

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)**
Tuesdays/Thursdays - September 14, 16, 21, and 22, 2010 – 5:00 to 9:30 PM at CAF, 6050 Southport Road, Portage
- () **Unit 2: Oral and Written Communication (Cost \$250.00)**
Tuesdays/Thursdays - October 12, 14, 19, and 21, 2010 – 5:00 to 9:30 PM at CAF, 6050 Southport Road, Portage
- () **Unit 3: Problem Solving and Decision Making (Cost \$250.00)**
Tuesdays/Thursdays - November 9, 11, 16, and 18 – 5:00 to 9:30 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. Sandwiches and snacks 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

Tuesdays/Thursdays - September 14, 16, 21, and 22, 2010 – 5:00 to 9:30 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: Kelly Dallas and Willis Shepherd.

Ms. Dallas is a Project Manager in Corporate Engineering for ArcelorMittal USA. She serves on the Executive Board for the AIST (Association for Iron and Steel Technology) Midwest Chapter and the Engineering Advisory Board and Experiential Learning Advisory Board at Purdue University Calumet. She earned a B.S. in Mechanical Engineering from Purdue University Calumet and an MBA from Indiana University Northwest.

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

Tuesdays/Thursdays - October 12, 14, 19, and 21, 2010 – 5:00 to 9:30 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 Kelly Nissan

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. Nissan is the Communications Manager for ArcelorMittal Indiana Harbor in East Chicago. She has 20 years of experience in marketing, sales and communications in retail, healthcare and manufacturing. She has been active with NWIBRT since 2004 serving on multiple sub-committees and is currently the Vice-Chair of the Operating committee. She earned a bachelor's degree in psychology from Purdue University Calumet.

Unit 3: Problem Solving and Decision Making

Tuesdays/Thursdays - November 9, 11, 16, and 18 – 5:00 to 9:30 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: Richard Gardner and Daphene Cyr Koch, PhD.

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.

Dr. Koch is Assistant Professor at Purdue Lafayette's Department of Building Construction Management. She grew up in the family mechanical construction business and earned her undergraduate, masters, and doctorate degrees from Purdue University in Lafayette. She is long-time member of the AGC Education Committee, which developed and administers the STP program nationwide.