

Supervisory Training Program (STP)

Class Enrollment Form

Date: _____



Enrollment in STP Classes is open only to experienced supervisory personnel or experienced trades people who are candidates for supervisory roles. Anyone enrolling in a class must first be accepted into the program by completing an Application Form, complete with a reference from the individual's labor union or employer.

Make checks payable to: Northwest Indiana Business Roundtable

Send payment and completed form to: Construction Advancement Foundation by fax to 219/764-2885 (and mail the payment) Or mail both to 6050 Southport Road, Suite A, Portage, IN 46368

Personal Information:

Name: _____ Email address: _____
Daytime Phone: _____ Home or cell phone: _____
Home Address: _____
City: _____ State _____ Zip Code _____

If you are a member of a Construction Trade Union, please list

Union Name: _____ Local No. _____ Member Since (list year): _____

Check the course for which you are enrolling. (Descriptions are shown on the reverse side.)

- () **Unit 1: Leadership and Motivation (Cost - \$250.00)**
Saturday 1/9/10 and Saturday 1/16/10 from 8 AM to 4 PM at CAF, 6050 Southport Road, Portage
- () **Unit 2: Oral and Written Communication (Cost \$250.00)**
Saturday 2/13/10 and Saturday 2/20/10 from 8 AM to 4 PM at CAF, 6050 Southport Road, Portage
- () **Unit 3: Problem Solving and Decision Making (Cost \$250.00)**
Saturday 3/13/10 and Saturday 3/20/10 from 8 AM to 4 PM at CAF, 6050 Southport Road, Portage

_____ Classes at \$250.00/each

Total \$ _____

The course materials are extensive and it is important to read them in advance of attending class. Your course materials may be picked up at CAF Offices on weekdays between 8 AM and 4:30 PM.

Class size is limited. No registrations will be accepted later than one week prior to the beginning date of each class. Continental Breakfast and Lunch will be provided

The Supervisory Training Program (STP) was developed by the Associated General Contractors of America (AGC) and the curriculum creates an unmatched learning experience for participants. The curriculum is used nation-wide, is based on material that is relevant to construction supervision, and was developed through AGC's network of subject matter experts. The course content receives continuous updating.

- Each STP course has a Participant's Manual
- 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.

Individuals attending STP courses include anyone on a construction jobsite in a supervisory role - from the new supervisor and foreman to the experienced superintendent or the owner's rep. STP promotes an interactive training atmosphere among course participants and employs some of the most dynamic instructors in the construction industry.

Unit 1: Leadership and Motivation

Saturday 1/9/10 and Saturday 1/16/10 from 8 AM to 4 PM at CAF, 6050 Southport Road, Portage

This course will teach the value of effective supervision of workers and improve the construction supervisor's ability to lead and motivate others. Unit 1 explores: Dollars and sense of people in construction, The role of the construction supervisor, Helping people perform better, Motivating others, Leading others, You get what you expect, Positive feedback, Training and orienting crew members, Teams and team building, Leadership skills in action.

Instructors: Richard Gardner and Willis Shepherd.

Mr. Gardner is President Calumet Management, Inc., and was previously President of Calumet Construction Corp. of Hammond. He holds a BS in Engineering Management from the U. S. Air Force Academy.

Mr. Shepherd began his work as Executive Director of the Northwest Indiana Business Roundtable following his retirement from Bethlehem Steel (now ArcelorMittal Steel) where his career concentrated on construction management. He remains active in construction management on a consulting basis. He earned a BA in Organizational Management from Calumet College of St. Joseph and an MBA from Indiana Wesleyan University.

Unit 2: Oral and Written Communication

Saturday 2/13/10 and Saturday 2/20/10 from 8 AM to 4 PM at CAF, 6050 Southport Road, Portage

This course presents a body of knowledge and a skill that today's construction supervisors need in order to be effective communicators on their job site. Unit 2 explores 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

Instructors: T. J. Ferrantella, CPC, and Desila Rosetti

Mr. Ferrantella is President of Engineered Constructors, Inc. in Hammond, a general construction company that serves industry and government with heavy/civil and railroad construction/maintenance. His background includes an MBA from DePaul University and he holds the professional designation of Certified Professional Constructor.

Ms. Rosetti is President of Organizational Development Solutions, Inc., training and consulting company in Northwest Indiana. She has over 20 years of executive management training and development experience specializing in the areas of management development, quality improvement, strategic planning and human resources. She has a Bachelors Degree from Purdue University and a Masters from the University of Notre Dame. In addition, she serves as full time faculty for Calumet College of St Joseph.

Unit 3: Problem Solving and Decision Making

Saturday 3/13/10 and Saturday 3/20/10 from 8 AM to 4 PM at CAF, 6050 Southport Road, Portage

This course will help construction supervisors identify problems and how they occur and learn techniques for solving them in the construction industry. Supervisors will learn how to use the decision making process and the important considerations to take into account. Unit 3 explores 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

Instructors: Ted Ahrendt, CSST, and Pete Engelbert, CSP RPIH CHST SET SIT.

