



## Date & Time:

Saturday, October 7 7:30am – 12 noon  
Saturday, October 14 7:30am – 12:30pm  
Saturday, October 21 7:30am – 12 noon  
Saturday, October 28 7:30am – 1:00p.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**

## Instructors:

Gerald S. Clay, Esq.  
Scott I. Batterman, Esq.  
**Clay Chapman Pulice & Nervell**

**Please RSVP by  
September 25, 2017.**

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

**Please note!!** No refund will be provided if cancellation is made after **September 25<sup>th</sup>**, 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.

### Unit 4 | Contract Documents (2015 Edition)

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

### 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 the 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 4: Contract Documents**



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:

**Introduction to Contract Documents:** understanding the relationship of contract documents to the construction process and to the superintendent's work; contract terms.

**Contractual Relationships:** contract types and contractual relationships; legal roles and responsibilities; becoming familiar with project documents; what is Alternative Dispute Resolution.

**Contract Forms and Documents:** overview of standardized forms; regulatory issues; liens, bonds and insurance.

**Managing General Conditions:** Articles of the General Conditions; levels of decision-making authority; the supervisor as agent of the contractor; closing out a project.

**Construction Field Documentation:** learning documentation principles; meetings; issue files.

**Scope Changes:** cost overruns; the changes clause; legal requirements necessitated by changes; cost recovery, differing site conditions.

**Time Impacts:** time-related activities; extensions; consequences of time impacts.

**Avoiding and Resolving Disputes:** disputes, claims and resolutions; dispute resolution process; summary 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](mailto:info@gcahawaii.org)  
 Website: [www.gcahawaii.org](http://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 4 | CONTRACT DOCUMENTS (2015 EDITION)

### Registration Form

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

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:** Saturdays, October 7, 14, 21, 28, 2017

**TIME:** 7:30 a.m. to 1:00 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.

**Registration Deadline and Cancellation policy:**

The registration deadline for this program is September 25, 2017. Full refunds will be made for cancellations received prior to that date. After that date, no refunds will be granted. Replacements accepted.

<b>Registration Fees:</b>		<b>TOTAL:</b>	
<input type="checkbox"/>	\$295 for members (bill company) Includes Participant’s Manual	<input type="checkbox"/>	\$395 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)		

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

<b>CREDIT CARD AUTHORIZATION FORM</b>			
NAME ON CARD:			
COMPANY:			
BILLING 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>