



### MODULE MT201 – ORIENTATION TO THE JOB

1. Explain the scope and purpose of the Project Supervision program.
2. Understand the role of a construction supervisor.
3. Explain the history, trends, and economic conditions affecting the construction industry.
4. Outline the progress of a successful construction project from initial development through completion.
5. Identify the milestones in the growth of a construction company and the reasons for a formal and informal organizational development.
6. Explain the functions of management.
7. Explain the purpose and content of a satisfactory job description.
8. Discuss company policies and procedures.

### MODULE MT202 – HUMAN RELATIONS AND PROBLEM SOLVING

1. State how a supervisor's performance is evaluated. Identify the challenges that the transition into supervision brings.
2. List the resources, techniques, and characteristics a successful leader uses to get the job done.
3. State the advantages of using various approaches to lead people effectively.
4. Communicate effectively.
5. Complete a task analysis.
6. Name nine essential elements on a job orientation checklist.
7. List the six steps for on-the-job training.
8. Explain the nine steps for conducting a performance appraisal.
9. Identify the root causes of performance problems and how to handle conflict.
10. Explain how moving up the management ladder affects a supervisor's ownership of time.
11. Construct a "To Do List" for on-the-job use.
12. Explain the nature of managerial decision making and problem solving.
13. Determine the relationship between problem solving and decision making.
14. Identify environmental influences on decision making.
15. Cite the advantages and disadvantages of group involvement in decision making.
16. Distinguish between routine (programmed) and non-routine (non-programmed) decisions.
17. Describe the critical role of implementation and evaluation on future actions.

## **MODULE MT203 – SAFETY**

1. Describe the safety responsibilities of supervisors.
2. Determine the real cost of accidents, including direct and indirect costs.
3. Identify the basic components of a safety program.
4. Explain how to conduct a safety inspection and employee observation.
5. Describe how to confront and deal with a worker who was observed performing an unsafe act.
6. Explain how to perform an accident investigation and complete the necessary report forms.
7. Identify the components of effective safety meetings.
8. Define qualified person and competent person.

## **MODULE MT204 – QUALITY CONTROL**

1. Define quality control.
2. Explain the difference between traditional and total quality control systems.
3. Discuss how quality control and safety go hand-in-hand during construction.
4. Explain the supervisor's responsibility for quality control.
5. Explain the benefits of implementing a quality control system.

## **MODULE MT205 – CONTRACT AND CONSTRUCTION DOCUMENTS**

1. Define construction documents and project manuals.
2. Read and interpret construction drawings.
3. Recognize the types (components) of working drawings and specifications.
4. Explain the methods of obtaining work in the construction industry.
5. Identify the types of contracts used in the industry.
6. Explain the need for documentation and the types of documents used on a project.
7. Identify the documents necessary to close out a project.

## **MODULE MT206 – DOCUMENT CONTROL AND ESTIMATING**

1. Describe the importance of document control.
2. Discuss your role as a project supervisor in document control.
3. Explain the estimating process.
4. Complete a simple material estimate.

## **MODULE MT207 – PLANNING AND SCHEDULING**

1. Describe the link between planning and scheduling.
2. Describe how the planning process is carried out.
3. Write a goal statement and an objective.
4. Create a step-by-step list of the tasks that will complete a project.
5. Describe the various resources that need to be considered when planning a job.
6. Assign resources to each activity in a list.
7. Explain how to conduct a job analysis.
8. Develop a bar chart.
9. Explain the purpose of network diagrams.
10. List the benefits of short-interval schedules.

## **MODULE MT208 – RESOURCE CONTROL AND COST AWARENESS**

1. State why it is important to control resources on the job.
2. Define productivity and explain how it differs from production.
3. List several factors which affect productivity and determine how to solve problems relative to productivity.
4. Describe how job-site productivity can be improved.
5. Describe how a five-minute rating is developed and how it can be used to improve productivity.
6. Explain how a crew balance chart is developed and how it can be used to improve productivity.
7. Describe how to complete a supervisor's delay survey and how it can be used to improve productivity.
8. Describe how to control the various job resources.
9. Explain the importance of being aware of costs on the job.
10. Define estimated cost, actual cost, and projected cost.
11. Describe the different parts of a job reporting system.
12. Define production analysis and perform a simple production analysis.
13. Discuss the impact of improper cost reporting.