

AMERICAN FIRE SPRINKLER ASSOCIATION

Leadership Ladder

Foremanship Training Curriculum

Upon completion student will receive 14.4 CEUs (144 hours).

Chapter I Starting the Climb (36 Hours)

- Lesson 1 I Am Their Leader, Which Way Did They Go?
- Lesson 2 Understanding People
- Lesson 3 Communication Skills
- Lesson 4 Coaching and Training to Win
- Lesson 5 Working with Owners, General Contractors and Inspectors
- Lesson 6 Avoiding Stress and Handling Crisis

Chapter II Scope of Work/Pre-Planning/Schedules (36 Hours)

- Lesson 7 Scope of Work
- Lesson 8 Pre-Planning and Planning
- Lesson 9 Schedules
- Lesson 10 RFI, PR, ASI, CD and Change Orders
- Lesson 11 Daily Planning
- Lesson 12 Authority, Responsibility and Management

Chapter III Controlling Job Cost and Productivity (36 Hours)

- Lesson 13 Material Handling and Preventing Job Delays
- Lesson 14 Goal Setting and Tracking
- Lesson 15 Working and Coordinating with Other Subcontractors
- Lesson 16 Production, Productivity and Measuring Productivity
- Lesson 17 Get the Right Tool for the Job
- Lesson 18 Performance Review and Evaluation

Chapter IV The Job is Not Done Until the Paperwork is Done (36 Hours)

- Lesson 19 Safety, Accidents and Reporting
- Lesson 20 Daily Logs, Weekly Reports and Job Logs
- Lesson 21 As-Built Plans, Operations and Maintenance Manuals, and Other Reports
- Lesson 22 Time Sheets, Expenses and Responsibility
- Lesson 23 Test Certificates and Other Test Reports
- Lesson 24 Foreman's Final Report and Other Authorizations

