

## The Art of Getting It Done! Effective work planning for foremen

Training presented by Mark Taylor Construction Advisory Services Ltd.

### Course overview

Sadly, proper detailed planning is becoming a lost art in the construction industry. This course aims to reverse that trend by providing foremen 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 foremen of trade and general contractors. Using an interactive classroom presentation and hands-on table exercises, attendees are taken through a back-to-basics approach to site 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 Foremen is designed for foremen 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 material and equipment needs, 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:
  - Safety considerations
  - Quality controls
  - Manpower needs
  - Material needs
  - Equipment needs
  - 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

Attendee course fee (set by LCA) includes:

Digital certificate provided upon successful course completion, and course material provided by the instructor in-class.

Course format:

In-class, 8 hour session (6.5 hours of instruction time) featuring instructor presentation, interactive class discussions, and practical, hands-on group exercises. Optimal class size is 16, though up to 20 can be accommodated.

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

Course Instructor Information

Mark Taylor, P.Eng., G.S.C. is a construction industry veteran with over 30 years of front-line 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.

Provided by the trainer, Mark Taylor Construction Advisory Services Ltd.:

- Local Construction Association branded presentation
- Marketing materials to assist with advertising / selling the course
- Soft copies of all hand-outs provided to Local Construction Association
- All instructor travel bookings, accommodation and personal food expenses

To be provided by Local Construction Association:

- Marketing of course to industry
- Suitable training facility (including rental costs) with projectors / TV screens with HDMI capability (for connection to instructor laptop)
- Any attendee food included within the course price
- Hard copy prints of hand-outs for attendees
- Digital certificates for attendees
- Arranging for a local recognized / respected superintendent to attend and lead a 15-20 minute conversation on their experience on the importance of good planning adds impact to the attendees.