

## Lesson Plan: Foremanship Development 102 (Time Agenda: 5 Days – 20 Hours)

Course Name	Module Name	Class Description	Class Hours	Total Course Hours
<p><b>Foremanship Development 102</b></p> <p>Course is designed to prepare workers in the role of the foreman's overall responsibilities. Specifically focusing on safety, communication, being a highly effective foreman, and labor relations.</p> <p>There are no Prerequisite for this course.</p>	Safety	There is no issue more important than safety on the job. This module introduces the concept of an injury-free environment and demonstrates effective practices to bring this concept to reality.	4	20
	Communication	We'll discuss why communication is important to the foreman and explore the common barriers to good communication and how to resolve them. Participants will learn how to apply techniques to improve their daily communication, as well as how to navigate through difficult conversations.	4	
	Highly Effective Foreman Part I	This module takes Foremen from highly qualified to 'highly effective' by improving their use of people skills with working relationships, communications skills, setting expectations and team building which results in better direction and motivation for their crew	4	
	Highly Effective Foreman Part II	This module builds from Part I to help Foremen become more consistent in performing their jobs so that they achieve higher than average RESUKLTS on their projects. Topics include setting team goals, planning, time management, worker accountability, worker performance and conflict resolution	4	
	Labor Relations	This module focuses on the relationship between labor and management, hiring practices, managing employee attitudes, setting expectations and handling performance issues under collective bargaining agreements.	4	