

2026

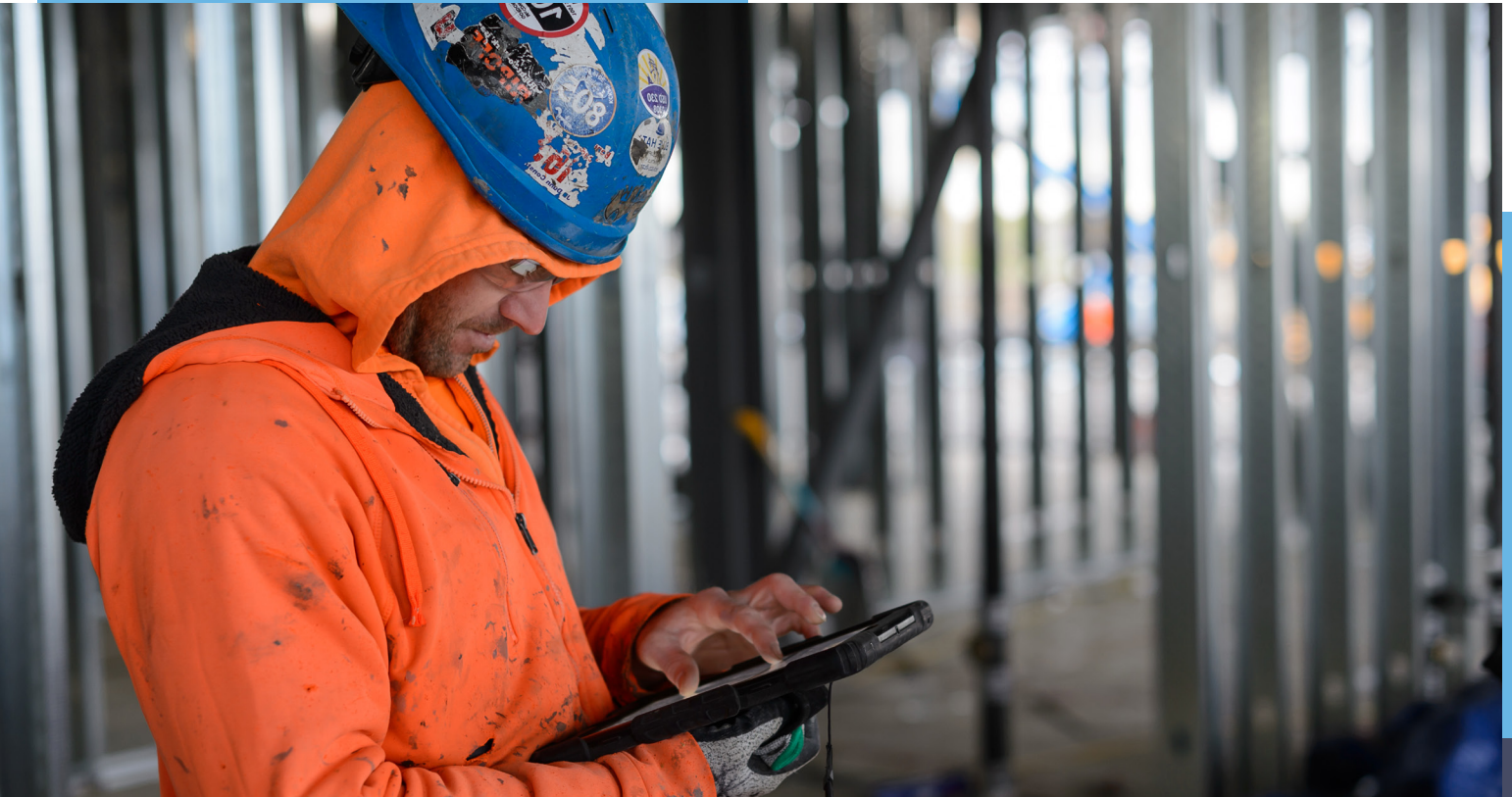


Online Training Guide



MASTER BUILDERS
OF IOWA

The Builders
A CHAPTER OF THE AGCSM



The Master Builders of Iowa team is thrilled to partner with the The Builders, Kansas City Chapter of AGC to deliver timely and valuable services. Starting in March 2026, MBI and The Builders, Kansas City Chapter of AGC will offer a comprehensive series of MBI LIVE virtual training sessions. These will include training on Microsoft Suite products as well as Procore for Project Managers and Superintendents. Whether you're starting from scratch or looking to build on your existing skills, we have something for everyone.

