

Fundamental of Crew Leadership

Session 1 The Basics

Industry Today: the need for training, impact of technology. Gender and Cultural Issues: communication styles of men and women, language barriers, sexual harassment, cultural differences. Business Organization: division of responsibility, authority, responsibility and accountability, job descriptions, policies and procedures.

Session 2 Leadership Skills

Become a Leader: characteristics of a leader, functions of a leader, leadership styles, and ethics in leadership. Communication: verbal communication; nonverbal communication, written or visual communication, communication issues. Motivation: employee motivators, motivating employees. Team Building: successful teams, building successful teams.

Session 3 Leadership Skills - Safety

Getting the Job done: delegating, implementing policies and procedures. Problem Solving and Decision Making: decision making vs. problems solving, types of decisions, problem solving, special leadership problems. Safety Overview: accident statistics. Cost of Accidents: insured and uninsured costs. Safety Regulations: workplace inspections, penalties for violations.

Session 4 Safety

Employers Safety Responsibilities: safety program. Crew Leader Involvement in Safety: safety training sessions, inspections, first aid, fire protection and prevention, substance abuse, job-related accident investigations.

Session 5 Project Control

Project Control Overview: development phase, planning phase, construction phase. Project Delivery Systems: general contracting, design-build; construction management. Cost Estimating and Budgeting: estimating process. Laboratory: develop an estimate for the work activity.

Session 6 Project Control – part two

Planning: why plan, stages of planning. Laboratory: develop and present a look-ahead schedule. The Planning Process: establish a goal, identify the work to be done, tasks to be performed. Planning Resources: safety planning, material planning, site planning, equipment planning, tool planning, and labor planning.

Session 7 Project Control – part three

Scheduling: scheduling process, bar chart schedule, network schedule, short-term scheduling, updating a schedule. Cost Control: assessing cost performance, field reporting system, crew leader's role in cost control. Resource Control: material, equipment, tool labor control.

Session 8 Review; Testing