

LEVEL UP FOREMAN'S DEVELOPMENT SERIES

SAVE THE DATE

Monday, March 7, 2022, 4:00pm-7:00pm

Module 1: The Role of the Foreman

Wednesday, March 9, 2022, 4:00pm-7:00pm

Module 3: Material Management

Tuesday, March 8, 2022, 4:00pm-7:00pm

Module 2: Project Start-Up

Thursday, March 10, 2022, 4:00pm-7:00pm

Module 4: Labor Relations

20 SPOTS AVAILABLE!

Location: Sheraton Grand Sacramento

1230 J Street, Sacramento, CA 95814

- Foremen and journeymen participate in an interactive learning atmosphere of teaching and discussion focused on industry “best practices.”
- Replaces previously offered EPS and is designed to educate, excite, and expand one’s knowledge.
- Earn continuing education hours towards state certification.
- Strengthen skill sets and learn from highly trained subject matter experts.
- Dinner included each night.
- 4 new modules in March, June, September, and December.



Greater Sacramento Chapter
Sacramento • Reno • Redding Divisions

Registration includes all 16 Modules

For registration, call 916.449.1322
or email Laura at laura@necasac.org
or Kelly at kelly@necasac.org

2022 Schedule

<p>Monday, March 7, 2022, 4:00pm-7:00pm Module 1: The Role of the Foreman</p> <p>Tuesday, March 8, 2022, 4:00pm-7:00pm Module 2: Project Start-Up</p> <p>Wednesday, March 9, 2022, 4:00pm-7:00pm Module 3: Material Management</p> <p>Thursday, March 10, 2022, 4:00pm-7:00pm Module 4: Labor Relations</p>	<p>Monday, Sept. 19, 2022, 4:00pm-7:00pm Module 9: Safety</p> <p>Tuesday, Sept. 20, 2022, 4:00pm-7:00pm Module 10: Communication</p> <p>Wednesday, Sept. 21, 2022, 4:00pm-7:00pm Module 11: Documentation</p> <p>Thursday, Sept. 22, 2022, 4:00pm-7:00pm Module 12: Specifications</p>
<p>Monday, June 20, 2022, 4:00pm-7:00pm Module 5: Understanding the Estimate Part I</p> <p>Tuesday, June 21, 2022, 4:00pm-7:00pm Module 6: Understanding the Estimate Part II</p> <p>Wednesday, June 22, 2022, 4:00pm-7:00pm Module 7: Man-Loading & Scheduling</p> <p>Thursday, June 23, 2022, 4:00pm-7:00pm Module 8: Managing Production</p>	<p>Monday, Dec. 5, 2022, 4:00pm-7:00pm Module 13: Change Management</p> <p>Tuesday, Dec. 6, 2022, 4:00pm-7:00pm Module 14: Project Closeout</p> <p>Wednesday, Dec. 7, 2022, 4:00pm-7:00pm Module 15: Highly Effective Foreman Part I</p> <p>Thursday, Dec. 8, 2022, 4:00pm-7:00pm Module 16: Highly Effective Foreman Part II</p>

Module Descriptions

Monday, March 7, 2022, 4:00pm-7:00pm

Module 1: The Role of the Foreman

General overview of the duties and responsibilities of the foreman. Identifies important personal qualities and characteristics of a successful foreman.

Tuesday, March 8, 2022, 4:00pm-7:00pm

Module 2: Project Start-Up

Familiarizes the participants with the documentation, terms and procedures that are necessary to successfully begin a new project.

Wednesday, March 9, 2022, 4:00pm-7:00pm

Module 3: Material Management

Examines the various issues associated with ordering and handling jobsite materials and studies a series of "best practices".

Thursday, March 10, 2022, 4:00pm-7:00pm

Module 4: Labor Relations

Focuses on the relationship between labor and management, hiring practices, managing employee attitudes, setting expectations and handling performance issues under collective bargaining agreements.

Monday, June 20, 2022, 4:00pm-7:00pm

Module 5: Understanding the Estimate

Gives a broad overview of how electrical contractors pursue 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 managing.

Tuesday, June 21, 2022, 4:00pm-7:00pm

Module 6: Understanding the Estimate Part II

Learn how to use the Estimate to determine crew install rates, how to utilize Labor tracking as well as understanding monthly Job cost reports.

Wednesday, June 22, 2022, 4:00pm-7:00pm

Module 7: Man-Loading and Scheduling

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. Use the schedule and budget to man-load a project, and then use that data to develop a Weekly Planner.

Thursday, June 23, 2022, 4:00pm-7:00pm

Module 8: Managing Production

Examines the concepts of individual versus system productivity. 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.

Monday, September 19, 2022, 4:00pm-7:00pm

Module 9: Safety

Introduces the concept of an injury-free environment and demonstrates effective practices.

Tuesday, September 20, 2022, 4:00pm-7:00pm

Module 10: Communication

Discuss why communication is important to the foreman and explore the common barriers to good communication and how to resolve them. Learn how to apply techniques to improve daily communication, as well as how to navigate through difficult conversations.

Wednesday, September 21, 2022, 4:00pm-7:00pm

Module 11: Documentation

Cover the various forms of documentation that a Foreman will encounter on a job site and gain an understanding of how to create good documentation.

Thursday, September 22, 2022, 4:00pm-7:00pm

Module 12: Specifications

Utilizing an actual Specification book, provides Foremen with a working knowledge of typical Specification requirements utilized in today's construction industry.

Monday, December 5, 2022, 4:00pm-7:00pm

Module 13: Change Management

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.

Tuesday, December 6, 2022, 4:00pm-7:00pm

Module 14: Project Closeout

Look at the documentation such as punch lists, as-built drawings and commissioning that are important to the final stages of project completion. Discuss the importance of customer service to ensure that we become the preferred choice for future projects.

Wednesday, December 7, 2022, 4:00pm-7:00pm

Module 15: Highly Effective Foreman Part I

Takes Foremen from highly qualified to 'highly effective' by improving their use of people skills with working relationships, communications skills, setting expectations and team building which results in better direction and motivation for their crew.

Thursday, December 8, 2022, 4:00pm-7:00pm

Module 16: Highly Effective Foreman Part II

Builds from Part I to help Foremen become more consistent in performing their jobs so that they achieve higher than average RESULTS on their projects. Topics include setting team goals, planning, time management, worker accountability, worker performance and conflict resolution.



LEVEL UP FOREMAN'S DEVELOPMENT SERIES

REGISTRATION

Contractor

Contractor Email

Contractor Phone

Participant Name

Participant Email

Participant Phone



Greater Sacramento Chapter
Sacramento • Reno • Redding Divisions

**Registration includes all 4 nights:
Modules 1-4**

Email your completed form
to Laura at laura@necasac.org
or Kelly at kelly@necasac.org