



Supervisory Training Program – *NEW!*

Supervisory Training Program for Construction Exchange members starts in October.

Why is STP Needed?

In the coming years, the construction industry will be challenged to fill the void left by the retirement of a generation of industry veterans. Baby Boomers, making up more than 40% of the current workforce, are expected to retire at a pace of 10,000 per year over the next ten years. Knowing this experience and knowledge is leaving, construction companies should be preparing now by developing the next generation of industry leaders. To aid members in this preparation, the Construction Exchange along with the Associated General Contractors (AGC) of New York State and Erie Community College, will begin 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 the new or aspiring supervisor/foreman to the experienced superintendent 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!

STP Unit 3: Problem Solving and Decision Making

The 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

About the Instructor:

Cheryl McBride has 33 years of experience in the construction industry and 10 years of experience teaching construction courses for individual contractors, the Construction Exchange, the Associated General Contractors, the National Association of Women in Construction, and the American Society of Civil Engineers.

When

October 1, 2013
October 8, 2013
October 15, 2013
October 22, 2013
October 29, 2013
(Five week course;
5:30-8:30pm each night)

Where

ECC South Campus
4041 Southwestern Blvd.
Orchard Park, NY 14127

Cost

\$225 per person
(includes textbook)

Return form with check payment to the address below. Credit card payment can be faxed to (716) 875-4412.

Registrant Name(s):

1. _____ 3. _____

2. _____ 4. _____

Register for unit 3 for \$225

Register for all 10 units for \$2,000 (a savings of \$250)

Company: _____

Contact: _____ Phone: _____

Email: _____

Credit Card #(VS/MC): _____ Exp. Date: _____ Sec. Code: _____

Signature: _____ Amount Approved: _____

Construction Exchange of Buffalo & WNY, Inc.
2660 William Street, Cheektowaga, NY 14227
Ph: 716-874-3435 Fax: 716-875-4412
www.conexbuff.com

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.

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Unit Schedule

October 1, 2013
October 8, 2013
October 15, 2013
October 22, 2013
October 29, 2013

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

Unit Schedule

November 12, 2013
November 19, 2013
December 3, 2013
December 10, 2013
December 17, 2013

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 Schedule

January 7, 2014
January 14, 2014
January 21, 2014
January 28, 2014
February 4, 2014

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

February 18, 2014
February 25, 2014
March 4, 2014
March 11, 2014
March 18, 2014

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 Schedule

April 1, 2014
April 8, 2014
April 15, 2014
April 22, 2014
April 29, 2014

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 Schedule

September 30, 2014
October 7, 2014
October 14, 2014
October 21, 2014
October 28, 2014

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 Schedule

November 11, 2014
November 18, 2014
December 2, 2014
December 9, 2014
December 16, 2014

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 Schedule

January 6, 2015
January 13, 2015
January 20, 2015
January 27, 2015
February 3, 2015

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 Schedule

February 17, 2015
February 24, 2015
March 3, 2015
March 10, 2015
March 17, 2015

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

Unit Schedule

March 31, 2015

April 7, 2015

April 14, 2015

April 21, 2015

April 28, 2015