



Field Supervisory Skills – Workshop Series

Presented by Stephane McShane, Director at Maxim Consulting Group

You make your money in the field...

Have you equipped your Field Leaders with the tools they need to be successful?

Understanding Productivity & Project Leadership

Day 1 | October 24 | 7:30am - 11:30am

Driving Project Success: Keys to Improving Productivity:

How can the Field Leader improve productivity? This session will explain how by reviewing the keys to minimizing waste and inefficiencies and getting the best effort from the field crews. We will provide practical tools that can be implemented by the Field Leaders to lower the cost of production.

Project Leadership: How Leadership Differs From Management:

Field Leaders are also project leaders. We will explore both management and leadership behaviors and explain how they are different. We will discuss what effective leadership looks like and how to lead more effectively on your projects.

Resource Control & Customer Relationships

Day 1 | October 24 | 12:30pm - 4:30pm

Resource Control: Managing Your Critical Project Resources:

This session will discuss the Field Leader's role in overseeing the various resources that need to be managed for a successful project. The systems, metrics, reporting tools and what to do with the information are important success factors in being a great Field Leader whether your resources are people, materials or equipment.

Customer Relationships:

Developing Customers for Life: Construction is a service industry and how we treat our customers impact the success of the project and business. This session will drive home the importance of developing great customer relationships and how to navigate dissatisfaction when it occurs. We will explore the one question that needs to be asked to ensure your customers are happy and how to keep them coming back for years.

Contract Administration & Effective Communication

Day 2 | October 25 | 7:30am - 11:30am

Contract Administration:

Crossing the T's and Dotting the I's: Understanding the basics of the contract is critical to a Field Leader's ability to mitigate risk and protect the company, on a daily basis. We will review the pitfalls and lessons that every Field Leader must watch and tell a few stories to illustrate the importance of thorough contract administration.

Effective Communication:

Learn and Avoid the Roadblocks to Great Communication: One survey reports that Project Managers and Field Leaders spend 90% of their time communicating. We will explore the mediums of communication and discuss how to be more successful communicators by knowing ourselves better, avoiding roadblocks to communication and listening better. Participants will learn skills that will help them be more efficient and improve their relationships internally and externally.

Planning and Scheduling & Time Management

Day 2 | October 25 | 12:30pm - 4:30pm

Project Planning from Preconstruction to Closeout:

Planning does not end when the project starts. We will discuss how to lead planning from the beginning of the project all the way until you turn-over a finished project.

Time Management: Achieving Maximum Personal Productivity:

Personal productivity is about self management and improving habits to maximize your use of time. We will review tips to improve your skills and conduct a self-analysis of how you use your time. We will also discuss the importance of prioritizing and apply lessons that can improve your work-life balance.

Project Planning - Day 3 | October 26 | 7:30am - 4:30pm

This session will examine the value and positive impact of a well-planned project and explore the different types of plans that could be developed. Planning does not end when the project starts and we will discuss how to lead planning from the beginning of the project all the way until the customer accepts the finished project. We will discuss scheduling, resource control, negotiation skills, and cash flow.

If you have questions, please contact Kim Grosel, Director of Workforce Development
303.832.5812 | Kgrosel@abcrmc.org | www.abcrmc.org/educationsafety



Stephane McShane
Maxim Consulting Group



Stephane McShane, Director at Maxim Consulting Group, works with construction related firms of all sizes to evaluate business practices and assist with management challenges. With a large depth of experience working in the construction industry, Stephane is keenly aware of the business and, most specifically, operational challenges that firms face. Stephane possesses the rare combination of talent from being in the field as an apprentice, electrician, foreman, then working her way through each operational chair within a successful electrical construction firm. Her ability to motivate, inspire, and create confidence among your work groups is extremely rare and very effective.

Choose the full program or any of the sessions you need!

October 24, 25 & 26, 2018
Encore Electric, Inc., Lakewood

All Sessions

Day 1 - October 24:

Understanding Productivity & Project Leadership - 7:30am to 11:30am
Resource Control & Customer Relationships - 12:30pm to 4:30pm

Day 2 - October 25:

Contract Administration & Effective Communications - 7:30am to 11:30am
Planning and Scheduling & Time Management - 12:30pm to 4:30pm

Day 3 - October 26:

Project Planning: From Preconstruction to Closeout - 7:30am to 4:30pm

All Sessions

Member \$1,000
Non-Member \$1,700

Day 1 or 2 Each Session

Member \$225
Non-Member \$300

Day 3

Member \$400
Non-Member \$600
Returning Member Attendee \$225

Lunch is provided for all full day attendees
Register Online / Fax to 303.832.5813 / Email kgrosel@abcrmc.org

Company Name: _____

Contact Person: _____

Contact Phone: _____

Email: _____

Attendees: _____

Session(s): _____

Payment Type: ☐ Check ☐ Visa ☐ MasterCard ☐ AMEX ☐ Invoice - ABC Members Only

Total \$: _____ Credit Card Number: _____ Exp. Date: _____ CVV: _____ Billing Zip: _____

Signature: _____ Cardholder (print): _____

Class Scheduling Policy: ABCRMC reserves the right to cancel a class if insufficient numbers register. ABCRMC may add or reschedule classes as necessary.

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