

BUSINESS MANAGEMENT PROGRAMS – CHAPTER LEVEL 2016 SUPERVISORY TRAINING PROGRAMS

***A Foreman's Field Guide to Developing Your Workforce* – Nic Bittle**

When we can develop a group of individuals to perform like a team great things can happen. In *A Foreman's Field Guide to Developing Your Workforce*, Nic will walk your foremen and supervisors through how to develop their team for long-term success. As natural mentors on the jobsite it is up to the foremen and supervisors to develop their crew to be the next leaders of the industry. In this half day program your supervisor/foreman will learn the following: the 4 Core Competencies lacking in most of the workforce entering the industry today, how to develop those competencies within your team while on the job, how to develop each team member so that everyone communicates on a higher level, and tips, tricks, tactics, and techniques a foreman and/or supervisor must master to effectively lead in today's market.

***Change Orders – What You Need to Know* – Roger Hoover**

The change order is an area of concern for many members. This course addresses the challenges and concerns of the industry with regard to payment of change orders. The program includes the following topics: common triggers, categories of change orders, understanding the contract, assessing risks, cost documentation, standardizing the approach and presenting the proposal.

***Effective Construction Communication* – Roger Hoover**

Approximately 95% of on-the-job problems are attributed to communication breakdowns. This course addresses the challenges presented to today's job leader by analyzing the different areas of communication through group discussions and individual exercises aimed at sharpening the skills of participants.

***Field Based Project Management – Closing the Gap Between the Office and Field* – Kevin Dougherty**

This SMACNA program is designed for field personnel to understand the importance of the project management process and provide them with the tools to improve profitability for each job. Topics covered in the program include: the basics of project management, kick-off meetings, the pre-planning meeting, job site organization, job meetings, scheduling, and project review.

***Foreman/General Foreman Training* – Roger Hoover**

This course is designed for both new job leaders and seasoned veterans. Attendees will learn how to lead others through the work day. Course includes many of the day-to-day activities that prove to be money winners and money losers for the contractor.

***How To Be A More Effective Foreman* – Kevin Dougherty**

Interested in improving your communication skills and being more productive? This program covers communication skills, conflict resolution techniques, productivity enhancement, motivational tactics, and time management skills for foremen. This program is designed for new foreman as well as experienced supervisors. Participants will come away with tools to enhance job performance.

Project Planning AND Leadership - Michael McLin

- **Project Leadership: How Leadership Differs From Management:** Project managers are also project leaders. Participants will explore both management and leadership behaviors and learn why they are different. Participants will discuss what effective leadership looks like and how to lead more effectively.
- **Project Planning from Preconstruction to Closeout:** Planning does not end when the project starts – participants will discuss how to lead planning from the beginning of the project all the way until the customer accepts the finished project.

Productivity AND Time Management Action Planning – Michael McLin

- **Driving Project Success: Keys to Improving Productivity:** How can the project manager improve productivity? This session will explain how by reviewing the keys to minimizing waste and inefficiencies as getting the best effort from the field forces. Participants will receive practical tools that can be implemented by the managers to lower the cost of production.
- **Time Management: Achieving Maximum Productivity:** Personal productivity is about self-management and improving habits to maximize your use of time. Participants will review several tips to improve skills and conduct a self-analysis for use of time to apply the lessons learned. Participants will also discuss the important of prioritizing and apply lessons that can improve work life balance.

Safety and Health Overview – Michael McCullion

This program includes three sections: 1) Safe Material Handling; 2) Physical Safety Hazards; and 3) Occupational Health. The sections can be combined and the program can be customized for half to full day programs. Each section contains elements of the important of safety cultures, risk management and the “business side” of safety, as well as a review of the OSHA inspection process and applicable standards and regulations.

- In *Safe Material Handling*, participants learn about material handling safety issues in the workplace. The course is based on SMOHIT training products and includes a discussion on ergonomics and safe lifting, and “Lean Safety” concepts.
- *Physical Safety Hazards* presents information on the most common physical hazards in the workplace. Issues discussed include a review of the most frequent injuries in the sheet metal industry and related issues such as personal protective equipment, falls from heights and confined space entry.
- *Occupational Health* focuses on health issues and the “hidden illnesses” in the workplace. Topics include hearing conservation, hazard communication programs and chemical exposures including welding fumes, lead and asbestos, as well as an overview of applicable OSHA standards such as hexavalent chromium.

Sheet Metal Foreman: Planning, Goal Setting and Performance Improvement – Kevin Dougherty

A fast paced program developed to help foreman improve their performance by providing the tools needed to properly plan successful jobs from start to finish. This program will help foremen to develop and implement a clear plan to improve job performance and minimize some of the job disruptions.