

1065 Ahua Street
Honolulu, HI 96819
Phone: 808-833-1681 FAX: 839-4167
Email: info@gcahawaii.org
Website: www.gcahawaii.org



GCA of Hawaii

GENERAL CONTRACTORS ASSOCIATION OF HAWAII

Quality People. Quality Projects.

Date & Time:

Saturday, August 18th and 25th, 2018

8:00 a.m. to 4:00 p.m.

“Participants must complete all sessions in order to obtain certificate.”

Location:

GCA Conference Room
1065 Ahua Street, Honolulu

Cost:

\$295 for GCA members
\$395 for non-members

Register

Instructor:

Jon M. Young
Executive Director
Hawaii Asphalt Paving Industry

DEADLINE: August 3, 2018

Class space is limited and reserved on a first come, first served basis.

Please note!! No refund will be provided if you cancel after the deadline, however you may transfer your registration to another employee within your organization.

The General Contractors Association of Hawaii is proud to present:

AGC'S SUPERVISORY TRAINING PROGRAM

The Associated General Contractors of America's Supervisory Training Program (STP) is a construction-specific training curriculum developed, updated and field-tested by and for contractors. Supervisory skill—or the lack of it—directly affects every company's bottom line. You make your money in the field, and STP can help you improve your organization's bottom line.

The comprehensive 6-course program focuses on the knowledge and skills that every supervisor must have to be an effective manager of people, time, equipment and materials. Please visit www.agc.org/STP for the complete program.

Unit 2 | Oral and Written Communication (2015 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.

- 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

Who is STP for?

STP has been the professional development resource of choice for more than 150,000 construction supervisors and managers in the United States. Individuals attending STP courses include anyone on a construction jobsite in a supervisory role from the new supervisor and foreman to the experienced superintendent.

Program Completion Certificate

Upon successful completion of each individual STP course, participants will receive a course certificate. Course participants who complete STP Units 1-6, can submit an STP Completion Certificate Application to AGC of America in order to receive the AGC STP Certificate of Completion. Courses do not have to be taken in numerical order. All who complete the full program will be honored at a GCA Membership Meeting where their commitment and accomplishment will be recognized by the industry.

Please see attached for the registration form.

General Contractors Association of Hawaii presents:



AGC's Supervisory Training Program

Unit 1: Leadership and Motivation

Supervisory skill—or the lack of it—directly affects every company's bottom line. Each day decisions made by every foreman and superintendent are crucial to the success or failure of every construction project. You make your money in the field. Or you lose it.

The Supervisory Training Program (STP) developed by AGC, is designed specifically to meet the needs of the construction industry. Developed, updated, and field-tested by and for contractors, the Program consists of 6 courses that focus on the knowledge and skills that every supervisor must have to be an effective manager of people, time, equipment and materials.

This course includes the following sessions, case studies and topics:

Dollars and Sense of People and Construction: Case Study: *The Contractor Who Lost the Bid*; improving the bottom line by effective supervision; cost of poor supervision; cost and causes of personnel turnover; learning new jobs, tasks and skills; communication, trust, respect, teamwork, and cooperation.

The Role of the Construction Supervisor: Case Study: *The Confused Supervisor*; supervisory leadership and motivation; crew supervisor in the linking pin role; positive discipline.

Helping People Perform Better: Case Study: *The Poorly Motivated Crew*; assumptions about people; the performance equation; encouraging external competition and self-improvement; delivering timely training and information; encouraging responsibility and self-control; setting positive expectations.

Motivation: Case Study: *The Worker Who Lost Motivation*; general motivational strategies; recognizing personality types; internal motivational techniques; job enlargement and job enrichment; construction supervisor's motivation tool kit.

Leading Others: Case Study: *The Inconsistent Supervisor*; leading others; being consistent but flexible; providing consistency; providing flexibility; leadership styles.

You Get What You Expect: Case Study: *The New Crew Supervisor*; setting positive expectations; how workers respond to supervisor's behavior; putting the theories to work.