To make it easy for you, we've compiled all the training opportunities in one publication for your convenience. Over 39 weeks, you'll have access to sessions designed to enhance your skills from the comfort of your own space.

MBI and The Builders, a chapter of the AGC, are dedicated to providing top-notch services that maximize the value of your membership investment.

To learn more about the MBI LIVE offerings, please contact:



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BLUEBEAM: 4-Part Series

Bluebeam Revu is a powerful tool for streamlining construction workflows, from preconstruction through project closeout. This series introduces practical applications that improve accuracy, efficiency, and collaboration—such as quantity takeoffs, digital dashboards, fillable forms, and field issue tracking. Whether you're in the office or the field, these

sessions will help you use Bluebeam to save time, reduce errors, and keep projects moving smoothly.

*Series presented by Lauren Hecker, Taradigm, Inc.
San Luis Obispo, CA*

Quantity Takeoff & Estimation

March 11, 2026 | 9 - 11 a.m.

LEARNING OBJECTIVES:

- Understand setting a scale via custom/ preset scale input and calibration
- Use and adjust the properties of each measurement tool, including Counts and Dynamic Fill
- Gain Familiarity with the Markups List
- Create custom formula columns for estimation

Digital Dashboard Creation

March 18, 2026 | 9:00 am – 11:00 am

LEARNING OBJECTIVES:

- Understand what dashboards are and how they work
- Create graphics using Revu's markup tools
- Manage PDF pages for navigational access
- Understand how to link PDFs to additional pages and documents
- Link dashboards to files uploaded to a Studio Project
- Tips and tricks for quick dashboard creation
- Master Builder Designation: Project Management - 2 credits

Forms & Digital Signatures

March 25, 2026 | 9:00 am – 11:00 am

LEARNING OBJECTIVES:

- Use the Automatically Detect Form Fields tool to quickly create form fields from vector elements
- Understand how different form fields work
- Create a custom fillable form with a variety of form fields
- Understand electronic vs digital signatures
- Create a 'self-signed' digital ID
- Create Digital Signature appearances
- Sign, validate, and certify digitally signed documents

Managing Field Issues

April 1, 2026 | 9:00 am – 11:00 am

LEARNING OBJECTIVES:

- Create and edit custom punch symbols
- Add images and videos to a PDF as a markup
- Understand and use the Status column to assign statuses
- Create a custom Choice column for responsibility
- Create a Markups List Summary Report to track all identified issues

OUTLOOK For Beginners: 2-Part Series

Feeling overwhelmed by your email? Is your email inbox disorganized, cluttered, and full of unread emails? Are you still looking for the best way to organize a meeting with 10 people all having different schedules? This beginner's course for Microsoft Outlook covers the essential information you need to get back on track with your emails. Covering everything from proper email etiquette & formatting to organization & folders, and scheduling meetings like a

professional. As Outlook is utilized on a daily basis, it's time to take control of it and have it help you. This class will be focused on Microsoft 365 Exchange Online tools and processes.

*Series presented by David Mills, ZenTek Consultants
Hackensack, NJ*

The Basics of Emailing

April 8, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Reviewing The Ribbon
- How to Create an Email
- Tips for Organizing Your Email & Creating Folders
- Flagging Emails
- Creating an Email Signature
- Setting Up your Out of Office
- Emailing Best Practices

Meetings & Calendars

April 15, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Sending Meeting Invites & Updating Meeting Invites
- Managing the Scheduling Assistant
- Utilizing the Scheduling Poll Tool within Outlook
- Adding Contacts
- Creating Distribution Groups

PROCORE for Project Managers: 3-Part Series

Procore is a powerful and flexible project management platform, but many teams are expected to learn it with minimal guidance. Whether it's a quick overview or a link to the help files, that approach rarely sets users up for success. While basic tasks may seem straightforward, features like financial workflows, custom templates, and schedule management require a deeper understanding to use effectively. With the right training, Procore becomes a true productivity tool. You can streamline document approvals,

automate repetitive tasks, track scheduling changes across your team, and create custom templates that reflect your standard operating procedures. These features don't just improve efficiency – they save time, reduce costly mistakes, and keep your projects moving forward.

