



AGC's SUPERVISORY TRAINING PROGRAM

Learning Today...Leading Tomorrow



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

AGC of America
THE ASSOCIATED GENERAL CONTRACTORS OF AMERICA
Quality People. Quality Projects.



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. Supervisory skill—or the lack of it—directly affects every company’s bottom line. You make your money in the field, and STP can help you improve your organization’s bottom line.

The comprehensive 12-course program focuses on the knowledge and skills that every supervisor must have to be an effective manager of people, time, equipment and materials.

- Unit 1 | Leadership and Motivation**
- Unit 2 | Oral and Written Communication**
- Unit 3 | Problem Solving and Decision Making**
- Unit 4 | Contract Documents and Construction Law**
- Unit 5 | Planning and Scheduling**
- Unit 6 | Understanding and Managing Project Costs**
- Unit 7 | Accident Prevention and Loss Control**
- Unit 8 | Managing the Project—The Supervisor’s Role**
- Unit 9 | Productivity Improvement**
- Unit 10 | General and Specialty Contractor Dynamics**
- Unit CS | Construction Supervisor Overview**
- Unit HH | Heavy/Highway Construction Supervisor Overview**

STP Participants

STP has been the professional development resource of choice for more than 122,000 construction supervisors and managers. Individuals attending STP courses include anyone on a construction jobsite in a supervisory role from the new supervisor and foreman to the experienced superintendent.

STP Overview

The STP curriculum creates an unmatched learning experience for participants. Every STP course is activity-based, with discussions, case histories, problems and exercises. Participants in STP courses draw upon their field experience and learn by interaction with others from all areas of the construction industry.

Each of the 12 STP units is a 25-hour course, accounting for 300 hours of instruction. Each unit is divided into ten sessions, each with 2.5 hours of instruction. The structure of the program allows for flexibility so that courses can be taught in several different formats to meet the needs of today’s working professional. Courses do not have to be taken in numerical order. Options include:

- 10 sessions offered once a week, spread over 10 weeks
- 10 sessions offered twice a week, spread over five weeks
- Two to three consecutive days presented in a concentrated format

Unit 1 | Leadership and Motivation (6th Edition)

This course will describe the value of effective supervision of workers and improve the construction supervisor's ability to lead and motivate others.

- 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 2 | Oral and Written Communication (5th Edition)

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.

- 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 3 | Problem Solving and Decision Making (6th Edition)

This course will help construction supervisors identify problems and how they occur and learn effective problem-solving techniques. Supervisors will learn how to use the decision making process and acquire skills that will enable them to immediately function more effectively.

- 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

Unit 4 | Contract Documents and Construction Law (6th Edition)

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.

- 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 5 | Planning and Scheduling (5th Edition)

This course will help construction supervisors understand ways in which planning and scheduling saves time and money, while increasing quality in the construction process.

- 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 (4th Edition)

This course covers understanding how project estimates are compiled, how to compare actual project costs with those estimated and how to control costs to meet the estimate.

- Introduction to understanding and managing project costs
- Construction estimates
- Who controls project costs
- Reporting and analyzing actual costs
- Planning for cost control
- Labor cost control
- Working with subcontractors
- Loss prevention
- Cost control strategies
- Post-project evaluation

Unit 7 | Accident Prevention and Loss Control (7th Edition)

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

- Introduction to site safety and health management
- Safety leadership, communication and expectations
- Planning for site safety
- Site safety management
- Site security and protection
- Multi-employer jobsite safety
- Construction risk management
- Safety and human resources
- Regulatory procedures, record keeping and documents
- Reference material and advisory resources

Unit 8 | Managing the Project—The Supervisor’s Role (7th Edition)

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

- 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 (4th Edition)

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.

- 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 (1st Edition)

This course examines the role construction supervisors play in managing the relationship between general and specialty contractors and how they function together to achieve project goals and success.

