



## AGC's Supervisory Training Program

### Unit 4: Contract Documents

**Limited to first  
25 registrants**

October 5 - November 23, 2016

Wednesday evenings from 5:30 p.m.-7:30 p.m.

Builders Exchange of Rochester, 180 Linden Oaks, Suite 100, Rochester

### The Knowledge and Skills Every Construction Supervisor Must Have to be Effective

The Associated General Contractors of America's Supervisory Training Program (STP) is a construction-specific training curriculum developed, updated, and field-tested by and for contractors and is the professional development resource for more than 130,000 construction supervisors and managers nationwide. If you are a manager of people, time, equipment or materials, STP can help you improve your supervisor skills and your organization's bottom line.

### Unit 4 | Contract Documents – 8 Classes (October 5 - November 23, 2016)

Program does not need to be taken in order

*Units  
to  
follow*

- Unit 5 | Improving Productivity and Managing Project Costs
- Unit 6 | Risk Management and Problem Solving
  
- Unit 1 | Leadership and Motivation
- Unit 2 | Communication
- Unit 3 | Planning and Scheduling

**Instructors:** Tom Murphy, Consultant & retired construction faculty, Alfred State College  
Tim Boldt, Partner, Ernstrom & Drete

STP is offered nationwide through AGC chapters, individual construction firms and educational institutions. Gain the knowledge and skills every supervisor needs with AGC's STP.

For more information contact  
Brendan Manning at the AGC

[bmanning@agcnys.org](mailto:bmanning@agcnys.org)  
518-456-1134



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### **This course includes the following sessions, case studies and topics:**

Supervisory skill—or the lack of it—directly affects every company's bottom line. Each day decisions made by every foreman and superintendent are crucial to the success or failure of every construction project. You make your money in the field. Or you lose it.

The Supervisory Training Program (STP) developed by AGC, is designed specifically to meet the needs of the construction industry. Developed, updated, and field-tested by and for contractors, the Program consists of 6 courses that focus on the knowledge and skills that every supervisor must have to be an effective manager of people, time, equipment and materials.

This course includes the following sessions:

**Introduction to Contract Documents:** understanding the relationship of contract documents to the construction process and to the superintendent's work; contract terms.

**Contractual Relationships:** contract types and contractual relationships; legal roles and responsibilities; becoming familiar with project documents; what is Alternative Dispute Resolution.

**Contract Forms and Documents:** overview of standardized forms; regulatory issues; liens, bonds and insurance.

**Managing General Conditions:** Articles of the General Conditions; levels of decision-making authority; the supervisor as agent of the contractor; closing out a project.

**Construction Field Documentation:** learning documentation principles; meetings; issue files.

**Scope Changes:** cost overruns; the changes clause; legal requirements necessitated by changes; cost recovery, differing site conditions.

**Time Impacts:** time-related activities; extensions; consequences of time impacts.

**Avoiding and Resolving Disputes:** disputes, claims and resolutions; dispute resolution process; summary of the course.

Unit Program Cost: \$250-AGC and Builders Exchange Members  
\$375 Non-members

For more information contact Brendan  
Manning at the AGC

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Name \_\_\_\_\_ Title \_\_\_\_\_  
 Company/Organization \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_

**Payment Information** (Payment must accompany registration to secure your seat)

Registration fee includes Participant's Manual for the course.

**Cancellation policy:** Full refunds will be made for cancellations received 48 hours before the first day of each class you are registered. After that date, no refunds will be granted. Replacements accepted.

**Registration Fees:**  \$250 for AGC NYS Members  \$ 375 for non-members

- Enclosed is a Check for \$\_\_\_\_\_ made payable to **Builders Exchange of Rochester**
- Charge my credit card \$\_\_\_\_\_ (circle one): VISA    MasterCard    AMEX

Cardholder Name: \_\_\_\_\_  
 Card Number: \_\_\_\_\_  
 Expiration Date: \_\_\_\_\_ CVV2 Code (front or back of card): \_\_\_\_\_  
 Street Number: \_\_\_\_\_ and Zip Code: \_\_\_\_\_ for credit card billing address.  
 E-mail address for credit card receipt: \_\_\_\_\_  
 Signature \_\_\_\_\_

**E-mail to Annette Kelley at the Builders Exchange at [Annette@robex.com](mailto:Annette@robex.com) or fax to (585) 586-1580.**

**Please mail checks to Annette at the Builders Exchange of Rochester, 180 Linden Oaks, Suite 100, Rochester 14625**

STP Unit 4 – Contract Documents  
 October 5 – November 23, 2016  
 Wednesday evenings from 5:30 p.m.-7:30 p.m.

Hosted by the AGC NYS and the Builders Exchange of Rochester  
 Contact: Brendan Manning  
 bmanning@agcnys.org or 518-456-1134

