

## Short Courses – Construction Supervision

### M-Modules Foreman

#### PURPOSE

The purpose of this short course is to develop basic supervisory skills required for basic man management, site foremanship, industrial relations, quality control and motivation.

#### Foreman M1 Basic Man Management

- Describe the functions of a business
- Describe the roles and function of a foreman
- Practice the planning work and work loads
- Practice the planning daily resources
- Describe the work organisation
- Describe the job control
- Problem solve and make decisions
- Identify motivators
- Identify grievance & disciplinary procedures
- Consider health and safety of workers
- Apply interpersonal skills
- Identify leadership characteristics
- Consider the training and performance of workers

#### Foreman M2 Site Foremanship

- Plan site requirements
- Locate stores areas
- Identify accommodation requirements
- Identify any transport requirements
- Consider systems and record keeping
- Plan plant and machinery requirements
- Consider plant and machinery maintenance
- Select suitable plant and machinery
- Interpret bar charts
- Plan daily workloads and resources
- Plan weekly workloads and resources
- Draw up a daily and weekly program

#### Foreman M3 Industrial Relations

- Describe the principles of construction discipline
- Demonstrate the process of construction discipline
- Define grievance and complaints
- Identify types and causes and grievance
- Describe the grievance procedure
- Discuss unfair dismissals
- Discuss responsibilities and employers and employees
- Discuss unfair labour practice

#### Foreman M4 Quality Control

- Discuss types of construction contracts
- Discuss conditions, Bills of quantities and specifications
- Discuss importance of related drawings
- Consider resource requirement and ordering
- Consider storage needs and available space
- Consider the cost of double / multiple handling of materials
- Control wastage of materials for better profits
- Identify resources utilisation control methods
- Identify quality control methods
- Identify labour control & utilisation methods

#### Foreman M5 Motivation

- Identify motivational theories and principles
- Implement motivational factors
- Design a motivational environment
- Setting objectives with agreement
- Delegate work and responsibilities
- Identify how management control functions
- Identify how to handle under achievers
- Identify how to handle human relation problems