

COURSE SYLLABUS

FOREMAN TRAINING FOR IRONWORKERS

Course Description:

Foreman Training for Ironworkers is a 24-hour course designed to develop skilled Ironworker foremen. During this course the participants will learn the roles and responsibilities of the foreman. In addition, they will learn how to create an effective work team, communicate effectively, apply problem-solving skills, document and maintain records, maintain labor-management relations, plan and schedule work, implement a safety program, and ensure the quality of work.

Course Objective:

The objective of this course is to develop skilled Ironworker foremen.

Learning Objectives:

Upon successful completion of this course, the participant will be able to:

- Identify the roles and responsibilities of the Ironworker foreman.
- Create an effective work team.
- Demonstrate effective communication skills.
- Demonstrate effective problem-solving skills.
- Document work activities and maintain records.
- Maintain labor-management relations.
- Plan and schedule work.
- Implement a safety management program.
- Ensure quality work through a quality management process.
- Apply technical tips for Ironworker foremen.

Target Audience:

This course is designed for new, experienced or future Ironworker foremen. The participant should be a skilled journeyman or experienced apprentice Ironworker with basic reading, writing, and math skills, first aid training (including CPR) and strong safety skills acquired in the OSHA courses (i.e., 10-hour course [minimum] or 30-hour course [preferred]).

Length of Course:

This course is designed to be offered during a total of 24 hours of classroom instruction. Class sessions may be conducted during eight evenings in blocks of three hours or may be conducted during all day sessions (eight hours per day with an hour for lunch over a three-day period or during three consecutive Saturdays).

Instructor Information:

It is recommended that two instructors conduct this course, especially if this course is delivered during full-day training sessions. At least one of the instructors for this course must be an Ironworker with experience as a foreman and training as an instructor. This instructor should participate in this course before conducting this course for other Ironworkers. If a second instructor is helping to conduct this course, this second instructor may be an experienced trainer with a background in the areas of team building, communications, problem-solving, etc.

Course Materials for Participants:

- **Foreman Training for Ironworkers** reference manual
- Course syllabus and schedule
- Handouts for the various course exercises