

Foreman's Development Series

(continued from Page 1)

part of our joint efforts to create a working solution to the challenges presented by this changed marketplace.

The 7th District believes we can improve our market share by helping our current and future Foremen gain practical knowledge of the duties and responsibilities of a foreman, and learn how to manage production and employ best practices to significantly improve our competitiveness.

The primary goals of this Program are to improve the competitiveness of signatory contractors, and increase their confidence to expand their businesses and move into new areas of the electrical construction and maintenance marketplace.

The Program will also improve our standing with general contractors and customers and give signatory contractors the opportunity to demonstrate that they provide the best value in the marketplace.

Jonathan Gardner
International Vice President
IBEW Seventh District



"An investment in knowledge pays the best interest."

— Benjamin Franklin

Interested in this Program?

Contact the Seventh District International Office for more details.



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Foreman's Development Series

Welcome to the IBEW 7th District. Over the past few years the 7th District has been implementing new ideas and strategies to address new challenges and build our Union. The theme for a recent Progress Meeting was "Moving Forward with Innovation, Organization and Teamwork."

In keeping with this theme, the Foreman's Development Series, like the 7th District Code of Excellence Program, is an important strategic initiative (in partnership with signatory contractors) to improve our competitiveness in the electrical construction and maintenance marketplace.

Unlike some parts of the country, the geographic area encompassed by the 7th District has experienced significant growth in population. Growth is generally a good thing, but the growth we experienced greatly exceeded the capacity of signatory contractors to perform most of the new work. The result has been a large increase in non-union competition, a loss of market share and a fundamental change in the way electrical construction work is performed and delivered.

The Foreman plays an important role in the success of any construction project, and the Foreman's Development Series is a critical

(continued on Page 5)

Program Overview

The IBEW 7th District is proud to announce its Foreman's Development Series — a program resulting from a joint effort by the 7th District Local Unions and signatory contractors to improve the quality and skills of the Foremen on Union projects. The twelve (12) two (2) hour training modules in this series are designed as basic training to assist the Journeyman or beginning Foreman in developing the skills necessary to succeed in the role of Foreman.

Although the program is designed to address the fundamentals, the experienced Foreman will also benefit from the industry "Best Practices" that have been incorporated into the program. The modules employ an action learning format and encourage a lively exchange of ideas between participants, and the experiences shared will benefit the entire class.

The Foreman's Development Series provides a broad overview of practical hands-on fundamentals based on industry "Best Practices" and do not represent any particular management style or point of view. The goal of this series is to provide additional tools for the Foreman that will compliment other training programs either from the contractor or other industry partners.

The first module, Role of the Foreman is the only prerequisite in this series. The rest of the classes cover individual topics that can be taken in any order depending on the interests or needs of the student.



The Modules

The Role of the Foreman Why would you want to be a Foreman? This class is an overview designed to get the participants thinking about why they might want to be a Foreman. The module also discusses the duties of the Foreman and what qualities and characteristics make up a good Foreman.

Project Start Up The Contractor hands you a set of prints and points to an empty material trailer. What do you do now? The goal here is to become familiar with the documents, terms, methods and procedures that are necessary to begin a new project successfully.

Material Management Have you ever been on a job where there were problems with materials? This module examines the various issues associated with ordering and handling jobsite materials, and studies a series of "best practices" that will result in better material management on the project.

Labor Relations One of your electricians is constantly late for work and late returning from breaks. How do you handle this? This class will explore the relationship between management and the work force as it relates to hiring, setting expectations, employee attitudes, performance issues, misconduct and the Local Collective Bargaining Agreement. It demonstrates how to use progressive discipline to improve performance and how to properly handle layoffs and terminations for cause.

Understanding the Estimate Ever wonder how the contractor came up with those numbers? This class gives a broad overview of how the electrical contractor gets work through the bid process, how they arrive at their cost estimate, and how the successful estimate is then turned into the job budget of labor and material that the Foreman is responsible for overseeing.

Man Loading & Scheduling You're behind or out of time and you didn't even know it! Participants will gain an understanding of common terms used in Scheduling, and compare a General Contractor's schedule with an Electrical Budget to learn how they relate to each other. They will use the schedule and budget to man-load a project, and then use that data to develop a Weekly Planner.

Managing Production Can we be more competitive in today's market? This class examines the concepts of individual versus system productivity. Participants will examine best industry practices for managing production, working more efficiently, and ways to motivate and set goals for a diverse workforce including CW's/CE's.

Safety This is not the same old, standard Safety class. The purpose of this module is to introduce the concept of an Injury Free Environment and show how it is achieved through values and choice. It offers ways to motivate safe behavior and discusses key safety practices.

Communication Foremen have to communicate all the time and miscommunication can be disastrous. We'll discuss why communication is important and explore the common barriers to good communication and how to resolve them. Participants will learn how to apply techniques to improve their daily communication, as well as how to navigate through difficult conversations.

Documentation In today's world everything has to be documented. This class will cover the various forms of documentation that a Foreman will encounter on a project. Participants gain an understanding of the importance of good documentation and how to do it properly.

Change Management Everyone hates changes but they happen on every job! This class will discuss how and why construction changes occur, the documents involved, how they are handled, priced and tracked as well as how changes impact the project.

Project Closeout The job is almost over. What's left to do? We'll look at the documentation that is important to the final stages of project completion, for example as-built drawings, commissioning and punch lists. We will also discuss the importance of customer service to ensure that future projects are awarded to signatory contractors.