Mr. Ahrendt is President of Northern Indiana Safety Consulting, Inc. of Portage and is a Certified Training Consultant with 52 years of experience in the construction environment. He has served as a management representative to the International Union of Painters and Allied Trades in Washington D.C. to develop the curriculum for the Joint Apprenticeship Training Program and currently is a member of Northwest Indiana Business Roundtable's Safety, Education, and Manpower/Agreement Committees. He is also a member of Purdue University Calumet Campus' Academic Advisory Council.

Mr. Englebert is Corporate EHS and QA Manager for K2 Industrial Services in Hammond and related companies that perform coatings work and lead abatement nationwide, He is also principal of Job Safety Associates, LLC. His background includes a BS from Indiana University/Purdue University Indianapolis, numerous certifications in safety and industrial hygiene,

Associated General Contractors of America (AGC) Course Content – Supervisory Training Program (STP)



The AGC STP curriculum creates an unmatched learning experience developed through years of participation by experienced construction industry leaders. This is a nationally recognized program and participants can have their successful completion registered in a national database that is maintained by AGC for a “portable” credential that is recognized by construction industry employers throughout the United States.

- Each STP course has a Participant's Manual and an Instructor's Guide outlining an industry standard curriculum developed by AGC.
- Instructors will be local construction industry professionals who have experience on working on jobsites in Northwest Indiana that employ union crafts.
- 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.

STP was previously offered in Northwest Indiana through the Construction Advancement Foundation (CAF). In 2010, the Northwest Indiana Business Roundtable (NWI BRT) and the Construction Advancement Foundation will begin offering STP again.

- Class location: Construction Advancement Foundation, 6050 Southport Road, Suite A, Portage, IN 46368.
- The initial plan is for one module to be offered each month beginning in January 2010.
- Each module will be scheduled for two consecutive Saturdays from 8 AM to 4 PM. (The second and third Saturday of each month.)
- Cost - \$250.00 per module.

A unique feature of our STP program is the partnership with Purdue University Calumet. A person completing the STP program is eligible for as much as 12 hours of college credit within the Department of Construction Management and Engineering Technology.

Course Attendees

Individuals attending STP courses include anyone on a construction jobsite in a supervisory role - from the new supervisor and foreman to the experienced superintendent. STP promotes an interactive training atmosphere among course participants and employs some of the most dynamic instructors in the construction industry.

The application process requires a reference from the individual's employer or labor union to confirm that the individual's employment and experience in the construction industry. Acceptance in the program is limited to experienced trades people currently employed in a supervisory role or those wish to step up to a supervisory role.

Course Descriptions

Unit 1: Leadership and Motivation (6th Edition)

This course will teach the value of effective supervision of workers and improve the construction supervisor's ability to lead and motivate others.

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.

Unit 3: Problem Solving and Decision Making (6th Edition)

This course will help construction supervisors identify problems and how they occur and learn techniques for solving them in the construction industry. Supervisors will learn how to use the decision making process and the important considerations to take into account.

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.

Unit 5: Planning and Scheduling (5th Edition)

This course will help construction supervisors understand the important role that planning and scheduling plays in the successful completion of a construction project.

Unit 6: Understanding and Managing Project Costs (4th 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.

Unit 7: Accident Prevention and Loss Control (7th Edition, March 2008)

This course will cover the roles and responsibilities of a construction supervisor in accident prevention and loss control.

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.

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.

Unit 10: General and Specialty Contractor Dynamics (1st Edition)

This course studies the role construction supervisors play in construction systems. Unit 10 explores:

Unit 11 - Construction Supervisor Overview Unit (7th Edition)

This course is an overview course focused on building construction for new supervisors or those wishing to become supervisors.

Unit 12 - Heavy/Highway Construction Supervisor Overview Unit (3rd Edition)

This course is an overview course focused on heavy/highway construction for new supervisors or those wishing to become supervisors.

Supervisory Training Program (STP)

Student Application

Date: _____



Return completed application to:

Construction Advancement Foundation via fax to 219/764-2885
or mail to 6050 Southport Road, Suite A, Portage, IN 46368

Personal Information

Name:	Email address:	
Daytime Phone:	Home or cell phone:	
Home Address:		
If you are a member of a Construction Trade Union, please list:		
Union Name:	Local No.	Member Since (list year):

Current Employer

Company Name:	
Employer Address:	
Current Position with Employer:	Number of years with current employer:

(Please list prior employment on additional pages.)

Education (include high school, apprenticeship, and any other)

School/Location	List course of Study or any degree granted	Year Attended or Graduation

(If you need more space, please continue on additional pages.)

Reference (from either Union or Employer)

The applicant is personally known to me and I confirm: 1) that the applicant holds the employment position stated and 2) has served as a construction supervisor as represented in this application. If the applicant is a member of a labor union, I have personal knowledge that the applicant has achieved journeyman status. It is my opinion that the applicant would be a good candidate for the Supervisory Training Program.	
Signature:	Date:
Printed Name:	Title:
Company or Union Name:	
Street Address:	
City, State, Zip	
Phone:	