



Supervisory Training Program – *NEW!*

Why is STP Needed?

Effective project management is one of the most important factors in the success or failure of a construction project. In today's industry, compressed schedules and thin margins can cause even minor missteps to have a significant impact. The skills needed to be an effective project manager are learned on the job site and in the classroom. To aid members in providing this in-class training, the Construction Exchange along with the Associated General Contractors (AGC) of New York State and Erie Community College, have begun conducting the AGC Supervisory Training Program (STP).

Who is STP for?

The AGC STP is a construction-specific training curriculum developed, updated and field-tested by and for contractors. It is for anyone from new or aspiring supervisor/foreman to experienced superintendents who would like to brush up their skills. The curriculum is also designed to be relative for both general and sub/specialty contractors.

STP is a comprehensive 10 unit program that focuses on the knowledge and skills that every supervisor must have to be an effective manager of people, time, equipment and materials. Each of the 10 units is comprised of 15 hours of training spread out over five classes. Participants may sign up for just one unit or for the whole program.

Program Completion

Those who successfully complete all 10 units will receive a Supervisory Training Program Certificate of Completion and an ECC Workforce Development Certificate. Certificates will also be given for each unit completed. All who complete the full program will be honored at a graduation banquet where their commitment and accomplishment will be recognized by the industry. The AGC STP is the benchmark for professional development in the industry and has been completed by more than 144,000 construction supervisors and managers.

Supervisory skill – or the lack of it – directly affects your company's bottom line. You make your money in the field, and STP can help!

REGISTRATION ON BACK

STP Full Program Outline and Schedule

Course times are 5:30 pm to 8:30 pm each day, for a total of 15 hours of classroom instruction per unit.

Unit 1: Leadership and Motivation

This course will teach the value of effective supervision of workers and improve the construction supervisor's ability to lead and motivate others. Unit 1 explores:

- Dollars and sense of people in construction
- The role of the construction supervisor
- Helping people perform better
- Motivating others
- Leading others
- You get what you expect
- Positive feedback
- Training and orienting crew members
- Teams and team building
- Leadership skills in action

Unit 5: Planning and Scheduling

This course will help construction supervisors understand the important role that planning and scheduling plays in the successful completion of a construction project. Unit 5 explores:

- Introduction to planning and scheduling
- Preparing the project plan
- Communicating the plan
- The critical path
- Computer use in scheduling – part 1
- Computer use in scheduling – part 2
- Using the schedule on the jobsite
- Updating the construction schedule
- The schedule as documentation
- Using planning and scheduling

Unit 6: Understanding and Managing Project Costs

This course covers understanding the pre-construction process and how project estimates are compiled, how to compare actual project costs with those estimated, and how to control costs to meet the estimate. Unit 6 explores:

- Introduction to understanding and managing project costs
- Construction estimates
- Who controls project costs
- Reporting and analyzing actual costs
- Planning for cost control
- Cost control strategies
- Labor cost variances
- Managing risk and loss potentials
- Working with project partners
- Post-project evaluations

Unit 7: Accident Prevention and Loss Control

This course will cover the roles and responsibilities of a construction supervisor in accident prevention and loss control. Unit 7 explores:

- Introduction to site safety and health management
- Safety leadership, motivation, and empowerment
- Planning for site safety
- Site safety management
- Site security and protection
- Multi-employer safety
- Construction risk management
- Safety and Human Resources
- Regulatory procedures, record keeping and documents
- Using and understanding reference material and advisory resources

Unit 8: Managing the Project – The Supervisor's Role

This course is intended to assist supervisors in understanding the relationship between the roles and responsibilities of project managers and project supervisors. Unit 8 explores:

- Understanding project delivery systems
- Managing information
- Understanding and managing risk
- Planning the work
- Working the plan
- Managing methods and materials
- Understanding finances
- Working with project partners
- Understanding people
- Understanding corporate policies/procedures

Unit 9: Productivity Improvement

This course details how productivity is measured, how the supervisor plays a major role in increasing jobsite productivity, and how a small increase in productivity can have a significant impact on the time and cost of a project. Unit 9 explores:

- Benchmarking construction productivity
- Improving productivity through pre-planning
- "MORE" - Four new skills for effective supervision
- Personnel management
- Equipment management for productivity improvement
- Jobsite productivity, planning, and scheduling
- Managing subcontractors
- Quantifying lost labor productivity
- Record keeping, control, changes, and defect analysis

Unit 10: General and Specialty Contractor Dynamics

This course studies the role construction supervisors play in construction systems. Unit 10 explores:

- Construction systems
- Contractual relationships
- Value, impact, and quality of specialty contractors
- Selecting a specialty contractor
- Importance of open communication
- Plans and specifications
- Mobilization
- Time management
- Productivity
- Project closeout

<u>Unit Schedule</u> March 31, 2015 April 7, 2015 April 14, 2015 April 21, 2015 April 28, 2015

Unit 3: Problem Solving and Decision Making

This course will help construction supervisors identify problems and how they occur and learn techniques for solving them in the construction industry. Supervisors will learn how to use the decision making process and the important considerations to take into account. Unit 3 explores:

- Problems in the construction industry
- Establishing a problem solving environment
- Human performance problems
- The problem identification process
- The decision making process
- Labor costs and subcontractors
- Effective production planning
- Production process improvement
- Project-wide applications
- Risk, emergencies, and crisis situations

<u>Unit Schedule</u> October 6, 2015 October 13, 2015 October 20, 2015 October 27, 2015 November 3, 2015

Unit 2: Oral and Written Communication

This course presents a body of knowledge and skills that today's construction supervisors need in order to be effective communicators on their job site. Unit 2 explores:

- Effective communication
- Supervisors as effective communicators
- Learn to listen
- Carrying on conversations
- Persuasion, negotiation, and confrontation
- Communicate with your crew
- Put it in writing
- Meetings that work
- Electronic communication
- Improving communication

<u>Unit Schedule</u> November 17, 2015 December 1, 2015 December 8, 2015 December 15, 2015 December 22, 2015

Unit 4: Contract Documents and Construction Law

This course will provide information about contract documents and construction law to help supervisors recognize the roles and responsibilities of all contracted parties, to develop an understanding of how contract documents can be helpful to solve problems and resolve conflicts, and to develop positive relationships between all parties in the construction process. Unit 4 explores:

- Introduction to contract documents and construction law
- Creating a positive environment through partnering
- Contractual relationships
- Contract forms and documents
- Managing general conditions
- Good documentation practices
- Changes
- Differing site conditions
- Time impacts
- Negotiation of resolutions

Unit Schedule

January 12, 2016

January 19, 2016

January 26, 2016

February 2, 2016

February 9, 2016