

AGC JOB SHADOW PROGRAM

CONTRACTOR HANDBOOK

ARCHITECTURAL
DESIGN &
ENGINEERING



SKILLED
TRADES



PROFESSIONAL
CAREERS



SUSTAINABILITY



TECHNOLOGY



JOB
SHADOW



WISCONSIN



JOB SHADOW PROGRAM

GET ON THE ROAD TO A CONSTRUCTION CAREER

AGC of Wisconsin continues to identify workforce development as a priority for AGC and its members. This shadow program, developed by the Leadership AGC Class of 2012-13, is intended to further that objective by engaging young people to learn about the various career opportunities that the construction industry offers.

The students you will be responsible for mentoring have been selected based on their interest to learn more about the construction industry. The goal of this course is to provide the students a better understanding of the variety of career paths the construction industry has to offer. Careers range from project management to accounting to skilled trades to safety, just to name a few. We would like to introduce students to these different careers to illustrate that construction is much more than they might expect.

This shadow program gives you the opportunity to assist in the workforce development effort by sharing your experience and knowledge with the future young professionals and skilled trades people in the construction industry. While the informational packet provided gives some guidance on general subjects and discussion topics, we encourage you to adjust the curriculum to fit your expertise and the interests of your students. Feel free to engage industry partners as appropriate to assist in this effort. Contact the AGC of Wisconsin office or visit www.buildwisconsin.com to access the recommended activities and resources. The more you are able to demonstrate passion for the work that you do, the more effective this opportunity will be for the students!

On behalf of AGC of Wisconsin, we would like to thank you for your willingness to mentor the future workforce of our industry. We hope you find the experience both enjoyable and rewarding!

Leadership AGC Class of 2012-2013



DAY 1:

ARCHITECTURAL DESIGN & ENGINEERING

OBJECTIVES FOR THE DAY:

- Understand the Architect's and Engineer's role in the design and construction process.
- Learn about the impacts on a design (owner requirements, code, site, material selection).
- Realize the critical role coordination plays in the design and construction process.
- Explore the technology used to design projects.



KEY CONCEPTS

- Phases of design and project delivery
- Technology: BIM and AutoCAD
- Sustainable design
- Career pathways

RECOMMENDED ACTIVITIES & RESOURCES

- BIM
- Design simulation
- Egg drop building game
- Design process organizational chart
- Visit an A/E office



DAY 2:

CONSTRUCTION MANAGEMENT

OBJECTIVES FOR THE DAY:

- Gain an understanding of the role of project team members.
- Realize the importance of cost and schedule management.
- Learn to communicate with and manage different personality types.
- Explore the technology used to help manage projects.



KEY CONCEPTS

- The roles of the project team (field & office)
- The types of construction projects (healthcare, industrial, etc.)
- Cost management
- Building a schedule
- Managing a project
- Career pathways

RECOMMENDED ACTIVITIES & RESOURCES

- Estimating activity
- Bid day simulation
- Create a schedule
- Day in the Life of a Project Manager video
- Ethics
- Attend a project meeting
- Conflict resolution/negotiation



DAY 3:

SKILLED TRADES

OBJECTIVES FOR THE DAY:

- Generate interest in the many skilled trades employed in construction.
- Explain the apprenticeship process and the benefits.
- Diminish the negative stereotype of skilled trades.
- Demonstrate the high-tech and complex tools, equipment and machinery used.



KEY CONCEPTS

- Overview of the different skilled trades
- Apprenticeship process
- Yard operations (tool & equipment management)
- Career pathways

RECOMMENDED ACTIVITIES & RESOURCES

- Hands-on trades experience
- Tour apprenticeship training center
- Meet with apprenticeship representative
- DWD apprenticeship guide
- Tradesperson introduction & overview
- Day in the Life of a Millwright video



DAY 4:

INTERNAL OPERATIONS

OBJECTIVES FOR THE DAY:

- Learn the importance of creating strong relationships (clients, contractors, bankers, etc).
- Gain an understanding of marketing and business development strategies
- Understand the importance and benefits of being a safe contractor.
- Identify the levels of accounting.
- Discuss the company philosophy on recruiting and retaining employees.



KEY CONCEPTS

- Manage the resources of the organization
- Build the message and share the reputation
- Selling the company and landing projects
- Follow the dollar: the importance of accounting
- Hiring, developing and retaining employees
- Keeping everyone safe
- Career pathways

RECOMMENDED ACTIVITIES & RESOURCES

- Safety exercise
- Money flow activity
- Money management
- Human resource message: who we look for and how we hire
- Office tour
- Equipment yard/shop tour



DAY 5:

JOB SITE VISITS

OBJECTIVES FOR THE DAY:

- Tour active construction jobsite.
- Participate in jobsite safety orientation.
- Spend time with field leadership and individual trades
- Review jobsite schedule and labor management.



KEY CONCEPTS

- Role of field supervision
- Expose students to multiple trades
- Site specific safety
- Efficiency and minimizing waste
- Project site logistics
- Quality control
- Sustainable construction practices
- Career pathways

RECOMMENDED ACTIVITIES & RESOURCES

- Jobsite trailer
- Day in the Life of a Superintendent video
- One-on-one time with trades
- Hands-on opportunity, if possible



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