

Supervisory & Management

S K I L L S



Description:

Participants will improve their skills in leadership, management and supervision of staff. Participants will learn skills to enhance their ability to build a collaborative team culture with their staff and on job sites.

Audience:

The course is designed for construction owners, managers, estimators, and supervisors.

At the end of the course participants will be able to:

- Understand the differences between leadership, management and supervision
- Identify different leadership styles and approaches
- Apply different leadership styles to deal with various situations
- Knowledge of motivational theories – Mazlow, Herzberg, MARS
- Ability to enhance individual and group performance and engagement
- Understand different personality styles and how to communicate appropriately
- Effectively manage time
- Understanding stress and how to manage it at work
- Knowledge of substance abuse, recognition and prevention

- Conduct a successful toolbox talk
- Appropriately discipline and/or terminate staff
- Apply various negotiating skills
- Deal with difficult people, conflict and confrontation
- Use collaborative decision making skills
- Understand a systems approach to management of construction companies

Course fee includes:

All books and materials, lunch, certificate upon completion and parking.

The course includes:

Two days (16 hours) of lessons with instructors plus an online portion involving research, reading and answering questions (7-8 hours) that will be marked by the instructors). The course is eligible for 5 CCA Gold Seal education credits upon successful completion.

The instructor:

Tim Williams, *B.Econ., MBA, CPA, GSC*



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