

The Art of Getting It Done! Effective work planning for crew supervisors

Virtual Instructor Led 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 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 work plan, 2-week lookahead schedule and daily crew plan 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 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:
 - 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

Course format:

Two 4-hour on-line (Zoom) sessions (~6.25 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 2 Gold Seal education credits.

Course Instructor Information

Mark Taylor, P.Eng. (Non-Practising), 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.

Benefits to LCA's

- Ability to secure as many or as few seats as desired – no more scrambling to find attendees to make a course viable.
- Multiple dates mean greater flexibility – I am offering 6 courses between October 2025 and April 2026 (see below for dates).
- All meeting details arranged by me – you just need to pass on the attendee registration details (at the time of booking so I can keep track of how many seats remain available) and then I take care of sending them the link to the sessions and the workbook and exercise information they need.
- The course includes a short final quiz, along with a standard course feedback form and individual reports with the feedback information and quiz score will be sent to each LCA for the attendees that they register. If you wish to use your own feedback form for your registrants, this can be accommodated.
- Issue your own attendance certificate to your registered attendees. Alternatively, I can provide electronic certificates, if requested in advance, at a cost of \$5.00 per attendee (plus GST).
- Fixed price per seat – know what your profit margin is on each attendee the minute you sell a seat.
- No printing or food to arrange and coordinate – the online format means each attendee becomes self-reliant.

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, I'm pleased to offer a \$25 discount for female attendees.

Scheduled course sessions Fall 2025

<u>Day 1</u>	<u>Day 2</u>	<u>Start time</u>	<u>End time</u>	<u>Time Zone</u>
Wednesday, Oct 29th	Thursday, Oct 30th	12:30pm	4:30pm	Pacific

Scheduled course sessions Winter / Spring 2026

<u>Day 1</u>	<u>Day 2</u>	<u>Start time</u>	<u>End time</u>	<u>Time Zone</u>
Wednesday, Feb 25th	Thursday, Feb 26th	12:30pm	4:30pm	Eastern
Wednesday, Apr 29th	Thursday, Apr 30th	12:30pm	4:30pm	Pacific

Registrants must be able to attend days 1 and 2 of the same course session – attendance of day 2 in a different session is not permitted unless there are exceptional circumstances.

Pricing

I am offering these courses to LCA's only at a cost of \$300.00 plus GST (\$275.00 for female attendees) per registration. This is an instructor led live course that still provides the same learning outcomes for attendees that the same in class training would, but in a more convenient and accessible format for registrants.

Individual LCA's will be billed after day 1 of a session for any registrations made by that association and invoices are payable within 30 days. Registrations who do not show up for the course will still be billed for and will not be allowed to reschedule the original registration.

Cancellation policy

Should the instructor need to cancel a date on short notice (for example due to illness, or insufficient registrations (<6) 36 hours before the scheduled course start time), registrations will be carried over to the next available / convenient course session.