

## Addressing the Challenges Facing the Electrical Industry

*The Foreman is the key link* between the business owner, customer and electricians, and properly trained Foremen are vital to the success of business operations.

Business Owners need a Foreman on the job site who:

- Is highly effective in managing all aspects of a construction project.
- Creates and maintains an Injury Free Environment.
- Establishes clear communications with everyone involved with the project.
- Establishes and maintains an on time and efficient material delivery system.
- Handles labor issues promptly.
- Meets construction budgets on or ahead of schedule.
- Insists on the highest levels of productivity.
- Keeps up with all Project documentation.
- Adapts to ever changing construction schedules.
- Ensures 100% completion of projects without leaving any unfinished tasks.

To find training close to your area check the participating locals tab on our website at [www.ForemansDevelopmentSeries.com](http://www.ForemansDevelopmentSeries.com)

To enroll in training, contact your local union and/or JATC. Information can be found at the above website.

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**A working solution to deliver the best  
electrical value in the construction  
and maintenance marketplace**

## Worthy of the Title “Foreman”



With hundreds of year of collective experience contributing to the development of the program, the Foreman’s Development Series is specifically designed to:

- Apply the industry’s “Best Practices”
- Foster accountability and pride within the workforce at each job site
- Improve contractor competitiveness
- Bolster confidence in the workforce
- Mitigate the risk to owners and contractors
- Increase the business owner’s bottom line

*“We have more confidence in our field and the ability to get the job done. It’s not a perfect world on the job site, and if you can smooth out some of the hurdles, which this class is doing, it makes it a lot better for everybody.”*

– Guy Katz, Director of Manpower and Safety, Alterman Electric

## Foreman’s Development Series

The Foreman’s Development Series consists of 16, three-hour modules where foremen and journeymen participate in an action learning atmosphere of teaching and discussion focused on industry “best practices.”

Classrooms, along with on-the-job training, are ideal places for craftsmen and women to acquire knowledge by discussing real-life examples with the free exchange of ideas. The program provides an overview of the duties and responsibilities of the foreman on a typical job and how the implementation of industry “best practices” can improve competitiveness in the construction marketplace. The series does not present a particular or individual point of view; it was crafted with input from a variety of industry experts. This program is designed to supplement employers’ existing training programs and can be easily modified for individual employers.

Instructors go through extensive hands on training to ensure their ability to provide foremen with the confidence needed to lead successful projects. This program helps Foremen to understand what they need to know in order to run a project and more importantly **How to Use that Knowledge** to lead their workforce to ensure the ‘best value’ for the customer.

**The Role of the Foreman (Required):** 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 jobsite 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 collective bargaining agreements.

**Understanding the Estimate:** This module gives a broad overview of how electrical contractors pursue work through the bid process, how they arrive at their cost estimate, and how the successful estimate is then turned into the job budget of labor and material that the Foreman is responsible for managing.

**Man-Loading and Scheduling:** Participants will gain an understanding of common terms used in Scheduling, and compare a General Contractor’s schedule with an Electrical Budget to learn how they relate to each other. They will use the schedule and budget to man-load a project, and then use that data to develop a Weekly Planner.

**Managing Production:** This class examines the concepts of individual versus system productivity. Participants will examine best industry practices for managing production, working more efficiently, and ways to motivate and set goals for a diverse work-force including CW’s/CE’s.

**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.

**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.

**Documentation:** Staying on top of the paperwork at each job site is a daunting and important task. Participants will cover the various forms of documentation that a Foreman will encounter on a job site and gain an understanding of how to create good documentation.

**Change Management:** Change happens on every job! This class will discuss how and why construction changes occur, the documents involved, how they are handled, priced and tracked as well as how changes impact the project.

**Project Closeout:** We’ll look at the documentation such as punch lists, as-built drawings and commissioning that are important to the final stages of project completion. We will also discuss the importance of customer service to ensure that we become the preferred choice for future projects.

**Understanding the Estimate Part II:** Foremen learn how to use the Estimate to determine crew install rates, how to utilize Labor tracking as well as understanding monthly Job cost reports.

**Specifications:** Utilizing an actual Specification book this module provides Foremen with a working knowledge of typical Specification requirements utilized in today’s construction industry.

**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.

**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.