Learning today...leading tomorrow

# Supervisory Training Program **ONLINE**

**Nebraska Building Chapter**
301 S 13th Street, Suite 200
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Well-trained supervisors, foremen and superintendents are crucial to the success of every construction project. Lack of supervisory skills will directly affect every company's bottom line.

## HERE IS AN AGE-OLD PROBLEM:

We can't send our employees to training classes because:

- It is 50-150+ miles round trip to get to the classroom
- Our workload is too heavy to allow someone to be gone for two or three days for training
- Travel cost has gotten SO expensive
- Employees do not want to spend the next 10 Tuesday nights in class
- Employee and work schedules are very unpredictable

## HERE IS THE ANSWER:

AGC's Supervisory Training Program **OFFERED ONLINE.**

The STP courses will be offered by the Nebraska Building Chapter by contract with Southeast Community College.

STP is designed specifically to meet the needs of the construction industry. Developed by AGC of America, the program consists of 10 courses that focus on the knowledge and skills that everyone must have to be an effective manager of people, time, equipment and materials. Courses can be completed in any order.

## HERE IS HOW IT WORKS:

Each online course will consist of 24 hours of course work and will be divided into six learning weeks of structured discussion, activities, reading and discussion board comments. You will need to plan on devoting about four hours per week to the course. However, the beauty of online learning allows you the flexibility to choose the hours you devote to the course on a day-to-day basis AND you don't have to travel anywhere. You participate from your home or office computer.

You will be required to participate in one 60-minute webinar discussion each week at a set time. All the rest of the course work will be at your time choice.

The course is taught Pass/Fail basis, with a certificate of completion awarded to those that meet all the requirements to pass. A permanent transcript will be kept for you by Southeast Community College.

## FEATURES OF THE ONLINE DESIGNED COURSES:

- Easier to use courseware for students
- A weekly "in live time" verbal discussion time by webinar – Required webinars held Wednesdays from 4:00-5:00pm CST
- A 30-minute "in live time" orientation session for everyone to get off to a successful start with the online training experience
- Improved pre and post evaluations to track your learning

## COST PER COURSE:

Each course is $175.00 per participant for tuition and $125.00 for the textbook (member price). The required textbook for each course will be ordered for you by the Chapter office and shipped to the address you provide on the registration form.

## INSTRUCTOR FOR THE COURSES: JERRY CULVER

Jerry Culver is a professional Construction Management and Contract Administration consultant. His clients come from all disciplines of business…Corporate, Commercial, Industrial, Healthcare, Government, and Environmental. Coordination of the many members of a project team is Jerry's specialty and he has been involved in the process for over 40 years. Over his career his duties have included…Field Engineer, Estimator, Surveyor, Superintendent, Project Engineer, Project Manager, Owners' Rep. and Management Consultant. Jerry is a graduate of the University of Nebraska-Lincoln with a degree in Construction Science. He is an Adjunct Professor at Southeast Community College and has developed and taught several seminars on construction practice, implementation and contract law. He has been a LEED™ Accredited Professional for seven years.

## HERE IS THE LINE UP FOR OUR WINTER 2013 SEASON:

Everyone is experiencing the backwash from the current economic climate. Most of our clients are trying to build their projects with rising material and labor costs, uncertain customer and employee base, funding capability cut to the quick and a volatile political atmosphere. ***Improving Communications*** and ***Problem Solving and Decision Making*** are timely subjects to review now more than ever.

**Improving Communications**
**January 7 to February 15, 2013**
***Required webinars held Wednesdays 4:00-5:00pm CST***
This course includes the following topics:

- Forms of communication
- Problems from poor communication
- Effective listening
- Components of conversation
- Communicating with your crew
- Good writing skills and habits
- Facilitating the meeting process
- Electronic communications

**Problem Solving and Decision Making**
**February 18 to March 30, 2013**
***Required webinars held Wednesdays 4:00-5:00pm CST***
This course includes the following topics:

- Problem prevention and anticipation
- Identifying problems
- How to solve scheduling and technical problems
- Strategies for solving human performance problems
- Creativity in problem solving
- Barriers to developing creative solutions
- Establishing a problem solving atmosphere
- Developing follow-up systems
- Changing your mind

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## —Supervisory Training Courses Registration Form—

*Only one person per registration form. Please make copies for multiple registrants.*

Check below to register for the **Online Supervisory Training Courses**:

☐ **Improving Communications**—January 7 to February 15, 2013
***Must register for this course by December 17, 2012***

☐ **Problem Solving and Decision Making**—February 18 to March 30, 2013
***Must register for this course by February 1, 2013***

**RETURN REGISTRATIONS TO:**
**AGC Nebraska Building Chapter**
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____# of courses x $175.00 tuition = $_____

____# of textbooks x $125.00 = $_____

Total Amount Due $_____ ☐ Check Enclosed ☐ Bill Me

**—All registration information is required—**

Name: _____ **SSN:** _____

**Email Address:** _____ Phone: _____

Home Address (***textbook will be shipped here***): _____

City, State, Zip: _____

Company: _____

Company Billing Address: _____

City, State, Zip: _____