- 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 CS | Construction Supervisor Overview (7th Edition)

This course is an overview of STP Units 1-10 focused on building construction for new supervisors or those wishing to become supervisors.

- Leadership
- Motivation
- Communication
- Problem solving – the problem-identification process
- Problem solving – the decision-making process
- Cost awareness
- Planning and organizing
- Production control
- Accident prevention and loss control
- Project documents

Unit HH | Heavy/Highway Construction Supervisor Overview (3rd Edition)

This course is an overview course focused on heavy/highway construction for new supervisors or those wishing to become supervisors.

- Attributes of a heavy/highway construction supervisor
- Company responsibilities
- Accident prevention and loss control
- Effective communication
- Problem solving and decision making
- Project planning and scheduling
- Productivity improvement
- Cost awareness
- Contract documents
- Construction supervisor reflections

Certification

Upon successful completion of each individual STP course, participants will receive a course certificate. Course participants who complete STP Units 1-10, can submit an STP Completion Certificate Application to AGC of America in order to receive the AGC STP Certificate of Completion. The two overview courses do not count toward the certificate. Courses do not have to be taken in numerical order.

How to Access STP

Interested in taking an STP course?

STP courses are offered by AGC chapters, construction firms, joint apprenticeship training trusts, labor groups and educational institutions throughout the country. Find STP course dates and AGC Chapter locations by visiting the Nationwide Calendar at www.agc.org/STP.

Supervisory Training Program (STP) courses are also offered through the AGC Online Institute. STP Online courses are a great solution and are perfect for the schedules of the busy construction professional. The courses provide the convenience of education anytime. Visit www.agc.org/STP to see when the next semester enrollment begins.

Interested in hosting STP at your organization?

AGC supports several initiatives designed to assist AGC Chapters and construction firms interested in launching STP at their organization.

STP In-House | Run your own STP courses by purchasing all necessary materials from AGC. STP Instructor Guides and Participant Manuals can be purchased from AGC's bookstore at www.agc.org/Bookstore or by calling 1-800-242-1767.

STP Road Show | Designed to introduce STP to chapters not yet familiar with the program, but intend to regularly offer STP training in the future. One STP course is offered within a two-day format, and AGC of America furnishes one trained facilitator who will work with a local facilitator-in-training to co-teach the course. The AGC Chapter is asked to provide a classroom facility, food for the participants, a person to co-facilitate, and to handle registration for the event.

STP Turnkey Programs | For AGC Chapters interested in hosting one or two STP courses in their area and would like to partner with AGC of America to offer the courses, the STP Turnkey Program is a perfect fit. AGC of America will provide the necessary resources!

Email curriculum@agc.org or call (703) 837-5360 for additional information about any of these opportunities.



Supervisory Training Program | AGC of America | 2300 Wilson Blvd., Suite 400 | Arlington, VA 22201

STP Instructor Training Workshop

The STP Instructor Training Workshop is a two-day event that provides skills essential to effectively instruct STP courses—specifically how to teach adult learners, encourage interaction among STP participants and use the STP manuals to prepare and deliver a course.

Each workshop participant has an opportunity to give a presentation, test newly learned skills, and receive constructive feedback. Participants also learn how to incorporate visual aids into the curriculum and get the most out of the instructor materials.

Workshops are scheduled throughout the year, visit www.agc.org/STP to locate the next available STP Instructor Training Workshop.

www.agc.org/STP

Take Advantage of Member Pricing on AGC Education Programs | Join an AGC Chapter Today

The Associated General Contractors of America is committed to improving the profitability of its members by promoting the skill, integrity and responsibility of those who build America. Operating in strong partnership with a nationwide network of Chapters, the association provides a full range of services to its members, including: **Education and Professional Development** | **Government Relations/Legislation** | **Employee and Labor Relations** | **Safety and Health Training**. Join your local AGC Chapter today. Visit www.agc.org to locate the chapter nearest you.