



AGC's SUPERVISORY TRAINING PROGRAM

Learning Today...Leading Tomorrow



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. 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 6-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

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 | Communication

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 | Planning and Scheduling

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 4 | Contract Documents

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 | Improving Productivity and Managing Project Costs

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. This course also 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.

- 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
- 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 6 | Risk Management and Problem Solving

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 CS | Construction Supervisor Overview

(Optional course not required for certificate of completion)

This course is designed primarily for foremen, leadmen and journeymen who aspire to become construction supervisors, and presents the following topics:

- 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

Unit HH | Heavy/Highway Construction Supervisor Overview

(Optional course not required for certificate of completion)

This course focuses on the attributes necessary for heavy and highway supervisors and presents the following topics:

- Leadership
- Motivation
- Communication
- Problem Solving
- Cost Awareness
- Planning and Organizing
- Production Control
- Accident Prevention and Loss Control
- Project Documents



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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.

- Unit 1 - Leadership and Motivation
- Unit 2 - Communication
- Unit 3 - Planning and Scheduling
- Unit 4 - Contract Documents
- Unit 5 - Improving Productivity and Managing Project Costs
- Unit 6 - Risk Management and Problem Solving

STP Participants

STP has been the professional development resource of choice for more than 150,000 construction supervisors and managers in the United States. Individuals attending STP courses include anyone on a construction jobsite in a supervisory role from the new supervisor and foreman to the experienced superintendent.

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.

Where to Buy STP Manuals - Print and eBook

STP hard copy manuals are available for purchase in the AGC store at Store.AGC.org or STP manuals are also now available as eBooks from Amazon.com.

