

SUPERVISORY TRAINING PROGRAM

Profits are made or lost in the field.

Supervisory skills, or the lack thereof, directly effect every company's bottom line. Each day, decisions made by ever foreman and superintendent are crucial to the success or failure of every construction project.

The Supervisory Training Program (STP) is developed, updated and field-tested by and for contractors. It's a 10-seminar course that focuses on the knowledge and skills every supervisor needs to be an effective manager of people, schedules, equipment and materials. *Classes can be taken consecutively or independently.*

- Leadership & Motivation
- Oral & Written Communication
- Problem Solving & Decision Making
- Contract Documents & Construction Law
- Planning & Scheduling
- Understanding and Managing Project Costs
- Accident Prevention & Loss Control
- Managing the Project Costs: The Supervisor's Role
- Productivity Improvement
- General & Specialty Contractor Dynamics



Craft & Technical Training
Supervisory & Management Education



we BUILD CONSTRUCTION CAREERS

Open Enrollment:

For workers looking to supplement and strengthen their current skills, NWCC offers classes in a module format so you can focus on just the training you need.

Apprenticeships:

Apprenticeship produces craftworkers competent in all aspects of an occupation including knowledge, skill and proficiency on the job. As an apprentice, you'll learn, work *and* earn!

To Register:

Contact NWCC for a complete schedule listing including times, location and costs!

Please see class schedule overview on reverse side.

Visit:

www.nwccoc.com

Call:

503.256.7300

NWCC Construction Career Pathways Fall Quarter 2007 Class Schedule

MANAGEMENT & SUPERVISION

INTRODUCTORY SKILLS FOR THE CREW LEADER	
10/26-10/27	<ul style="list-style-type: none"> • Principles of Project Planning • Scheduling • Estimating • Management

STP UNIT 1: LEADERSHIP & MOTIVATION	
9/13-9/15	<ul style="list-style-type: none"> • Leadership styles • Analyzing individual needs and behaviors • Positive influences on work attitudes and abilities • The leader as a Goal Setter, Communicator and Coach • Getting commitment • Keeping control

STP UNIT 2: ORAL & WRITTEN COMMUNICATION	
10/11-10/13	<ul style="list-style-type: none"> • Forms of communication • Problems from poor communication • Effective listening • Components of communication • Communication with your crew • Good writing skills and habits • Facilitating the meeting process • Using the Internet effectively

STP UNIT 3: PROBLEM-SOLVING & DECISION-MAKING	
11/8-11/10	<ul style="list-style-type: none"> • Problem prevention and anticipation • Identifying problems • How to solve scheduling and technical problems • Strategies for solving human performance problems • Creative problem solving • Barriers to developing creative solutions • Establishing a problem solving atmosphere • Developing follow up systems • Changing your mind

STP UNIT 4: CONTRACT DOCUMENTS & CONSTRUCTION LAW	
12/6-12/8	<ul style="list-style-type: none"> • Introduction to contract documents and construction law • Creating a positive environment • Contractual relationships • Contract forms and documents • Managing general conditions • Good documentation practices • Changes • Differing site conditions • Time impacts • Negotiation of resolutions

REGISTRATION & MORE INFORMATION	
<p>For a complete class schedule listing, including times, location and costs, please check NWCC's</p> <p><i>"Construction Career Pathways"</i> available by calling NWCC or visiting us online.</p>	