



**Call for Presentations for
AGC's 6th Annual Training, Education & Development Conference and
AGC's 11th Annual HR Professionals Conference *plus* Federal Construction HR
Workshop**

The Associated General Contractors of America will hold its 6th Annual Training, Education & Development Conference Oct. 15-16, 2012, and its 11th Annual HR Professionals Conference Oct. 16-17, 2012, at the St. Anthony Hotel, San Antonio, TX, with one joint session on Oct. 16. In conjunction with the HR Professionals Conference, AGC will host a Federal Construction HR Workshop for federal and federally assisted construction contractors Oct. 17-18. This notice is a call for presentations for a limited number of speaking opportunities for each conference, the workshop, and the joint session.

The HR Professionals Conference offers human resource professionals at all levels working directly for AGC-member construction contractors or AGC chapters an opportunity to share best practices and learn from experts about the most significant, practical, and current HR concerns in the construction industry. Common job titles of past attendees include:

- Benefits managers, administrators and specialists
- Employment managers and recruiters
- Human resource directors, managers, generalists and administrators
- Vice president, human resources

The Training, Education & Development (TED) Conference provides the construction industry with an opportunity to hear from experts and work with peers to develop innovative approaches and exchange ideas on key education, training and workforce development topics. Some job titles of past attendees include directors, managers and coordinators of:

- Apprenticeship
- Education
- Human resource directors, managers, generalists and administrators
- Professional development
- Training
- Workforce development

Educational sessions:

There are two types of sessions – plenary and breakout.

Plenary Sessions - should be of a general enough nature that they will appeal to either the entire HR or TED group and should contain enough content for 60-90 minutes.

Breakout Sessions - may be of a more focused nature and contain enough content for 45-60 minutes.

Additional criteria for both breakout and plenary sessions:

- May utilize a single presenter, multiple presenters or a panel format. If a panel method is selected, the panel should consist of 3-4 participants, including a moderator.
- Should share case studies from the commercial construction industry.
- Should employ experience-based learning with interactions, hands-on activities and demonstrations.

Should present innovative techniques or best practices to a content area listed above.
Should provide a handout and/or other meaningful takeaway for attendees.

Proposal information

We invite proposals for compelling educational sessions. The driving criteria for proposal selection includes:

- Demonstrated innovation in training & delivery, and/or leadership development;
- Broadly applicable to the audience in attendance;
- Engaging and can hold audience attention.

Potential topics, shown below, reflect topics that have been identified via survey, to be of interest to attendees. However, we encourage submission of proposals that meet the above criteria. Be creative!

TED topics:

1. Getting to the bottom of a workplace performance problem. Training may not be the answer.
2. Identifying performance problems and determining if they are important enough to fix.
3. Identifying the root cause of performance problems if workers already know what they are supposed to do but aren't doing it
4. Selecting , designing, getting buy-in and support for the right non-training intervention to fix the problem.
5. Evaluating return on investment for non-training interventions
6. Adult learning styles or motivation in adult learning
7. Learning via social media
8. Using subject matter experts as trainers
9. Training on a limited budget
10. Online/distance learning
11. How to write instructional (training) objectives that focus on what the learner is supposed to DO when they are back on the job.
 - Task analysis - Identifying what is involved in a specific task in order to understand how to develop a training class to achieve teaching of those tasks
 - Using training in succession planning
 - Developing job aids.
 - Best practices to design instruction

HR topics (5 categories):

1. General

- a. Current and upcoming employment law changes that affect construction
- b. Surviving in an HR department of one
- c. Conducting a comprehensive HR audit
- d. Successfully transitioning from a manual to an electronic time-keeping system
- e. Generational differences in the workplace
- f. Making 360-evaluations work

2. Recruiting & Employee Development

- a. Developing craft and administrative personnel into effective project managers and superintendents
- b. Succession planning for skilled craft workers
- c. Creative recruiting on a small budget
- d. Developing a successful on-boarding program
- e. Filling "tough-to-fill" positions
- f. Employment screening for the construction industry: criminal background checks, driving records, drug testing, skills assessments, workers compensation checks, etc.
- g. Recruiting women, minorities, veterans, and individuals with disabilities in construction

3. Communication

- a. Communicating with the Hispanic workforce
- b. Creating an effective system for handling employee complaints
- c. Mediating interpersonal conflicts between workers or managers/subordinates

4. Healthcare, Benefits & Employee Welfare

- a. Fit-for-duty: managing the administrative process for workers who are impaired and/or use over-the-counter or prescription drugs while working
- b. Best practices for creating and implementing a light-duty program

5. Federal Contracting

- a. Overview of federal contracting for construction employers
- b. Surviving an OFCCP Audit
- c. Surviving a Davis-Bacon Audit
- d. Completing the Davis-Bacon certified payroll and correcting errors
- e. Calculating fringe benefits and overtime payments for Davis-Bacon compliance

AGC expectations

AGC expects all speakers to:

Sign the AGC speaker agreement that outlines the speaker's roles and responsibilities.

Deliver content as developed and agreed upon.

Submit all program materials, including handouts and PowerPoint slides, electronically by Sept. 15, 2012.

Grant AGC the right to distribute to conference materials to attendees.

Speaker expenses

Selected speakers will receive one complimentary, nontransferable conference registration to the appropriate conference and one complimentary night's stay in the AGC conference hotel. Speakers will not be reimbursed for any expenses incurred in developing content or materials for their presentations or travel to/from the conference.

Submission instructions

Your completed presentation proposal form (a downloadable PDF supplied by AGC) should be submitted by close of business on **Thursday, March 15, 2012**, c/o Crystal Yates at yatesc@agc.org.

Those who submit a presentation will be notified by April 13, 2012 whether their presentation was accepted.

Questions

On the **HR Professionals Conference** and the **Federal Construction HR Workshop** should be addressed to Tamika Carter at cartert@agc.org; 703-837-5382.

On the **Training, Education & Development Conference**: Liz Elvin at elvinl@agc.org; 703-837-5389.