

## **COURSE SYLLABUS**

### **FOREMAN TRAINING FOR IRONWORKERS**

#### **Course Description:**

This 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 Outcomes:**

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 all apprentices, as well as 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.

## **Course Materials:**

- **Foreman Training for Ironworkers** Reference Manual
- **Foreman Training for Ironworkers** Instructor Guide (for instructors only)
- **Foreman Training for Ironworkers** CD ROM (for instructors only)
- **Course Syllabus, Course Schedule and Course Outline** (in the Instructor Guide)
- **Handouts** for the various course exercises (in the Instructor Guide)