

The Art of Getting It Done! Effective Work Planning for Foreperson and Crew Supervisors.

Course Description

Sadly, proper detailed planning is becoming a lost art in the construction industry. This course aims to reverse that trend by providing crew leaders with a strong model that will improve their crews' (and by extension their companies') performance. The course focuses on providing a strong foundational knowledge of task planning that can be applied to any work and is equally applicable to the supervisors of crews for trade and general contractors. Using an interactive on-line presentation and practical individual and group exercises, attendees are taken through a back-to-basics approach to work planning. Coming out of the course, attendees will have built their own plan and 2 week lookahead schedule for an example activity. They will also be provided with blank templates they can use to apply the knowledge they've gained on their own work activities going forward.

Who should take this course?

Effective Work Planning for Forepersons and Crew Supervisors is designed for crew leaders of all levels of experience and all trades. It also serves as a good back-to-basics refresher for superintendents.

What will attendees learn?

Attendees will strengthen their skill (and value to their companies) by gaining a strong foundation in practical task planning. Working with hands-on, practical exercises, they work through the various elements needed to put together a complete activity plan for their crew. Course topics include calculating manpower needs, determining the materials and equipment required, building quality and safety into the plan and much more!

By the end of the course, they will be able to:

- Identify the benefits of planning and why we do it
- Understand what planning is, who should do it, what we should plan and when
- Follow the Planning Cycle of Plan, Do, Check, Act
- Know where to gather the information needed to put together a solid plan
- Plan crew task activities including:
 - o Safety considerations
 - o Quality controls
 - o Manpower needs
 - o Material needs
 - o Equipment needs
 - o Working with other trades
- Build a 2 week lookahead schedule
- Create daily crew work plans
- Monitor and correct/ update the plan if it goes off track
- Communicate the plan to others
- Using templates provided, develop their own task plans, 2-week lookaheads and daily crew plans
- Gather useful historical information to improve their future planning

Course Format

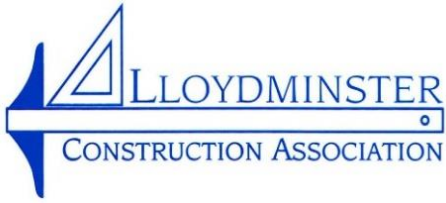
Two 4-hour on-line (Zoom) sessions (~6.5 hours of instruction time) featuring instructor presentation, interactive group discussions, and practical group exercises. Frequent breaks and "stretch seconds" are included to help keep attendees alert and engaged.

Class sizes are limited to 16 attendees.

The course has been accredited by the Canadian Construction Association and counts as 1 Gold Seal education credit.

Your Presenter

Mark Taylor, P.Eng. (Non-Practising), G.S.C. is a construction industry veteran with over 30 years of frontline experience. Through his extensive experience leading and guiding major projects for international contractors, Mark has developed proven systems and strategies to improve site efficiency and effectiveness.



Dates & Times (Please Select Session Date/Time):

Location: Online

	Day 1	Day 2	Start Time	End Time	Time Zone
<input type="checkbox"/>	Thursday, Oct 28/21	Thursday, Nov 04/21	12:30pm	4:30pm	Eastern
<input type="checkbox"/>	Thursday, Nov 18/21	Thursday, Nov 25/21	12:30pm	4:30pm	Pacific
<input type="checkbox"/>	Thursday, Jan 13/22	Thursday, Jan 20/22	12:30pm	4:30pm	Pacific
<input type="checkbox"/>	Thursday, Feb 10/22	Thursday, Feb17/22	12:30pm	4:30pm	Eastern
<input type="checkbox"/>	Thursday, Apr 07/22	Thursday, Apr 14/22	12:30pm	4:30pm	Pacific
<input type="checkbox"/>	Thursday, May 12/22	Thursday, May 19/22	12:30pm	4:30pm	Pacific

LCA Members: \$395.00 (+GST); Non-Members \$445.00 (+GST)

Company: _____

Attendee(s): _____

E-mail/Phone: _____

Payment Type: Visa ____ Mastercard ____ Cheque ____ Invoice (Members Only) ____

Credit Card Number

Expiry Date

Women in Construction Incentive

Unfortunately, women are greatly under-represented in construction, to the detriment of the industry. In order to promote and help encourage the development of women into not only the trades but also into supervisory positions, there will be \$25 discount for female attendees.

E-mail: lloydca3@telus.net

No refunds will made after course link has been sent.