

# FIELD MANAGER LEADERSHIP SERIES REGISTRATION

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Fee: \$600.00 per person for both Session I & II (MBI Members)**

**\$850.00 per person for both Session I & II (CU Plan Room Network Members & Non-Members)**

\$350.00 per person for a single session (MBI Members)

\$475.00 per person for a single session (CU Plan Room Network Members & Non-Members)

**Please mark which session(s) you would like to attend:**

Session I

\_\_\_ Cedar Rapids - October 31, 2011

\_\_\_ Des Moines - November 1, 2011

\_\_\_ Omaha - November 2, 2011

Session II

\_\_\_ Cedar Rapids - April 9, 2012

\_\_\_ Des Moines - April 10, 2012

\_\_\_ Omaha - April 11, 2012

**Total Amount Due: \$** \_\_\_\_\_

**Payment Method:**

\_\_\_ Check Enclosed (payable to Master Builders of Iowa)

\_\_\_ Credit Card

\_\_\_ Please Invoice

**Credit Card Type:**

\_\_\_ Master Card \_\_\_ Visa \_\_\_ Discover \_\_\_ American Express

Card #:

Expiration Date:  /

Name on Card: \_\_\_\_\_

Address for Card: \_\_\_\_\_

**For questions about this seminar,** contact Monica Worheide at (515) 657-4386 / (800) 362-2578.

**For questions about registration,** contact Laurie Delmott at (515) 657-4383 / (800) 362-2578.

**Please send registration and payment to:**

Master Builders of Iowa

Attn: Laurie Delmott

P.O. Box 695

Des Moines, IA 50306

Phone: (800) 362-2578 / (515) 288-8904

Fax: (515) 288-2617



# MBI EXCLUSIVE

*Effective management in the field can make or break a project.*

*Proper training of formen can make a project a success.*

*That's why MBI members developed the . . .*

# FIELD

# MANAGER

# LEADERSHIP

# SERIES

# EXCLUSIVE TRAINING OPPORTUNITY

The MBI FMLS series aims to increase the chances for successful project execution by improving the supervisory skills and knowledge of the individuals leading in the field.

The program will be directed toward the construction field manager working for both general contractors and subcontractors. The sessions are designed for anyone who supervises people in the construction industry. This ranges from new field managers or soon to become field managers with some field experience and field managers with considerable experience who recognize the need to become more effective.

The goal of the program is to develop expanded competencies in each of the subject areas. Topics covered are field management and field leadership, people resource management, managing and leading safety programs, field production, and project evaluation and administration. Participants in the FMLS series will draw upon their field experience and learn by interaction with others from all areas of the construction industry.

The field manager leads the field team to meet the customer's expectations for quality, cost, schedule, safety, and other stated project objectives. The field manager, as part of the management team, should have the following competencies:

- Understand the traits, skills, and behaviors of effective leaders and be able to apply appropriate behaviors to typical construction project supervision situations.
- Understand the basic planning and scheduling functions for a construction project.
- Understand the basic principles of cost and financial management.
- Understand how to lead a continuous improvement team and perform the various quality management functions.
- Understand the roles of various subcontractors and the principles for interaction and management of the subcontractors.

## Session I

*Offered in 3 Locations*

**October 31, 2011 • Cedar Rapids**  
Best Western Longbranch Hotel & Convention Center  
90 Twixt Town Road, NE  
Cedar Rapids, Iowa

**November 1, 2011 • Des Moines**  
Quality Inn & Suites Event Center  
929 3rd Street  
Des Moines, Iowa

**November 2, 2011 • Omaha**  
Ramada Plaza Omaha Hotel & Convention Center  
3321 South 72nd Street  
Omaha, Nebraska

## Session II

*Offered in 3 Locations*

**April 9, 2012 • Cedar Rapids**  
Best Western Longbranch Hotel & Convention Center  
90 Twixt Town Road, NE  
Cedar Rapids, Iowa

**April 10, 2012 • Des Moines**  
Quality Inn & Suites Event Center  
929 3rd Street  
Des Moines, Iowa

**April 11, 2012 • Omaha**  
Ramada Plaza Omaha Hotel & Convention Center  
3321 South 72nd Street  
Omaha, Nebraska

## Session I

### Site Management 8:00 am – 12:00 pm

*Presenter*

Charles Cook, R.S. Cook & Associates,  
Southeastern, PA

An effective foreman and superintendant must have good oral communication skills as well as clear writing skills. Leadership ability is essential, especially in managing large projects with many workers and supervisors. For a person to effectively manage large projects, they must be able to develop good working relationships with the people and businesses they depend on for supplies, labor, equipment, etc. This seminar will help participants understand their own management style.

