

Superintendent Training Program

Six Units / Three class sessions per unit
7:30 am – 4:00 pm each class session
at ABC's Keystone Center for Construction Careers



Keystone Chapter

Program Description:

The Superintendent Training Program (STP) is a construction-specific training curriculum developed, updated and field-tested by and for contractors. Superintendent skills - or the lack of them - directly affect every company's bottom line. You make your money in the field, and the STP can help you improve your organization's bottom line.

This comprehensive six-unit program focuses on the knowledge and skills that every superintendent must have to be an effective manager of people, time, equipment and materials.

The STP curriculum creates an unmatched learning experience for participants. Every STP unit is activity based, with discussions, case histories, problems and exercises. Participants in STP units draw upon their field experience and learn by interaction with others from all areas of the construction industry. The six STP units account for a total of 120 hours of in-class instruction. Each unit is divided into multiple sessions. The structure of the program allows for flexibility so that units can be taught in several different formats. **Units do not have to be taken in numerical order.**

Individuals who complete the six Superintendent Training Units will receive a Superintendent Training Program certificate of completion.* See page 4 for details

Program Overview:

1. Leadership and Motivation ----- September 14, 28, October 12, 2018
2. Communication -----November 1, 15, & December 6, 2018
3. Planning and Scheduling -----December 21, 2018 & January 4, 18, 2019
4. Contract Documents -----February 1, 15, March 1, 2019
5. Improving Productivity and Managing Project Costs-----2019 Dates TBD
6. Risk Management and Problem Solving-----2019 Dates TBD

Register for the entire program or individual units!

All six units required for STP certification*

Benefits of Attending:

STP is a nationally recognized training standard that has been the professional development resource of choice for more than 130,000 construction superintendents and managers. Individuals who complete the six primary STP units (taken in any order) will receive a Superintendent Training Program certificate of completion.*

>>> See unit descriptions on page 2

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Unit Descriptions:

Leadership and Motivation

(September 14, 28, & October 12, 2018)

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

- The dollars and sense of people in construction
- The role of the construction superintendent
- Helping people perform better
- Motivating and leading others
- Positive feedback
- Training and orienting crew members
- Teams and team building
- Leadership skills in action

Communication

(November 1, 15, & December 6, 2018)

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

Planning and Scheduling

(December 21, 2018, & January 4, 18, 2019)

This course will help construction superintendents 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

Contract Documents

(February 1, 15, & March 1, 2019)

This course will provide information about contract documents and construction law to help superintendents 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

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Improving Productivity and Managing Project Costs (2019 Dates TBD)

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 superintendent 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
- 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

Risk Management and Problem Solving (2019 Dates TBD)

This course will cover the roles and responsibilities of a construction superintendent 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
- Cost awareness
- Planning and organizing
- Production control
- Accident prevention and loss control
- Project documents

>>> Registration information on page 4

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Registration Information:

Preferred registration dates: Seven days prior to unit start date for individual units

ABC Member – Entire Series: \$2,994
ABC Member – Per Session: \$499

Non Member – Entire Series: \$4,278
Non Member – Per Session: \$713



Price includes: light breakfast, lunch, course materials, textbook, certificate of completion*

*Attendees must follow procedures for submitting materials to fulfill requirements to receive the STP certificate of completion. **Units do not need to be taken in numerical order.**

For more information on required procedures, please contact Jo Ann at the Chapter office:
717-653-8106 or joann@abckeystone.org

Firm Name: _____ Phone: _____

Authorized By/Job Title: _____ Email: _____

Participant Name: _____ email: _____

Title: _____

Full Program

Individual Unit(s) (circle session #) 1 2 3 4 5 6

Participant Name: _____ email: _____

Title: _____

Full Program

Individual Unit(s) (circle session #) 1 2 3 4 5 6

TOTAL PARTICIPANTS: _____ TOTAL COST: _____ Check enclosed Invoice C.O.R.E. – Invoice balance

VISA / AMEX / MC Card #: _____ Print Name: _____

3/4 digit code: _____ Exp. Date: _____ Billing Address Zip Code: _____ EIN: 23-1618254

Call Jo Ann at 717.653.8106 / FX: 717.653.6431 / Email: joann@abckeystone.org / Register at www.abckeystone.org
Education expenses may be deductible by members as an ordinary and necessary business expense. Consult your accountant for more information.