

CERTIFIED SUPERINTENDENT & FOREMAN SYLLABUS

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|---|----------------|
| 1. Documentation/Documentation/Documentation | 4 Hours |
| <ul style="list-style-type: none"> ○ Advantages of Great Documentation ○ Types of Documentation Required ○ 5 Logs You Must Keep ○ How to write good RFI's ○ Sample Documentation Forms | |
| 2. Specifications/Blueprint Reading | 4 Hours |
| <ul style="list-style-type: none"> ○ Purpose of the Specifications and Drawings ○ CSI Master format – The 16 Divisions ○ How to Coordinate Specifications and Drawings ○ Order of Precedence ○ How to find information quickly ○ Standard Blueprint Symbols ○ Basic Organization of Blueprints | |
| 3. Basic Scheduling/Material Ordering & Control | 4 Hours |
| <ul style="list-style-type: none"> ○ CPM Schedules / Bar Charts ○ Two-Week Look-Ahead Schedules ○ Coordination with other Trades and the GC ○ Material Inventory Controls ○ How to Anticipate Future Materials Needs ○ Reordering Materials taken from Inventory | |
| 4. Cost Codes/Time sheets | 4 Hours |
| <ul style="list-style-type: none"> ○ Purpose of the Cost Codes ○ How to Set up Crews Using Cost Codes ○ How to Track Costs on a Weekly Basis ○ How to Handle Cost Overruns / Bad Bids ○ How to Fill Out Time sheets ○ How to Cost Code Time sheets | |
| 5. Change Orders Recognition | 4 Hours |
| <ul style="list-style-type: none"> ○ How to recognize Defective Contract Documents? ○ How to recognize Conflicts in Contract Documents? ○ How to recognize Omissions Contract Documents? ○ How to recognize Ambiguity in Contract Documents? ○ How to recognize Differing Site Conditions? ○ Time Limits for Reporting DSC, Delays, Weather, etc. | |

6. Communications – Oral and Written **4 Hours**

- Why Good Communications lead to Project Success
- Checklist of Project Communication Tools
- When Should You Write a Letter or Memo?
- How to Write a Good Daily Report
- Being Professional in Language and Speech
- Elements of Oral Communications with Inspectors & Managers
- Hallmarks of Effective Oral Communication with other Trades

7. How to manage workers **4 Hours**

- What is a Foreman?
- Becoming the Leader
- What it Means to Represent the Company
- How to Motivate Workers
- When to Speak – When to Listen
- How to Get Crews to Buy into your Plan
- How to Deal with the Disruptive Worker
- Problem Solving Methodology

8. Problem Solving Basics **4 Hours**

- How to spot a problem?
- What you need to do to solve the problem
- Who has the solution to the problem
- Problem Solving Scenarios – Interactive Problem
- Solving Eight Case Studies