



Supervisory Training Program September-October 2010 Classes

LEARNING TODAY...LEADING TOMORROW

Four of ten Supervisory Training Program (STP) courses from AGC of America are being offered in the evenings, from 5:00-8:00 PM, at the AGC of Minnesota office at **525 Park St., Suite 110, Capitol Office Building, St. Paul**. These courses **typically** run 5-7 weeks (one day a week). Free parking is available adjacent to the building.

Unit 3: Problem Solving & Decision Making: Mondays, starting September 13 – ending on/or before October 18

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. **Instructor: Bonnie Amundson, Amundson Life Construction**

Names: _____

Unit 2: Oral & Written Communication: Tuesdays, starting September 14 – ending on or before October 19

This course will be available via webcast. (see back of this form for information)

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. **Instructor: Bonnie Amundson, Amundson Life Construction**

Names: _____

Unit 5: Planning & Scheduling: Wednesdays, starting September 15 – ending on or before October 20

Introduction to Planning and Scheduling. Preparing the Project Plan. Communicating the Plan. The Critical Path. Computer Scheduling I & II. Using the Schedule on the Jobsite. Updating the Construction Schedule. The Schedule as Documentation. Using Planning and Scheduling. **Instructor: Joe Dailey, Mortenson Construction**

Names: _____

Unit 9: Productivity Improvement: Thursdays, starting September 16 – ending on or before October 21

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. Recordkeeping, Control, Changes and Defect Analysis. **Instructor: John Whitegon**

Names: _____

Per class (\$235/Member, \$300/Nonmember): \$ _____

NOTE: Webcast fee is an additional \$65 per person or location.

Payment: Check, Invoice, MasterCard, or Visa

Card Number: _____ Expiration: _____ 3 Digit Code on Back _____

Contact Person: _____

Email: _____ Tel: _____ Fax: _____

Company/Organization: _____

Street/PO Box: _____

City/State/Zip: _____

Mail: AGC of Minnesota, 525 Park St., Suite 110, Capitol Office Building, St. Paul, MN 55103-2186

Phone: (651) 632-8929 ♦ Fax: (651) 632-8928 ♦ www.agcmn.org

Questions: Pat Nelson, (651) 796-2181 or (800) 552-7670, ext. 201. Email: pnelson@agcmn.org

Webcasting STP

The AGC of Minnesota will be offering Unit 2, Oral and Written Communications, this fall via webcast. Webcast training allows a student to dial-in through a computer via the Internet to see and hear the presenter and the presentation (i.e. Power Point). Audio is broadcast via a telephone line.

If you are interested in completing Unit 2 of the STP course via webcast, you will need the following:

- A dedicated learning space free from distractions that allows you to focus on the course uninterrupted. Because you are participating via webcast the instructor will likely be calling on you during class to ensure you are participating.
- A dedicated telephone line to dial in on the 800 number which places you in a conference call. Because you will be dialing in on a conference line you will be heard by the entire class—hence the need for a dedicated relatively quiet learning space.
- A webcast camera is preferred but not required. This allows the instructor to see you.
- A dedicated computer that meets the following requirements:

Microsoft® Windows® 7 Home Premium, Professional or Ultimate (32-bit edition, or 64-bit edition with 32-bit browser)

- Microsoft Internet Explorer 8 or later
- Mozilla Firefox 3.x
- Adobe Flash Player 8 or later

Microsoft Windows Vista® Home Basic, Home Premium, Ultimate, Business, or Enterprise (32-bit edition, or 64-bit edition with 32-bit browser)

- Microsoft Internet Explorer 7 or later
- Mozilla Firefox 2.x, 3.x
- Adobe Flash Player 8 or later

Microsoft Windows XP Professional or Home Edition with Service Pack 2

- Microsoft Internet Explorer 6 or later
- Mozilla Firefox 2.x, 3.x
- Adobe Flash Player 8 or later

Windows hardware requirements

- Windows XP: 450MHz Intel® Pentium® II or faster processor or equivalent (128MB of RAM, 512MB recommended)
- Windows Vista: 1GHz Intel Pentium II or faster processor or equivalent (1GB of RAM)

If you are interested in this option and want to find out more, or check your computer system to make sure it will operate properly for the session, please contact

**Dan Hannan, AGC of Minnesota,
651-796-2192 or dhannan@agcmn.org**