

**FOREMAN TRAINING FOR IRONWORKERS – COURSE SCHEDULE (3 days – 24 hours)**

<b>DAY 1</b>	<b>DAY 2</b>	<b>DAY 3</b>
<p><b>8:00 – Course Overview:</b></p> <ul style="list-style-type: none"> <li>Welcome and introductions</li> <li>Course goals and objectives</li> <li>Review of the course schedule</li> <li>Review of the course materials</li> <li>Participant expectations</li> </ul> <p><b>8:30 – Activity:</b> The Welded Box Exercise</p> <p><b>9:00 – The Ironworker Foreman</b></p> <ul style="list-style-type: none"> <li>The construction site</li> <li>Responsibilities of the Ironworker foreman</li> <li>Qualifications to become a foreman</li> <li>Characteristics of an effective foreman</li> </ul> <p><b>10:00 – Break</b></p> <p><b>10:15 – The Ironworker Foreman</b> (continues)</p> <p><b>10:45 – Creating an Effective Work Team</b></p> <ul style="list-style-type: none"> <li>Leadership</li> <li>Coaching to improve job performance and build skills</li> </ul>	<p><b>8:00 – Problem-solving Skills</b></p> <ul style="list-style-type: none"> <li>The six steps in problem solving</li> <li>Recognize there is a problem</li> <li>Identify the problem and find the root cause</li> <li>Generate alternative solutions</li> <li>Choose a solution</li> <li>Implement the chosen solution</li> <li>Evaluate the solution</li> </ul> <p><b>10:15 – Break</b></p> <p><b>10:30 – Documentation and Record Keeping</b></p> <ul style="list-style-type: none"> <li>Documentation</li> </ul>	<p><b>8:00 – Planning and Scheduling</b></p> <ul style="list-style-type: none"> <li>The planning and scheduling process</li> <li>Planning</li> <li>Scheduling</li> <li>Communicating plans and schedules</li> </ul> <p><b>10:00 – Break</b></p> <p><b>10:15 – Safety Management</b></p> <ul style="list-style-type: none"> <li>Planning for safety</li> <li>Safety training and instruction</li> <li>Substance abuse</li> <li>Safety inspections</li> <li>First aid</li> <li>Incident investigations</li> </ul>
<b>Lunch (12:00 – 1:00)</b>	<b>Lunch (12:00 – 1:00)</b>	<b>Lunch (12:00 – 1:00)</b>
<p><b>1:00 – Creating an Effective Work Team</b></p> <ul style="list-style-type: none"> <li>Team building</li> </ul> <p><b>2:15 – Break</b></p> <p><b>2:30 – Communication Skills</b></p> <ul style="list-style-type: none"> <li>Foundations of communications</li> <li>Becoming a better communicator</li> <li>Communication barriers</li> <li>Tips for effective communications</li> <li>Applying communication skills</li> <li>Evaluating communications</li> </ul> <p><b>4:45 – Technical Tips</b> – Structural and Summary of the day’s activities</p>	<p><b>1:00 – Documentation and Record Keeping</b></p> <ul style="list-style-type: none"> <li>Record Keeping</li> </ul> <p><b>2:00 – Labor-Management Relations</b></p> <ul style="list-style-type: none"> <li>Foundation agreements</li> <li>Management relations</li> </ul> <p><b>2:30 – Break</b></p> <p><b>2:45 – Labor-Management Relations</b></p> <ul style="list-style-type: none"> <li>Labor or crew relations</li> </ul> <p><b>4:45 – Technical Tips</b> – Reinforcing Concrete and Architectural/Ornamental and Summary of the day’s activities</p>	<p><b>1:00 – Technical Tips</b> – Pre-engineered Metal Buildings and Post Tensioned Reinforcing Systems</p> <p><b>1:30 – Quality Management</b></p> <ul style="list-style-type: none"> <li>Q<sup>4</sup> quality management process</li> <li>Quality standards and specifications</li> <li>Qualified workers</li> <li>Quality inspections</li> <li>Quality feedback</li> </ul> <p><b>2:30 – Break</b></p> <p><b>2:45 – Course summary</b></p> <ul style="list-style-type: none"> <li>Questions and answers</li> <li>Course evaluation</li> <li>Presentation of certificates</li> </ul>