- Understanding the Team to lead, manage, and resolve conflicts
- DiSC - The foundation of personal and professional success lies in understanding yourself, understanding others and realizing the impact of your personal behavior on the people around you.
- Developing Action Plan

### Field Production & Business 1:00 pm – 3:00 pm

*Presenter*

Jim Off, Kirkwood Community College,  
Cedar Rapids, IA

This course focuses on enhancing two communication fronts for supervisors and superintendents: 1) field workers & supervisors and 2) subcontractors, project managers, and, most importantly, owners. On the former, the participant will learn best practices for working organizing and disseminating productive information to people in the field. The latter section of this class will concentrate on learning successful communication methods with project managers and owners.

When you have completed this module, you will be able to do the following:

- Organize and conduct efficient meetings
- Apply the principles of team management
- Operate with a customer focus perspective
- Distribute and balance empowerment on the construction site
- Measure and seek continuous improvement
- Utilize best practices for specialty contractor coordination
- Utilize best practices for change order processes
- Understand importance of creating a crew culture and cohesiveness

### People Resources & Field Management 3:00 pm – 5:00 pm

*Presenter*

Leon Shearer, Shearer Law Firm,  
Waukee, IA

Supervisors and superintendents will be presented with best practices in conflict prevention and conflict resolution, as well as labor legal practices. In addition, participants will learn best practices for managing people. Different nationalities, personalities and trades make social navigation much more difficult for field leaders. This course is about both, methods for minimizing and fixing conflicts.

Course Objectives:

- Conduct effective job orientations
- Best practices for conflict resolution
- Design and management of multicultural crews
- Conduct effective performance reviews
- Enforce company HR and discipline policy
- Understand Labor Laws  
- Harassment / Discrimination

## Session II

### Field Leadership 8:00 am – 9:30 am

*Presenter*

Charles Cook, R.S. Cook & Associates,  
Southeastern, PA

Participants use self-assessment instruments to identify their preferences for communication, motivation, conflict management, and decision making. From this information, participants can develop a personal leadership program and goals. Utilizing self – assessment enables participants to recognize how their preferences influence those around them. This session will review and analyze how changes in behavior benefit attendees personally and professionally by reviewing methods and results. Attendees will leave with a broader understanding of their leadership style.

### Continuing Education Units Are Earned Upon Completion of the Field Managers Leadership Series

Completion of both sessions represents 16 hours of classroom instruction. CEU contact hours will be awarded at the conclusion of each session.

A Continuing Education Unit is a measure used in continuing education programs, particularly those required in a licensed profession in order for the professional to maintain the license. CEU records are widely used to provide evidence of completion of continuing education requirements mandated by certification bodies, professional societies or governmental licensing boards.

### Managing & Leading Jobsite Safety 9:30 am – 11:30 am

*Presenter*

Ron Pritchard, Arcanum Professional Services, Inc., Plainfield, IN

This course is designed to train the foreman/superintendent on what skills are needed to operate a safe jobsite and give them the tools to do so. The outcome will be a safe efficient jobsite that allows site supervision more time to manage other aspects of the construction activities as well as lesson workers exposure to hazards. This presentation will provide instruction for anyone who supervises employees, teaching them ways to bring safety into production activities. This presentation will also provide instruction on how to manage subcontractors so they conduct their work in a safe manner.

Course objectives:

- Two-week look ahead: What activities will be started in the next two weeks? What training or equipment is needed to do these activities safely?
- Daily morning briefings are held with the crews that engage them to discuss what hazards they will face that day and how to render the hazards harmless.
- How to be a safety coach rather than a safety cop.
- Leading by example-Why the foreman/superintendent must always perform activities in the safe/preferred manner.
- Pre-construction internal meeting-supt., PM, Safety Mgr., crew foremen
- Pre-construction external meeting-subs, major suppliers
- Worker orientation
- Safety planning at all progress meetings
- Incentives

### Project Administration and Evaluation 12:30 pm – 4:30 pm

*Presenter*

Jim Off, Kirkwood Community College,  
Cedar Rapids, IA

This course gives supervisors and superintendents the tools to evaluate operations' effectiveness, and details how productivity is measured, how the supervisor plays a major role in increasing jobsite productivity, and how a small increase in productivity can have a significant impact on the time and cost of a project.

You will be able to do the following:

- Organize & prepare project, subcontractor & PM reports
- Perform basic project cost control & overall project production control
- Perform work & cost analysis for field production process
- Create short interval production plans
- Operate site layout & material control
- Measure crew cohesiveness & manage personnel reducing inefficiencies and conflicts while implementing effective supervision best practices
- Benchmark construction productivity
- Improve productivity through pre-planning & scheduling
- Recognize equipment for productivity improvement
- Quantify lost labor productivity
- Keep records on control, changes & defect analysis