



AGC's Supervisory Training Program

## Unit 3: Planning & Scheduling

Five Wednesday Evenings

October 17, 24, 31, November 7, 14, 2018 | 5:00 pm – 9:00 pm

**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:**

- **Planning and Scheduling:** introducing concepts and skills used in planning and scheduling; defining the planning process; comparing day-to-day planning with long-term planning.
- **Preparing the Project Plan:** defining construction activities; activity scope or size; duration of activities; putting the activities together; activity relationships.
- **Communicating the Plan:** what needs to be communicated; developing and using the Bar Chart; the tabular schedule; scheduling material delivery.
- **The Critical Path:** network scheduling and the critical path; calculating lag into the network.
- **Scheduling Software and Applications:** introduction to computer use in scheduling; entering data; the use of constraints in the scheduling process; using the resources feature with scheduling software; sorting and filtering activities; formatting options.
- **Using the Schedule on the Jobsite:** crew allocation using the schedule; information for subcontractors and suppliers; the short-term schedule.
- **Updating the Construction Schedule:** using the short-term schedule; updating the schedule.
- **The Schedule as Documentation:** schedule revision after update; the schedule as documentation; subcontractor delay.

**Location:** CCIA, 912 Silas Deane Highway, Suite 112, Wethersfield, CT 06109

**Cost:** \$450 per person – (includes 6.35% CT sales tax)

\$400 per person – for companies sending 5 or more students to a class

**Instructor:** Peter Etzel, Etzel Consulting LLC

Register by Wednesday, September 26, 2018 | Registration Form on Reverse Side



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**REGISTRATION | SUPERVISORY TRAINING PROGRAM, UNIT 3: PLANNING & SCHEDULING**

**Cost: \$450 – (includes 6.35% CT sales tax) | \$400 – 5 or more attendees**

Contact Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Names of Attendees: \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_ |  Check Enclosed  Credit Card Payment

Register by e-mail to: John Wilhelm: [jwilhelm@ctconstruction.org](mailto:jwilhelm@ctconstruction.org)

Send Payment to: AGC of Connecticut, 912 Silas Deane Highway, Suite 112, Wethersfield, CT 06109

### CREDIT CARD AUTHORIZATION

Total Amount Due: \$ \_\_\_\_\_ | Credit Card Type:  Visa  MasterCard  Discover

Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_ | Expiration Date \_\_\_\_\_

Zip Code \_\_\_\_\_ | CVV2 \_\_\_\_\_ (3 digit number on back of Visa/MC, Discover)

Card Billing Address \_\_\_\_\_

Contact Name \_\_\_\_\_

*Please do not e-mail credit card authorization.*

**Cancellation policy:** Full refunds will be made for cancellations received **14 calendar days** before the **first day of class**. After that date, no refunds will be granted. Replacements accepted.

For more information about the program, contact John Butts, 860-529-6855 | [jbutts@ctconstruction.org](mailto:jbutts@ctconstruction.org)

For more information about registration, contact John Wilhelm, 860-529-6855 | [jwilhelm@ctconstruction.org](mailto:jwilhelm@ctconstruction.org)