Foreman Training

Time: 40 hours

Maximum Class Size: 12

Prerequisites: None

Course Description: This 40-hour LIUNA-developed course was created to introduce to the skills needed for those who want to become a foreman or general foreman. It builds upon the many skills already possessed by experienced workers. Among the many topics presented are the responsibilities of the foreman, safety assurance, documentation and recordkeeping, project planning and management, employee supervision and communication. Refer to section Goals/Objectives/Learning Outcomes below for detailed information.

Goals/Objectives/Student Learning Outcomes:
1. Explain a foreman’s and general foreman’s position in the chain of command.
2. List at least three job responsibilities of a foreman.
3. List at least three job responsibilities of a general foreman.
4. Describe probable preferred qualifications to become a foreman.
5. Describe probable preferred qualifications to become a general foreman.
6. List at least four areas of increased responsibilities that a foreman or general foreman has in comparison to the duties of a laborer.
7. Describe the type of safety training a worker should have before they start a job.
8. Describe the importance of making workers accountable for safety on the jobsite.
9. Describe the importance of auditing the jobsite for safety issues.
10. List two types of methods that a foreman may use to identify safety issues on a jobsite.
11. Explain the importance of correct installation of traffic control devices and implementation of a traffic control plan for a worksite.
12. State the primary duties of foreman in the event of an emergency.
13. Explain how weather can be a safety issue on a jobsite.
14. List and describe three primary responsibilities of a foreman regarding workers and hazardous chemicals on a jobsite.
15. Name three steps a Foreman can take to make certain that workers know and understand the hazards of the chemicals they are using.
16. List a least six characteristics of an effective toolbox talks.
17. Explain the importance of creating and maintaining documentation of all safety-related issues.
18. List three types of environmental sampling that a job might require.
19. Explain the importance of keeping current with all documentation.
20. Identify and describe four type of documentation relating to job progress.
21. Identify at least five items that may be documented in the foreman’s daily log.
22. Identify and describe two types of documentation relating to material and equipment.
23. Identify at least four items typically recorded in a Daily Equipment Report.
24. Explain the use of cost codes to track time and costs on jobs.
25. Identify and describe the most common method of documenting personnel hours.
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26. Identify and describe three types of documentation related to worksite issues.
27. Identify and describe three types of documentation relating to working with subcontractors.
28. Explain the purpose of a change order, and state who is responsible for completing the order.
29. Identify and describe at least three reasons a change order may be needed.
30. Describe the importance of using a schedule for construction projects.
31. Describe the differences in how a Gantt chart schedule and a critical path method schedule are used.
32. Define the following terms as they are used in critical path schedules:
   - Positive float
   - Negative float
   - Critical path
33. Explain what material’s schedules are and their purpose.
34. Describe how using equipment schedules can help reduce project costs.
35. List two ways that a general foreman and foreman can help control labor costs on a project.
36. Describe what a look-ahead schedule is and explain its purpose.
37. Identify three things that a daily work schedule should contain.
38. List at least five conditions or actions that can affect a project schedule.
39. List at least five ways that a general foreman or foreman can reduce time and labor costs when a project falls behind schedule.
40. Identify what a foreman or general foreman must be familiar with to discuss the quality of work on a project with an inspector.
41. Describe what a foreman or general foreman should do during and after an inspection.
42. Describe how inspectors can benefit a foreman’s work.
43. Describe the role of the general foreman and foreman in ensuring compliance on a jobsite.
44. Identify at least five types of meetings that foremen or general foremen may need to attend.
45. Describe the purpose of daily briefings and regular production meetings.
46. List at least three principles for a well-organized storage area.
47. Explain why bulk materials are often scheduled for delivery as they are needed.
48. Describe the purpose of jobsite orientations and who receives them.
49. Describe how an orientation checklist is used.
50. List at least five examples of violations that may result in disciplinary action.
51. List at least three ways to develop and maintain good teamwork.
52. List at least three ways a foreman can demonstrate effective leadership to his or her team.
53. List at least two fairness issues that a foreman needs to be careful with to earn the trust and respect of the crew.
54. Describe the importance of monitoring work quality throughout a project.
55. Explain the importance of giving constructive feedback to workers.
56. List at least three aspects of giving effective feedback to workers.
57. Explain the difference between coaching and disciplining, and list at least two management principles that apply to both.
58. List at least two options that a foreman may use for dealing with performance problems.
59. Explain the difference between mentoring and coaching.
60. List at least three factors that may affect motivation from a worker’s point of view.
61. List at least three types of rewards that a foreman may use to motivate workers effectively.
62. List at least four common causes of conflict in the workplace.
63. List at least four ways that a foreman may manage conflict in the workplace.
64. List at least two aspects of listening.
65. Name at least three barriers to effective listening and how to avoid them.
66. List at least four techniques to be an effective listener in the workplace.
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67. List at least three problems that can cause miscommunication on a jobsite.
68. Identify at least four techniques a superintendent can use to make sure his or her instructions are clear.
69. Describe at least four techniques a foreman or general foreman may use to manage conversations effectively in the workplace.
70. Name three steps a foreman can use to be assertive in a conversation while maintaining his or her composure.
71. Explain the importance of using open-ended questions and letting others speak to gather information in the workplace.
72. Explain the importance of restating and summarizing conversations in the workplace.
73. Describe two forms of written communication that a foreman or general foreman may use in the workplace.
74. List two aspects of writing an effective work email.
75. Explain the importance of keeping all email correspondence professional in the workplace.
76. Explain the difference between informational reports and analytical reports.

Classroom Rules and Procedures
- All classes begin at 6:30 am and end at 3:00 pm
- Upon entering classroom, all participants must sign in and be seated by 6:30 am
- Class will consist of a combination of lecture, video, demonstration, coached group exercises, individual exercises, and assessment.
- Students are required to report to class ready to work and maintain the provided PPE

Textbooks/Readings/Materials
- *Foreman Training IG-LIUNA Training*
- *Foreman Training PG-LIUNA Training*
- *Foreman Training Handouts-LIUNA Training*
- *LIUNA Foreman Training Student Handout Packet*
- *LIUNA Foreman Training Instructional Tools Student Handout Packet*
- *LIUNA Foreman Training Exam A & B, Answer Sheet and Keys*

Personal Protective Equipment
- 12 pairs of leather gloves
- 1 box of safety glasses
- 1 box of ear plugs
- 12 hard hats
- 1 box latex gloves

Course Requirements
To receive credit for the course, participants must:
- Be present for full forty hours
- Participate in all classroom exercises
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- Pass a written exam

**Course Policies**

- Participants must be on-time and ready to work.
- Participants must return from breaks on-time.
- Participants must participate in each exercise and assignment.

**Assessment and Grading**

Participants will be assessed on the following:

- All written exams must be passed with a score of 80% or above.
- All hands-on exercises are graded on performance and participation. They are pass/fail and must be passed with a score of 80% or above.

**Safety**

Failure to maintain and use PPE may result in dismissal from the course.