



ECAA
Electrical Contractors
Association of Alberta

ECAA Now offering...

FIRST LEVEL SUPERVISOR TRAINING PROGRAM

SUMMARY This course offers the critical basic skills and concepts needed to supervise a crew in the Residential, Institutional, Commercial, Industrial and Civil construction sectors.

DESCRIPTION

Supervisors play a key role in ensuring the job gets done on time, on budget and safely. This course will introduce you to all aspects of supervision, beginning with a discussion of the supervisor's role and the skills required. Then, the supervision basics are covered: leadership vs. management, due diligence, communication skills, meetings, and handling disagreements and problems.

The course then examines the supervisor's role with respect to safety, looking at inspections, investigations and training. Human resource management comes next, including addressing personal problems and performance issues. The course introduces you to planning and scheduling, followed by productivity and quality, including problem solving for quality outcomes.

The final section teaches you how to lead an effective work team by discussing concepts, motivation and team performance.

OBJECTIVES

This course will provide you with the tools to help you:

- Build your supervisory skills
- Lead a work crew
- Communicate effectively
- Understand the supervisor's role in safety and due-diligence
- Develop and motivate teams
- Address performance issues

AUDIENCE

This course is intended for foremen and supervisors or any individual who wants to become a First Level Supervisor in any part of the country, in any sector (residential, industrial, commercial, institutional, pipeline, civil).

COURSE LENGTH

The course duration is approximately 14 hours.

AVAILABLE FORMATS

This course is available online in English and French.

CREDITS/CERTIFICATES

This course has been accredited by the Canadian Construction Association (CCA) for five (5) credits toward Gold Seal Certification. A final mark of 100% is required in order to receive a certificate of completion.

HOW TO ENROLL

You will require a PIN # prior to registering for this course. Please fill out the back of this form and submit to Christine Hryniw (chryniw@ecaa.ab.ca).

COURSE FEE \$400.00

*All ECAA Union Contractor Members & Employees will be covered by the ECAA Labour Relations.

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ENROLLMENT

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

PHONE: _____ EMAIL: _____

PAYMENT INFORMATION

COURSE FEE \$400.00

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☐ Yes, I am an ECAA Union Contractor Member/Employee

☐ I am a Non-Union Contractor

Method of Payment: ☐ AMEX ☐ MASTERCARD ☐ VISA ☐ CHEQUE (*make cheques payable to ECAA)

Credit Card # _____ Expire Date _____

Signature _____

To complete your enrollment please submit this form to the ECAA Provincial Office attention Christine Hryniw via email (chryniw@ecaa.ab.ca) fax (780) 455.9815 or by mailing the form in to the address below. If you have any questions please contact us directly (780) 451.2412 or toll free 1.800.252.9375.