*Series presented by David Mills, ZenTek Consultants
Hackensack, NJ*

Procore Templates - Starting Your Project on the Right Foot

April 22, 2026 | 9:00 am – 11:00 am

LEARNING OBJECTIVES:

- Create Custom Trades in the Directory
- Add Individuals & Companies to Procore
- Create Custom Meeting Templates
- Create Inspection Templates
- Create Observation Templates
- Create Punch List Templates

Procore Financial Workflows Made Easy

April 29, 2026 | 9:00 am – 11:00 am

LEARNING OBJECTIVES:

- Create Workflows for Invoices
- Create Workflows for Prime Contractors and Subcon
- Create Workflows for Change Orders
- Create Workflows for Budget Changes

Procore Scheduling - Keeping Projects on Track

May 6, 2026 | 9:00 am – 11:00 am

LEARNING OBJECTIVES:

- Upload & Manage your Schedule within Procore
- Review Schedule Changes from Subcontractors
- Link Schedule Items to other Procore Tools
- Track T&M Tickets & Writing Change Events

MICROSOFT WORD Beginners: 4-Part Series

Most of us had to learn Microsoft Word on our own or with limited help. While you may know how to do simple tasks such as basic formatting and typing, Word has numerous features that are easy to use that can help anyone construct a professional document. This course will start at the beginner

level to allow all students to gain a strong foundation before we work into more advanced and useful features of Word.

*Series presented by David Mills, ZenTek Consultants
Hackensack, NJ*

Word Basics

May 13, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- What is Word
- Templates within Word
- Reviewing the Ribbon
- Basic Text Formatting
- Adding Hyperlinks

Document Structure

May 27, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Inserting & Controlling Pages
- Working with Tables
- Adding Graphics & Watermarks
- Using SmartArt

Formatting & Styles

May 20, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Using Styles Library
- Editing Styles
- Creating New Styles
- Using the Format Painter
- Advanced Search & Replace Tools

Document Setup & Review

June 3, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Page Setup Controls
- Page Borders & Page Color
- Check Spelling & Grammar
- Working with Split Views
- Exporting a PDF

MICROSOFT WORD Intermediate: 4-Part Series

Microsoft Word is a powerful word processor that can do more than simple text files or writing notes in it. This class builds upon our Beginners course and allows users to use some of the advanced and time-saving features with Word, along with creating professional documents for their team. With such a universal program, make Microsoft Word do

your work for you utilizing mail merge & other time-saving techniques.

*Series presented by David Mills, ZenTek Consultants
Hackensack, NJ*

Advanced Text Usage

June 10, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Creating Tabbed Lists & Sorting
- Formatting Symbols
- Creating a Table of Contents
- Utilizing References in Word
- Advance Search & Replace
- Inserting Equations & Formulas
- Setting Default Styles, Themes, and Fonts

Templates & Form Controls

June 24, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Form Controls
- Creating and Sharing Templates
- Best Practices for Templates
- Importing an Excel Graph

Collaboration & Document Review

June 17, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Adding Comments to Documents
- Tracking Changes
- Restricting Changes
- Comparing Previous Revisions
- Markup & Review Documents

Automation Features with Word

July 1, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Useful Keyboard Shortcuts
- Header & Footer Controls
- Quick Parts & Document Properties
- Creating Mail Merge Lists

SOCIAL MEDIA: 2-Part Series

In the construction industry, your expertise speaks volumes, and social media gives it a voice. The focus should be on building awareness, growing your reputation, and attracting the right audience. This two-part training series will empower you to confidently navigate social media, select the right

platforms, and create impactful content that connects with partners, talent, and the broader community.

*Series presented by Katrina Reger, Blue Compass
West Des Moines, IA*

Foundations for Construction

July 8, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Understand the benefits of an active and consistent presence
- Learn content categories that work for construction: in-progress projects, team culture, community work, safety tips, and more
- Explore examples of social content that builds trust and visibility
- Learn how to use social media for business networking, referrals, and partnerships

Platform Best Practices

July 15, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Discuss pitfalls like inconsistent posting, poor imagery, or off-brand messaging
- Build or improve your LinkedIn or Facebook company pages and personal profiles
- Explore best practices for platform layout, visuals, and content tone
- Leave with a platform-specific best practices blueprint for posting
- Understand how to engage with followers and partner accounts to build reach

MICROSOFT EXCEL Basics: 4-Part Series

Microsoft Excel is the most useful, and most often misunderstood, program in the Office Suite. Many of us shy away because it seems so complex and overwhelming, but learning the tools that will help get your daily work done is simple... if you have the right instructor. ZenTek developed this course for the beginning, or infrequent, user of Microsoft

Excel who wants to get a better handle on how to perform basic formatting, calculation, and data sorting functions in one of the most powerful programs on the market.

