

ATPL-2560: FOREMAN CERTIFICATION

Cuyahoga Community College

Viewing: ATPL-2560 : Foreman Certification

Board of Trustees:

2012-06-28

Academic Term:

Spring 2019

Subject Code

ATPL - Applied Ind Tech - Plumbers

Course Number:

2560

Title:

Foreman Certification

Catalog Description:

Discussion on the responsibilities of foremanship including leadership roles to the employer and to the respective labor organization. Covers methods of handling job and labor disputes using effective communication techniques, efficient work practices and attention to safety and consequences resulting from failure to do so.

Credit Hour(s):

2

Lecture Hour(s):

2

Requisites

Prerequisite and Corequisite

Departmental approval: admission to Plumbers' apprenticeship program.

Outcomes

Course Outcome(s):

1. Review the characteristics of leadership roles required for effective partnerships between labor and management.

Course Outcome(s):

2. Apply the components of communication using effective writing, verbal and listening skills.

Course Outcome(s):

3. Apply leadership skills required for creating productive jobsites.

Course Outcome(s):

4. Employ safe working conditions on jobsites for the benefit of the worker and contractor.

Methods of Evaluation:

1. Homework
2. Quizzes
3. Tests
4. Participation

Course Content Outline:

1. Leadership
 - a. Roles
 - b. Characteristics
 - c. Partnerships
 - i. Labor
 - ii. Management
 - d. Foreman responsibilities
 - e. Team building
2. Communication skills
 - a. Writing
 - i. Concise wording
 - ii. RFI's
 - b. Verbal
 - i. Voice inflection
 - ii. Body language
 - iii. Replies
 - c. Listening
 - i. Hearing
 - ii. Passive listening
 - iii. Attention to detail
 - d. Job conflicts
 - i. Identifying problems
 - ii. Collaboration
 - iii. Cause and resolution
3. Leadership skills
 - a. Efficient work schedules
 - i. Work scope coordination
 - ii. Multiple trades
 - b. Productive working conditions
 - i. Communication
 1. Workers
 2. Related trades
 3. Management
 - ii. Collaboration
 - c. Daily records
 - i. Conditions
 - ii. Task completion
 - iii. Personnel
 - d. Material handling
 - e. Progress reports
4. Jobsite safety
 - a. Safety meetings
 - b. Inspections
 - c. Safety incidents
 - i. Cause
 - ii. Corrective measures
 - d. Cost
 - i. Individual
 1. Lost work time
 2. Medical
 - ii. Contractor
 - iii. Project schedule

Resources

United Association Journeymen Apprentices. *UA Foreman Training Manual*. 1st Edition. International Pipe Trades Joint Training Committee, Inc., 2008.

Resources Other

1. UA Standard for Excellence, International Pipe Trades Training Committee, Inc.
2. Power points and handouts - Plumbers Local 55 JATC

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Key: 635