

# ATPT-2360: FOREMAN TRAINING

---

## Cuyahoga Community College

### Viewing: ATPT-2360 : Foreman Training

**Board of Trustees:**

2001-04-26

**Academic Term:**

Spring 2019

**Subject Code**

ATPT - Appld Indus Tech - Painting

**Course Number:**

2360

**Title:**

Foreman Training

**Catalog Description:**

Instruction in foreman training including functions and responsibilities, communication skills, personnel duties, safety and substance abuse responsibilities, and legal requirements.

**Credit Hour(s):**

2

**Lecture Hour(s):**

2

## Requisites

**Prerequisite and Corequisite**

ATPT-1300 Introduction to Painting, Drywall Finishing and Glazing, and ATPT-1320 Safety Standards for Construction (OSHA-10); or departmental approval.

## Outcomes

**Course Outcome(s):**

N/A

**Objective(s):**

1. Explain the functions of a foreman.
2. Demonstrate effective communications skills in orientation, motivation, training, and dispute resolution.
3. Demonstrate leadership skills in planning and organization, decision making, and delegating work assignments.
4. Explain the conditions necessary for a safe workplace and identify and explain the appropriate responses to problem behavior on the job.
5. Interpret the legal requirements of a foreman's job.

---

**Methods of Evaluation:**

1. Quizzes
2. Exams
3. Classroom participation
4. Demonstration of assigned projects

**Course Content Outline:**

1. Introduction
  - a. Definition
  - b. Employer's safety and health responsibilities
  - c. Goals of the foreman

2. Functions of a foreman
  - a. Production
  - b. Safety
  - c. Worker relations
  - d. Tools, equipment, and materials
  - e. Record keeping
3. Foreman/worker relationships
  - a. Individual differences
  - b. New worker orientation
  - c. Motivation
    - i. teamwork
    - ii. good work atmosphere
4. Personnel
  - a. Record keeping
  - b. Training
  - c. Complaints, grievances, and disputes
  - d. Worker evaluations
  - e. Dismissing workers
5. Foreman skills
  - a. Communication
  - b. Planning and organizing
    - i. needs of the job
    - ii. prioritizing
  - c. Leadership
    - i. decision making
    - ii. hesitation
    - iii. assigning and delegating work
    - iv. problem solving
6. Safety
  - a. Causes of accidents
    - i. unsafe acts
    - ii. unsafe conditions
    - iii. accident prevention
  - b. Creating safe work conditions
  - c. Substance abuse in the workplace
    - i. identifying problem behavior
    - ii. dealing with problem behavior
    - iii. documenting problem behavior
7. Legal
  - a. Safety
  - b. Discrimination
  - c. Negligence
    - i. foreseeability
    - ii. proximate cause

## Resources

Brushwell, William, ed. *Painting and Decorating Encyclopedia*. 5th Edition. South Holland: Goodheart-Willcox Co. (Latest edition), 1982.

---

International Brotherhood of Painters and Allied Trades Joint Apprenticeship and Training Fund. *Foreman Training*. Washington, DC: Internat'l Brotherhood of Painters Allied Trades Joint Apprenticeship Training Fund, 1997.

---

Jann, Gayle. *A Day in the Life of a Construction Foreman*. Mahwah: Troll Association, 1988.

---

Painting and Decorating Contractors of America. *Painting and Decorating Craftsman's Manual and Textbook*. Fairfax: Painting and Decorating Contractors of America, 1995.

---

Key: 664