

Worthy of the Title FOREMAN

With over 500 years of collective experience contributing to the development of the program, the Foreman Development Series was specifically designed to:

- Apply the industry's best practices
- Foster accountability and pride among workers
- Improve contractor competitiveness
- Help workers reach their maximum efficiency
- Recapture market share
- Bolster confidence in the workforce
- Mitigate the risk faced by contractors and owners
- Increase the profitability of the contractor



NECA  **IBEW**
ELECTRICAL TRAINING CENTER
PORTLAND • OREGON

Foreman Development Series

The Foreman Development Series consists of fourteen two-hour modules where Foreman and Journeyman participate in an atmosphere of learning and discussion focused on industry best practices.

The Role of the Foreman: This module introduces participants to a general overview of the duties and responsibilities of the Foreman. In addition, it identifies important personal qualities and characteristics of a successful foreman.

Project Start-up: This module familiarizes the participants with the documentation, terms, and procedures that are necessary to successfully begin a new project.

Material Management: This module examines the various issues associated with ordering and handling job site materials and studies a series of best practices that will result in better material management on the project.

Labor Relations: This module focuses on the relationship between labor and management, hiring practices, managing employee attitudes, setting expectations, and handling performance issues under the collective bargaining agreement.

Understand the Estimate and Construction Costs: This module gives a broad overview of the estimating process and how contractors create a bid. It explains contractor cash-flow and the importance the field plays in this role. NECA labor units will be explained and the students will perform a simple take-off and estimate.

Man-loading and Scheduling: Participants will gain an understanding of common terms used in scheduling. Students will learn how to compare a General Contractors schedule with an electrical budget to learn how they relate to each other. They will use the schedule and the budget to determine how many workers are needed and when they are needed. They will use this data to create a two-week planner.

Managing Production: This module examines the concepts of individual versus system productivity. Participants will examine industry best practices for managing production, working more efficiently, and ways to motivate and set goals for a diverse workforce.

Safety: There is no issue more important than safety on the job! This module discusses the Foreman's role in creating a safety culture on the job. Injury-Free Environments are discussed as well as tools and techniques to help the Foreman create this culture on every jobsite.

Communication: Communication is one of the most important skills a Foreman needs. Participants will learn how to apply techniques to improve their daily communication, as well as how to navigate through difficult conversations.

Documentation: Staying on top of the paperwork required at each job can be a daunting task. Participants will cover the various forms of documentation that a Foreman will encounter and gain an understanding of how to create quality documentation.

Change Management: Change happens on every job! This module will discuss how and why changes occur, the documentation involved, and how they are priced and tracked. This module also discusses the hidden costs that are in change orders and the effect of these hidden costs have on overall profit.

Project Closeout: This module will look at the necessary documentation needed to bring a project to a successful conclusion. We will also discuss the importance of customer service and discuss several strategies to help create a "customer for life". We also cover techniques on how to be the preferred contractor for future projects.

Highly Effective Foreman 1: This module (based on Stephen Covey's famous book *The 7 Habits of Highly Effective People*) is an advanced module that discusses the habits that all effective managers share. Breaking bad habits, personal time management, and advanced communication techniques are among the many topics covered in this module.

Highly Effective Foreman 2: This module (based on Stephen M.R. Covey's work *The Speed of Trust*) discusses how building an environment of trust is critical to building teams on the jobsite as well as in the company. This module also discusses how establishing trust will help you to develop long-term relationships with your customers.

For more information go to:
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