



The **ELECTRICAL CONTRACTORS'** *Association of Ottawa*

ECA OTTAWA PROFESSIONAL DEVELOPMENT PROGRAMMING

NECA Electrical Project Supervision

- Level I -September 15-17 2016 (Thursday, Friday, Saturday) ☐
- Level I -TBD (Before Christmas) ☐
- Level II-TBD (January 2017) ☐
- Level III-TBD (Late Spring 2017) ☐

Potential Programming

NECA

- Basic Estimating ☐
- Advanced Estimating ☐
- Change Order Management ☐

General

- The Seven Habits of Highly Performing Foremen ☐
- Arc Flash Training ☐
- Profit for Contractors Series ☐

Computer Training

- In From the Site (To help employees transition into the office environment) ☐
- Social Networking for the Construction Industry ☐
- Microsoft Excel for Construction ☐

Other:

Please indicate your interest by filling out this section. This is not a commitment.

NAME: _____

PHONE: _____ Email: _____

Return via Email to training@ecaottawa.org or Fax 613-238-8194

Electrical Project Supervision

Modules & Learning Objectives

Level I

Module 1 – Defining the Supervisors Role (Transition into Management)EI

- Understand the Definition of Supervisor
- Recognize the role of Supervisor as Manager
- Differentiate the attributes of management from those of trades people
- Understand the names and definitions of classical functions of management

Module 2 – Industry Overview (Cost Realities)

- Understand how a supervisor's job fits into the world of construction
- Understand fixed and variable costs
- Recognize the cost basis for competing

Module 3 – Team Building (Team Building at the Crew Level)

- Learn to develop teams

Module 4 – Verbal Communication (Communication with the Crew)

- Define the scope and importance of verbal communications
- Discuss the effectiveness of verbal communications
- Review techniques for improving verbal communications

Module 5 – Written Communication (Job Site Documentation)

- Reinforce the importance of written communications
- Review four key jobsite documents

Module 6 – Labour Relations (The Legal Framework for the Construction Industry)

- To describe the relationship of the various legislative acts as they apply to the employment contract

Module 7 – Safety (Safety Fundamentals)

- Understand what a safety program is
- Understand the supervisor's role and responsibilities in the safety program
- Be able to recognize and correct job hazard

Module 8 – Tool and Material Management (Managing Tools and Equipment on the Job Site)

- Learn to better manage tools and material

Module 9 – The Contract as a Management Tool (Contract Fundamentals & a Neutral Contract)

- Understand what a contract is
- Understand how the contract impacts the job
- Recognize good and bad contract language

Module 10 – Production Management (Case Study & Analytical Tools)

- Recognize the value in production studies
- Learn how to observe and analyze production
- Introduce several analytical tools
- Consider the interaction of activities

Module 11 – Performance Management (Understanding Human Nature & Motivating and Leading)

- Understand some of the common elements of human motivation
- Recognize these elements in the context of a hierarchy of needs
- Understand the concepts of satisfaction and dissatisfaction, motivation and demotivation
- Be aware of the basic concepts of theory X and theory Y

Module 12 – Planning and Scheduling (Scheduling Fundamentals- Basic Bar Chart)

- Define a schedule
- Understand who needs a Schedule
- Understand the importance of a schedule
- Overview various types of schedules and their benefits and limitations
- Understand the bar chart

Module 13 – Understanding Costs (Eliminating Costs)

- Understand the estimating, cost accounting, budgeting, cost report, cost control and historical information database system
- Recognize the estimate is a good place to understand and learn about costs and their importance
- Understand types of estimates
- Learn elements of estimating terminology
- Understand the basic elements of the estimating process