

ABOUT THIS CLASS

Communication, Negotiation, & Time Management are all keys to achieving outstanding results. Participants will learn to listen, understand the art of influence, and participate in results-oriented meetings. This program will cover communicating to understand and to be understood—verbal, nonverbal, written, e-mail, and phone skills. The final segment will discuss time management methods and techniques they can apply immediately.

Who Should Attend

This program is for those who are on the project management team including, project supervisors, project coordinators, assistant project managers, and newer project managers.

This program is also suitable for field personnel who aspire to project management along with associate and supplier member employees who want to gain a better understanding of the industry.

THE SPEAKER

Michael Somers The Construction Classroom

Mike is a graduate of the University of Wisconsin-Stevens Point with a degree in Business Management.



He has more than 40 years construction experience as owner and manager of construction businesses in Wisconsin. Mike has served on the ABC Wisconsin Board of Directors and was the driving force behind the creation of the ABC Heavy Equipment Operator Apprenticeship program, having taught the program for several years. Currently, Mike teaches several construction leadership and management courses for ABC Wisconsin. In addition, he continues to travel throughout the United States and Canada teaching construction professionals and sharing a lifetime of “real experiences” in and personal enthusiasm for construction.

TOPICS COVERED

1. Communication Model/Active Listening

We will review the communication model and look at the many ways a message can get lost in the communication cycle between a sender and receiver. We then look at how to overcome communication barriers and will discuss the power of active listening.

2. Communication Channels/Meetings

Communicating ethically and earning respect are at the very core of an effective construction company. We will outline the behaviors of a high trust working environment. We also cover different communication styles and channels. Meetings can be a waste of time or they can move a project forward. Participants will learn how to plan and participate in effective meetings, including taking meeting minutes or

notes. They will also understand the importance of doing follow-up and on action items generated by meetings.

3. Negotiating with Purpose

The ability to negotiate effectively is a major component of communication. We negotiate for schedules, time, and resources every day, often without realizing it. We will lay out win-win negotiation basics and will demonstrate how these principles apply to both the home and work environments.

4. The Value of Time

Time management is a fiction. No one can actually manage time, but we can manage what we do with the time we have. We will discuss both workspace and workflow management. Participants will understand how to effectively prioritize tasks and how to communicate those priorities to other work team members.

All four topics will be covered in both versions of this course.

In-Person - Wednesday, September 29, 2021

Madison - 7:30 am - 3:30 pm

ABC WI Training Center - 5330 Wall Street

Live On-line - M/W, October 4, 6, 11 & 13, 2021

GoToWebinar - 2:00-4:00 pm Central / 3:00-5:00 pm Eastern

COST: \$189 per ABC Member Employee

REGISTRATION & PAYMENT

Company: _____ Email: _____

Attendee: _____ In-Person On-line

Credit Card by Phone: 608-244-5883 or Fax: 608-244-2401 or Online [IN-PERSON](#) [LIVE ON-LINE](#)

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