



Sample Email From Trainer

SUBJECT LINE: Pre-Work Required for the Contracting for Construction Services Series

Good morning/afternoon [tailor] ~

Are you as excited as I am for you? The Contracting for Construction Services training series (“*Getting to the Certificate of Occupancy*”) will begin in a few weeks and presents a tremendous professional growth opportunity for you. As a preview to the learning, I have included the overall goals for the series at the bottom of this email.

This multi-session series will be highly interactive, requiring your active participation during each session and a small amount of preparation and activity between sessions and prior to the program. To ensure the best use of face-to-face time for discussions and debates, these assignments are required to be completed prior to attending each session.

See just how easy (and interesting!) these assignments will be by completing the initial pre-work now. Plan to spend 10–12 minutes on it.

Pre-Work:

1. Read the brief article, *What Really Sank the Titanic* at [link]
2. Arrive on day one prepared to discuss the relevance of the *Titanic* article to contracting for construction services. Use the following questions to guide your comments:
 - What factors appear to have contributed to the sinking of the *Titanic*?
 - How often have the same factors affected an agency project?
 - Who was/is responsible for those decisions? On the *Titanic*? On an agency project?
 - When do *you* take action to avoid future problems? (Be specific!)
 - What can be done to avoid such an outcome? (Be specific!)

Series Goals:

Through your active participation in activities and assignments, you can expect to develop the skills to:

1. Recognize agency resources and their roles in the construction procurement process.
2. Put out a construction solicitation using the best-suited method and instrument.
3. Follow state statutes and agency preferences that apply to construction procurements.
4. Participate in multiple types of contractor selection processes.
5. Manage a construction project in accordance with its specifications.
6. Detect fraud, abuse, or collusion.
7. Close out a construction project in adherence with established best practices.

Your **confirmation of receipt** that this arrived will be appreciated.

Thank you ~

[signature]