

# Short Courses – Construction Supervision

## M-Modules Section Leader

### PURPOSE

The purpose of this short course is to develop basic leadership skills by applying business principles, basic man management, quality control / bar charts, site organisation and principles of industrial relations.

#### Section leader M1 Business Principles

- Introduction to site safety and OHS Act
- Duties of a Safety Representative
- Using a safety checklist and company Safety Plan
- Identify fire precautions
- Describe Organisation of a business
- Describe concepts of competition and pricing
- Describe company income, profit and loss
- Identify Employee Efficiency

#### Section leader M2 Basic Man Management

- Practice person to person relationships
- Describe team spirit / morale
- Describe planning, organising, delegating activities
- Describe motivation, discipline and grievances
- Practice communication, problem solving

#### Section leader M3 Quality Control / Bar Charts

- Describe quality control
- Describe quality tests
- Check quality of work in progress
- Describe benefits from quality control
- Work from bar charts

#### Section leader M4 Site Organisation

- Organise plant and equipment requirements
- Develop a site layout plan and stores
- Explain procedure for ordering materials
- Explain importance of checking delivered materials and storage
- Identify reporting, allocating and record procedures resources
- Reporting and record procedures

#### Section leader M5 Principles of Industrial Relations

- Identify Industrial Relations System in South Africa
- Explain procedure for Dismissals
- Handle grievance procedures
- Use constructive discipline and deal with conflict
- Identify dissatisfaction
- Principles and Procedures to be followed