



Offered by:



STP Unit 2: Oral and Written Communication

Five 4-hour sessions will be held:

February 12, 26, March 12, 19, and April 9

12:30 P.M. - 4:30 P.M.

EMU Livonia

38777 Six Mile Rd. Suite 400

Livonia, MI 48152

Cost of the course is \$275/member and includes a participant's manual.

Course Facilitator

The facilitator for this **20-hour course** will be Jamie Scigliano.

Since the late 80's, Jamie has been involved in many facets of the construction industry, with experience in commercial, industrial, and residential projects including over 10 years with the Barton Malow Company. Since 1999, Jamie has been associated with Eastern Michigan University, first as a graduate student, and currently as a full time lecturer in the Construction Management Program.

Jamie continues to teach while pursuing consulting and contracting projects outside of the University.

AGC Construct**ED** courses are developed by contractors for contractors. Our Continuing Education Committee works hard to provide you with current, relevant continuing education. Please tell us how we are doing by contacting Viki Gotts at 313.533.3509 Ext. 3102 or vgotts@agcmichigan.org.

For information on additional course offering please visit our website: agcmichigan.org/education

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 12 courses that focus on the knowledge and skills that every supervisor must have to be an effective manager of people, time, equipment and materials.

Course Content

The STP curriculum creates an unmatched learning experience for participants.

- Every STP course is activity-based, with discussions, case histories, problems, and exercises.
- Participants in STP courses draw upon their field experience and learn by interaction with others from all areas of the construction industry.

Course Attendees

Individuals attending STP courses include anyone on a construction jobsite in a supervisory role - from the new supervisor and foreman to the experienced superintendent. STP promotes an interactive training atmosphere among course participants and employs some of the most dynamic instructors in the construction industry.

Course Description

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.

Unit 2 explores:

- Effective communication
- Supervisors as effective communicators
- Learn to listen
- Carrying on conversations
- Persuasion, negotiation, and confrontation
- Communicate with your crew
- Put it in writing
- Meetings that work
- Electronic communication
- Improving communication

STP UNIT 2: Oral & Written Communication

12:30 p.m.—4:30 p.m.

Fridays, February 12, 26, March 12, 19, and April 9, 2010

EMU Livonia, 38777 W. Six Mile Rd. Ste. 400, Livonia, MI

Registration Fee: \$275/member \$315/CIAP \$375/non-member

Registration Deadline: Wednesday, February 10, 2010

Please note: All cancellations must be made in writing and faxed to 517-371-1131 or e-mailed to vgotts@agcmichigan.org at least 48 hours in advance of the start of the class to obtain a refund.

Substitutions are welcomed - please let us know who will be attending in your place.



Please mail or fax this registration form to:

AGC of Michigan, 2323 N. Larch, Lansing, MI 48906 - fax (517) 371-1131

For more information contact Viki Gotts (vgotts@agcmichigan.org or 313.533.3509 Ext. 3102).

Company: _____

Address (non-members only): _____

Phone: _____ Fax _____ Email: _____

- Please invoice me (members only).
- Fax registration—check to follow.
- Check # _____ enclosed (payable to AGC Michigan)
- Credit card—Account # _____ Exp. Date _____

Signature _____

Participant Name	E-Mail Address	Amount

Total

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