Supervisory Training Program ❖ March-April 2014 Classes

Four of ten Supervisory Training Program (STP) courses from AGC of America are being offered in the evenings, from 5:00-8:00 PM, at the AGC of Minnesota office at **525 Park St., Suite 110, Capitol Office Building, St. Paul**. These courses typically run 5 weeks (one day a week). Free parking is available adjacent to the building.

These classes are available via Webcast (see back of this form for information)

Unit 5: Planning & Scheduling: Mondays, starting March 10 – ending April 7
Introduction to Planning and Scheduling. Preparing the Project Plan. Communicating the Plan. The Critical Path. Computer Scheduling I & II. Using the Schedule on the Jobsite. Updating the Construction Schedule. The Schedule as Documentation. Using Planning and Scheduling.
Instructor: Nate Woods, McGough

Names:_____

Unit 7: Accident Prevention and Loss Control: Tuesdays, starting March 11 – ending April 8
Introduction to Site Safety and Health Management. 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, Recordkeeping and Documents. Reference Material and Advisory Resources.
Instructor: TBD

Names: _____

Unit 8: Managing The Project: The Supervisors Role: Wednesdays, starting March 12 – ending April 9
Understanding Project Delivery Systems. Managing Information. Understanding and Managing Risk. Planning the Work. Working the Plan. Managing Methods and Materials. Understanding Finances. Working with Project Partners. Understanding People. Understanding Corporate Policies/Procedures.
Instructor: Jason Klous, McGough Construction

Names:
_____

Unit 4: Contract Documents & Construction Law: Thursdays, starting March 13 – ending April 10
Introduction. 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.
Instructor: Aaron Dean, Best & Flanagan

Names:
_____

Per Class ($240/Member, $305/Nonmember): $_____

NOTE: Webcast fee is an additional $65 per person or location.

Payment: _____Check, _____Invoice, _____MasterCard, _____Visa, _____American Express

Card Number: _____ Expiration: _____ 3 Digit Code on Back_____

Contact Person: _____

Email: _____ Tel: _____ Fax: _____

Company/Organization: _____

Street/PO Box: _____

City/State/Zip: _____

Mail: AGC of Minnesota, 525 Park St., Suite 110, Capitol Office Building, St. Paul, MN 55103-2186
Phone: (651) 632-8929 ◆Fax: (651) 632-8928 ◆ www.agcmn.org
Questions: Pat Lynch, (651) 796-2181 or (800) 552-7670, ext. 201. Email: plynch@agcmn.org

Webcasting STP

The purpose of webcast education is to allow students who find it difficult to participate due to their geographical location to the St. Paul office, to still be involved in the STP classes.

AGC of Minnesota will be offering four STP units in the March-April session via webcast. Webcast training allows a student to dial-in through a computer via the Internet to see and hear the presenter and the presentation (i.e. Power Point). Audio is broadcast via a telephone line.

If you are interested in completing any of the STP units offered via webcast, you will need the following:
- A dedicated learning space free from distractions that allows you to focus on the course uninterrupted. Because you are participating via webcast the instructor will likely be calling on you during class to ensure you are participating.
- A dedicated telephone line to dial in on the 800 number which places you in a conference call. Because you will be dialing in on a conference line you will be heard by the entire class—hence the need for a dedicated relatively quiet learning space.
- A webcast camera is preferred but not required. This allows the instructor to see you.
- A dedicated computer that meets the following requirements:

Microsoft® Windows® 7 Home Premium, Professional or Ultimate (32-bit edition, or 64-bit edition with 32-bit browser)

- Microsoft Internet Explorer 8 or later
- Mozilla Firefox 3.x
- Adobe Flash Player 8 or later

Microsoft Windows Vista® Home Basic, Home Premium, Ultimate, Business, or Enterprise (32-bit edition, or 64-bit edition with 32-bit browser)

- Microsoft Internet Explorer 7 or later
- Mozilla Firefox 2.x, 3.x
- Adobe Flash Player 8 or later

Microsoft Windows XP Professional or Home Edition with Service Pack 2

- Microsoft Internet Explorer 6 or later
- Mozilla Firefox 2.x, 3.x
- Adobe Flash Player 8 or later

Windows hardware requirements

- Windows XP: 450MHz Intel® Pentium® II or faster processor or equivalent (128MB of RAM, 512MB recommended)
- Windows Vista: 1GHz Intel Pentium II or faster processor or equivalent (1GB of RAM)

**If you are interested in this option and want to find out more, or check your computer system to make sure it will operate properly for the session, please contact
Pat Lynch, AGC of Minnesota,
651-796-2181 or plynch@agcmn.org**