



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 (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.

- The dollars and sense of people in construction
- The role of the construction supervisor
- Helping people perform better
- Motivating and leading others
- 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
- Learning to listen
- Carrying on conversations
- Persuasion, negotiation, and confrontation
- Communicating with your crew
- Putting 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.

- Preparing the project plan
- Communicating the plan
- The critical path
- Computer use in scheduling
- 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 (5th 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.

- Construction estimates
- Who controls project costs
- Reporting and analyzing actual costs
- Planning for cost control
- Cost control strategies

- Labor cost variances
- Working with project partners
- Managing risk and loss potentials
- Cost control strategies
- Post-project evaluations

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.

- 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

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
- 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
- New skills for effective supervision
- Personnel management
- Equipment management for productivity improvement
- Jobsite productivity, planning and scheduling
- 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
- The 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.

- Company responsibilities
- Accident prevention and loss control
- Effective communication
- Problem solving and decision making
- Project planning and scheduling
- Productivity improvement
- Cost awareness
- Contract documents

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

STP Participants

STP has been the professional development resource of choice for more than 135,000 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.

Program Completion Certificate

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

**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.



www.agc.org/STP

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