*Series presented by David Mills, ZenTek Consultants
Hackensack, NJ*

Understanding the Basics

July 22, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Understanding and Creating Worksheets
- Working with Multiple Worksheets
- Understanding Cells & Columns
- Formatting & Aligning Cells
- Understanding & Editing Data Types
- How to Format, Merge, and Control Cells

Delving into Data

August 5, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Working with Data Filters
- Understanding Data Sorting
- Removing Duplicate Values
- How to Merge and Split Data Cells
- Adding Data Validation

Fun with Functions & Formulas

July 29, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Controlling Worksheet Views
- Using Automatic Fill Features
- Understanding Formulas and the Formula Bar
- Using Common Functions and Formulas
- Using Formulas across Worksheets

Summarizing Simplified

August 12, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Controlling Page Layouts
- Inserting Images and Symbols
- Creating Simple Charts
- Editing Chart Display Options
- Working with Pivot Tables

MICROSOFT Excel Intermediate: 4-Part Series

Most of us can work through Microsoft Excel basics – add a few cells together, create basic formulas, and even handle a bit of formatting and display control. When it comes to getting a smarter worksheet though, one that will handle recurring data entry with reliable results, we either push it off to our IT folks or default back to pen/paper and calculators. Wouldn't it be nice to be able to create your own worksheets that will easily handle the work you regularly do, with just a few lines of data entry, instead of spending hours figuring out the same things again and again, by hand? Microsoft

Excel is the most powerful tool in the Microsoft Office suite of products, but it's developed a reputation for being difficult to use and understand once you move past the basics – and nothing could be farther from the truth! This intermediate-level course will show you exactly how simple Microsoft Excel can be, when you get proper training that is focused on how to use the program in the real world.

*Series presented by David Mills, ZenTek Consultants
Hackensack, NJ*

Working With Templates

August 19, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Using Excel Online Templates
- Creating Templates from a Worksheet
- Saving and Sharing Templates
- Editing Templates
- Using Templates to Start New Worksheets
- Template Best Practices

Conditional & Lookup Formulas

September 2, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Linking Workbooks & Worksheets via Formulas
- Conditional Formulas & Functions
- Lookup Formulas & Functions
- Nesting Formulas
- Other Useful Formulas and Functions

Data Controls

August 26, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Sorting Data
- Filtering Data
- Finding Data
- Working with Conditional Formatting
- Integrating Filters and Conditional Formatting

Charts & Tables

September 9, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Chart Planning
- Creating basic Charts and Tables
- Chart Types and Formats
- Pivot Tables
- Sharing Charts & Tables

CONTRACTS 101: 2-Part Series

Every construction project is built on a contract, and understanding those agreements is critical to avoiding costly disputes. This series introduces the most common contract forms and provisions, highlighting which clauses help protect your company and which can create risk. Designed for

professionals at every level.

*Series presented by Steve Marso, Whitfield & Eddy Law
Des Moines, IA*

Caution: Construction Contracts Zone

September 16, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Elements of a Contract
- Standard-form and custom contracts
 - AIA
 - Consensus
 - EJCDC
 - SUDAS
 - Government Forms
 - Municipality Forms
- Important Contract Provisions
 - Incorporation
 - Scope/Price
 - Flow-down
 - Indemnity/Insurance
 - Claims notices
 - Disput resolution
 - Attorney fees
- Mechanic's liens and Little Miller Act Claims

Contract Provisions: The Good, The Bad & the Ugly

September 23, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Good, bad, and ugly contract provisions
 - Good: e.g., Incorporation, flow-down, waiver of subrogation, disput resolution
 - Bad: e.g., Claim notices, service of claim notices, pay-if-paid, termination for convenience
 - Ugly: e.g., One-sided arbitration decision, one-sided attorney fees, venue
- Damages
 - Direct versus consequential damages
 - Liquidated damages
 - Delay, disruption, and acceleration damages
 - Calculating damages
 - Non-monetary remedies

HR: Recruiting, Hiring, and Managing Employees - How Can AI Help?

September 30, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Gain an introductory & foundational knowledge of the laws around hiring/managing employees and AI.
- Better understand Iowa's current stance on AI and individual privacy.
- Watch/learn about at least five categories of AI tools that could impact a company's HR practices.
- Create a list of key questions to ask a new vendor that uses AI-enhanced features.

