

# Foreman

## Untitled Document

This course consists of two parts

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Part 1: Modules 1 to 6 (3 Fridays);

Part 2: Modules 7 to 14 (2 Fridays).

## FOREMAN COURSE PART 1 – Modules 1 to 6 course outline

- Describe the roles and responsibilities of a foreman.
- Distinguish the role of a project manager from a project foreman.
- Describe the importance of estimating projects using a detailed and accurate approach.
- Describe the methodologies that are used to estimate projects.
- Explain the cost components that comprise an accurate estimate.
- Explain the purpose of an MCA labour unit and the components that comprise a labour unit.
- Describe the role of a foreman in the pre-construction planning process.
- Describe the activities they will engage in during PCP.
- Better appreciate the importance of accurate project scheduling.
- Interpret the information of a project schedule plotted in a detailed Gantt chart.
- Interpret the values in a manpower loading chart.
- Demonstrate an ability to develop and maintain a short-interval schedule.
- Demonstrate ability to schedule manpower, materials, tools, and equipment in a project.
- Describe the types of detrimental effects that change orders can have on projects.
- Better understand the important role he plays in managing change orders.
- Explain the considerations that must be made when estimating change orders.
- Describe the importance of accurate jobsite record keeping.
- Demonstrate the ability to accurately record jobsite activities in a journal.
- Describe the types of information that should be accurately recorded on a jobsite.

## FOREMAN COURSE PART 2 – Modules 7 to 14 course outline

- Describe the reasons and importance of accurate jobsite record keeping.
- Demonstrate an ability to report percentage completion on tasks at various degrees of completion.
- Interpret a productivity report.
- Describe areas where jobsite productivity can be improved.
- Devise strategies to improve jobsite productivity.
- Describe rates of production and benchmarks.
- Explain the importance of effective material management.
- Describe the areas that comprise the project closeout process and the role that a foreman plays in that process.
- Describe duties the foreman can perform to improve the closeout process.
- Fully appreciate that testing and commissioning is a process that needs to be initiated early on.
- Describe the importance that proper quality management can play during a project lifecycle.
- Describe methods to improving quality.
- Understand that equipment received complies with the approved shop drawings.
- Follow a check list for equipment acceptance, storage and protection.
- Describe methods of managing conflict and dealing with difficult people.
- Explain what really motivates employees and others.
- Describe strategies to incentivize workers and show appreciation for their efforts.
- Describe the multitude of channels available for communicating with project stakeholders during projects.
- Clearly communicate with his people and describe the tasks that need to be completed.
- Better appreciate the risk of communicating the wrong info or to the wrong individual
- Clearly understand the "Do not do";.
- Demonstrate an ability to use the proper communications channel for the situation.
- Demonstrate improved listening skills.  
Describe areas where poor time management often manifests itself.
- Identify areas in their professional lives where improved time management would be beneficial.
- Describe methods for improving time management.
- Describe the obligations, responsibilities, and due diligence process of managers regarding jobsite safety.