Positive Feedback: Case Study: *The Tough Supervisor*; giving positive feedback; benefits of giving positive feedback.

Training and Orienting Crew Members: Case Study: *The Lead Trainer*; orientation and training for new workers; training.

Teams and Team Building: Case Study: *The Team That Didn't Work*; why teamwork is important; team types; the construction supervisor's role; phases of team development.

Leadership Skills in Action: Case Study: *The Fleckster Company buyout*; review of the course.



GCA of Hawaii

GENERAL CONTRACTORS ASSOCIATION OF HAWAII

Quality People. Quality Projects.

1065 Ahua Street
 Honolulu, HI 96819
 Phone: 808-833-1681 FAX: 839-4167
 Email: info@gcahawaii.org
 Website: www.gcahawaii.org



GCA of Hawaii

GENERAL CONTRACTORS ASSOCIATION OF HAWAII

Quality People. Quality Projects.

The General Contractors Association of Hawaii Presents:

AGC'S SUPERVISORY TRAINING PROGRAM
UNIT 2 | ORAL AND WRITTEN COMMUNICATION (2015 EDITION)

Registration Form

FAX to 808-839-4167 or email to gca@gcahawaii.org

If you did not receive a confirmation, please call 833-1681 ext. 14.

NAME:		EMAIL:	
NAME:		EMAIL:	
CONTACT:		EMAIL:	
COMPANY:			
ADDRESS:			
CITY:		STATE/ZIP:	
PHONE/FAX:		CELL:	

LOCATION: The course will be held at GCA Conference Room, 1065 Ahua Street, Honolulu, HI 96819

DATE: Saturday, August 18th and 25th, 2018

TIME: 8:00 a.m. to 4:00 p.m.

“Participants must complete all sessions in order to obtain certificate.”

PAYMENT INFORMATION: (Payment must accompany registration to secure seat)
 Registration fee includes Participant’s Manual and lunch.

Registration Deadline and Cancellation policy:

The registration deadline for this program is **August 3, 2018**. No refund will be provided if you do not meet this deadline, however you may transfer your registration to another employee within your organization.

<input type="checkbox"/>	\$295 per module for members (bill company) Includes Participant’s Manual	<input type="checkbox"/>	\$395 per module for non-members Includes Participant’s Manual
<input type="checkbox"/>	Enclosed is a check for	Make check payable to GCA of Hawaii	
<input type="checkbox"/>	Charge credit card on file		
<input type="checkbox"/>	Charge my credit card (See attached CC Form)		

1065 Ahua Street
 Honolulu, HI 96819
 Phone: 808-833-1681 FAX: 839-4167
 Email: info@gcahawaii.org
 Website: www.gcahawaii.org



GCA of Hawaii

GENERAL CONTRACTORS ASSOCIATION OF HAWAII

Quality People. Quality Projects.

**PLEASE FAX WITH YOUR
 REGISTRATION FORM TO:
 839-4167**

CREDIT CARD AUTHORIZATION FORM			
NAME ON CARD:			
COMPANY:			
ADDRESS:			
CITY:		STATE/ZIP:	
PHONE/ FAX:			
AMOUNT:			
CREDIT CARD TYPE:			
<input type="checkbox"/> VISA	<input type="checkbox"/> MC	<input type="checkbox"/> AMEX	<input type="checkbox"/> DISCOVER
CARD NUMBER:			
EXP. DATE:		CODE:	
EVENT & LOCATION:			
DATE OF EVENT:			
SIGNATURE:		DATE:	
CONTACT PERSON			

<input type="checkbox"/> Check box to request credit card receipt to be emailed @ _____
<input type="checkbox"/> Check box to request original credit card receipt to be mailed.
<input type="checkbox"/> Check box to request copy of credit card receipt to be faxed.

<i>FOR GCA OFFICE ONLY:</i>
<i>RECEIVED BY:</i>
<i>DATE:</i>