There are many tools available that claim to streamline HR. Some of these tools for finding, training, and managing employees. This session will cover recent developments in software and AI-enhanced tools. Construction companies that are looking to cut costs, make repetitive HR tasks more efficient, and attract new talent pools may want to consider additional technology options. We will cover multi-state hiring, legal pitfalls when using AI tools for recruiting, and questions to ask a new AI vendor.

*Presented by Kay Oskvig, Whitfield & Eddy Law
Des Moines, IA*

PROCORE For Project Superintendents: 3-Part Series

Superintendents are the leaders on every jobsite, and their ability to manage field activities in real time is critical. Procore gives them the digital tools to access drawings, track daily progress, document issues, and oversee subcontractors right from an iPad or mobile device. This course focuses on the tools Superintendents use most: Drawings, Specifications, Daily Logs, Photos, Inspections, Observations, and T&M Tickets. You'll learn how to document site conditions,

communicate issues, and ensure teams stay aligned using Procore's mobile interface. We'll also cover managing subcontractors through Prime Contracts, Submittals, and the Directory, helping you keep everyone on the same page with up-to-date documents and approvals.

*Series presented by David Mills, ZenTek Consultants
Hackensack, NJ*

Procore Field Activities

October 7, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Customize Procore for Individual Use
- Create Markups & Notes on Drawings
- Create Markups & Notes on Photos
- Search Specifications & Drawings
- Create Daily Logs

Procore Field Safety

October 14, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Create Safety Incidents Reports
- Use Company Created Inspections & Checklists
- Create Observations with Attachments
- Assign & Track Observations

Procore Managing Subcontractors

October 21, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Add New Users to Procore
- Navigate & Read Contracts
- Log & Track T&M Tickets
- Create Announcements & Send Push Notifications
- Look Up Subcontractors Submittals

BUSINESS DEVELOPMENT: 2-Part Series

This series is built for the leaders and decision-makers inside small to mid-size GCs and subcontractors, including the owner, a project manager, or the one employee managing HR, marketing, tech, and operations. It's for the people making things happen day-to-day, who need practical tools to

keep up with growth and get their business organized.

*Series presented by Kelli Paskert, Creative Planning
Urbandale, IA*

Scale Smart: Part 1 - A Business Check-Up for Growing Subs and GCs Featuring the 5 P's (People, Processes, Planning, Profits, and Positioning)

October 28, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Understanding the 5 P's
- Self-Assessment: the Business Scorecard

Scale Smart: Part 2 - A Deep Dive into 3 of the Top 5 P's to Strengthen and Scale Your Business

November 4, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Gain a deeper understanding of Top 3 P's

BASIC QUICKBOOKS FOR CONSTRUCTION: 4-Part Series

QuickBooks is a standard tool for use by small/medium sized construction firms. It ties into many construction management systems and has built-in functions for time tracking, estimates, invoicing and many other features we all need. The issue is that since it's "accounting" software, we're all afraid to get into it and possibly break things. This class is designed to

give you an overview of how construction firms can work quickly and easily in the QuickBooks environment. NOTE: instructor will be presenting in QuickBooks Desktop 2023.

*Series presented by Jim Coppinger, ZenTek Consultants
Hackensack, NJ*

Getting Started

November 11, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Open and Work in QuickBooks
- Setting Quickbooks Preferences
- Understanding QuickBooks Components
- Home, Insights, and Reminders

Lists for Construction Use

December 2, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Working with the Customers & Jobs List
- Working with the Employees List
- Working with the Vendors List
- Working with the Item List
- Entering Time

Working with a Company File

November 18, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Open and Change a Company File
- Create a Sample Company
- Create a New Company
- Create a Chart of Accounts
- Edit/Update Chart of Accounts

Working with Construction Services

December 9, 2026 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Setting Up a Service Item
- Changing the Estimate and Invoice Format
- Creating an Estimate
- Creating a Service Invoice
- Editing Estimates and Invoices

MBI LIVE
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BUILDcap by AltCap is a microloan fund that empowers contractors to take on bigger projects, grow their businesses, and make a lasting impact in their communities. Through AltCap's flexible loan capital and expert-led programming from The Builders, this partnership is committed to supporting and developing the talent at the heart of the construction and trades industries.

<https://www.altcap.org/buildcap>



What is AltCap?



The AltCap Ethos

