



The General Society of Mechanics & Tradesmen of the City of New York

AGC's Supervisory Training Program

Unit 2: Communication

January 9, 2018 – February 27, 2018

Tuesday evenings from 4:30 p.m.-6:30 p.m.

Mechanics Institute – 20 West 44th Street, New York, NY

Limited to first 25 registrants



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 2 | Communication – 8 Classes (January 9-February 27, 2018)



- Unit 3 | Planning and Scheduling
- Unit 4 | Contract Documents
- Unit 5 | Improving Productivity and Managing Project Costs
- Unit 6 | Risk Management and Problem Solving

Instructor: Fred Spidalieri, Vice President, Alexander Wolf & Son

The **General Society of Mechanics & Tradesmen of the City of New York** was founded in 1785 by the skilled craftsmen of the City. Today, this 230-year old organization continues to serve and improve the quality of life of the people of the City of New York through its educational, philanthropic and cultural programs.

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
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:

Oral and Written Communication: understanding the role of communication; communicating – your role and potential problems; reviewing different types of communication behaviors.

Supervisors As Effective Communicators: knowing the components of positive, direct communication; developing better communication skills.

Learn To Listen: realizing the importance of the power of being an effective listener, listening skills are an important tool for construction supervisors.

Carrying On Conversations: understanding problems other people may have in communicating with you; developing questioning skills that help obtain information.

Persuasion, Negotiation, And Confrontation: listening actively to what others are saying; encouraging others in their communication; applying specific skills or reflection, empathy, and nonverbal techniques.

Communicate With Your Crew: using questioning, clarification, and feedback skills to understand others better; negotiating solutions to difficult situations.

Put It In Writing: Provides you with writing techniques that will increase your effectiveness..

Meetings That Work: giving and receiving directions more effectively; communicating skillfully with others – inside and outside your organization.

Electronic Communication: encountering special problems when communicating with a group; structuring and leading meetings; ensuring productive communication.

Improving Communication: using oral and written communication separately; knowing when a combination will achieve greater effectiveness; combining communication forms to increase the probability of your objective.

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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: \$350 for AGC NYS and BCA NY Members \$ 475 for non-members

- Enclosed is a Check for \$_____ made payable to **AGC NYS**
- 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 Bryanna Kiselauskas at the AGC at bryanna@agcnys.org or fax to 518-456-1198

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Hosted by the AGC NYS and BCA NY at
The General Society of Mechanics and
Tradesmen of the City of New York

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