

Introduction to the Role of Foreman (Online)

Layout:	Topic:	Time:
Transition to Management	Course Overview <ul style="list-style-type: none"> • What to expect as foreman-intro to the role: <ul style="list-style-type: none"> ○ Transition to Management ○ Leading Other People ○ Managing Projects • Introduction to characters • Audience • Outline 	5 min
	Transition to Management_ Understanding the Role Activity <ul style="list-style-type: none"> • Roles, Tasks, Responsibilities • Representing the company • Your role in the larger organization • 3 scenarios on balancing roles 	20 min
	Transition to Management_ Human Resources Activity <ul style="list-style-type: none"> • Employment Laws (I-9, Taxes, EEOC) • HR administrative and supervisory tasks • Employee Handbook • New Hire Checklist • 3 scenarios on Prohibited Discrimination Practices, Hiring Challenges 	20 min
Questions 1-10	10 multiple choice questions: Transition to Management:	20 min
Effectively Lead	Effectively Lead_ Leadership Skills Activity <ul style="list-style-type: none"> • Traits • 5 Scenarios making judgments on traits • Development Levels • Leadership Styles • Styles scenario (Identify style used, apply correct style, see outcome) 	25 min
Questions 11-20	10 Multiple Choice Questions: Leadership Skills	20 min
	Effectively Lead_ Improve Performance Activity <ul style="list-style-type: none"> • Factors of good performance (safety, quality, time, cost) • Improvement process (communicate expectations, measure, identify root problems, apply solutions) • Scenario for each step • Knowledge, Skills, Motivation, Environment • Coaching process for skills development • Employee work plan form 	15 min
Questions 21-25	5 Multiple Choice Questions: Improve Performance	10 min
	Effectively Lead_Resolve Conflicts Activity <ul style="list-style-type: none"> • Scenario of conflict between two journeymen • Why people behave the way they do in conflict 	20 min

	<ul style="list-style-type: none"> • Modes of conflict response • 8 action steps to resolving conflicts 	
Questions 26-35	10 Multiple Choice Questions: Conflict Resolution	20 min
	Effectively Lead_Ensure Safety Activity <ul style="list-style-type: none"> • Scenario of safety program • Steps a foreman can take to develop safe workplace • Agencies that define safety, regulations • Conducting observations • Different ways to conduct safety meetings • Job aid on tips to conducting good meetings • Safety scenarios 	10 min
Questions 36-40	5 Multiple Choice Questions: Ensure Safety	10 min
Manage a Project	Manage a Project_ Planning Activity <ul style="list-style-type: none"> • Concepts in scheduling-the schedule as a tool • Planning and implementation • Types of schedules • Types of tasks that the foreman must schedule • 5 phases of project management • Develop the work plan • Determine labor needs • Determine tools and materials needs • Responsibility, accountability, authority • Steps to assigning tasks effectively 	15 min
Questions 41-45	5 Multiple Choice Questions: Plan and Schedule a Project	10 min
	Manage a Project_Monitoring and Changing Activity <ul style="list-style-type: none"> • Productivity-what it is and how to measure it • Monitor and evaluate crew and task outcomes • How to adjust the schedule-Change Orders • Project Completion 	15 min
Questions 46-50	5 Multiple Choice Questions: Implementing a Project	10 min
	Approximate Total Time:	245 min
	Time Requirement:	240 min