A primer for presenters who have not had much experience presenting material before a City Council.
Project Manual Preparation	Presents different styles of Project Manuals/specifications and when to use which. Presents typical components of specifications and resources. Outlines method and approval to writing special provisions.
Project Scoping & Workplans	This class will address the steps that should be completed on every project to understand the clients' objectives for the project and develop a good work plan that will meet those objectives. It will address questions to ask the client, schedule, budget, and writing of a detailed scope of work.
Proposal Writing Techniques *	The course is designed to help the proposal writer understand the common elements of a proposal and the WSB proposal process.
Public Involvement	This course will assist you in determining who your public audience is, various methods to get them involved, identify the issues and how to build consent for your project.
Quality Control Review and Proactive Loss Prevention *	This course outlines procedures and methods that must be followed to make sure our projects are well designed and managed. It identifies the TOP TEN most likely ways we could make errors, or omissions, and outlines how inattentive project management may allow contractors or our clients to develop claims that could have a devastating effect on our business.
Quantity Takeoff and Estimating	This course will present techniques and procedures for doing quantity takeoffs and estimating projects. Areas of discussion include grading/dirt work, paving, pipe and other construction items. Representatives from contractors will be on the panel to discuss quantity takeoffs from the industry perspective.
Rainmaking - Business Development 101 *	Familiarize engineers with the concepts of selling professional engineering services.
Selecting for Success – Interview Training	Hiring new staff members is one of the most important aspects of our business. This course is designed to provide an overview into, and develop/enhance the abilities of our staff involved in, the interview and selection process at WSB. Participants will be involved in role-playing their new skills in a safe and fun learning-based environment.
Soil Fundamentals	Course covers types of soils, how to identify them, when to call in a soils consultant and the effects that different soils have on the construction of utilities and streets. Intended for construction personnel.
Special Assessment Process (429 Statute)	Course will give a summary of the legal 429 statute requirements for using special assessments for funding a project and what steps need to be taken during the project planning, design and construction.
State Aid Projects	Some of the core services of State Aid are to provide guidance, assistance, and oversight to counties and cities for their projects. This course will help you learn techniques to ensure that your projects are developed and built according to laws, rules, regulations, and current engineering and financial practices.
Successful Technical Writing: Session I and Session II	What does it take to be a really good technical writer? Connecting with your audience is one crucial component. To be an effective technical writer, you need to be the kind of person whose writing resonates with the readers. Empathize with your readers, understand their goals, use clear and direct language to teach them how to you will be successful managing their project.

WSBU Classes



Course	Description
Time Management - Take Control of Your Time	Practical, proven techniques to help attendees manage the way they think about and control time.
Traffic Engineering Overview for Municipal Engineers	This course will provide a discussion of traffic and transportation issues and topics typically encountered by municipal engineers, specifically those involved in providing city engineer services. An overview of potential solutions to be considered for given situations, several online tools for reference will be provided for the audience to conduct more in depth research on their own.
Understanding the Digital Camera	Learn about digital camera features, functions, and settings which allow you to take high-quality pictures of WSB projects.
Understanding the WSB Business 101 *	Providing an overview of the elements of project scheduling and budgeting including the basics of direct labor, overhead, expenses and profit as they relate to managing a project at WSB.
Understanding the WSB Business 201 *	This course will provide an overview of the basic financial model that is used by the consulting engineering community to generate revenue, pay expenses, and make a reasonable profit. The course will also discuss some of the key factors that need to be considered and routinely managed by all staff as part of the day to day financial management of company activities.
Utility Coordination	The purpose of this course is to review the process of utility coordination during a project life cycle, from the initial steps of using the Gopher State One Call service to preliminary and final design, to construction. The course may focus on previous WSB case studies to review what works and what doesn't work when it comes to utility coordination. Additional focus will be made on what the current State Statute is, and how a lack of effective utility coordination and documentation can lead to liability concerns for WSB and its clients.
Vision Reporting	The Vision reporting course will provide tools for attendees to navigate the Vision project table and monitor project budgets with reports and plans.
Water & Sewer Construction	Course covers sewer and water construction process, design components and purpose for the construction of a sewer and water infrastructure and it's history.
Windows 101	Cover the basics of working in a Windows environment to enable staff to work efficiently.
Work Zone Traffic Control	How to stay safe on a construction project and protect the public during the construction process.
WSB Way 101	Who we are, what we do, and how we do it.

* Denotes a class only available to WSB staff