

# ATIN-2790: EFFECTIVE SUPERVISION AND JOURNEYMAN CERTIFICATION

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## Cuyahoga Community College

**Viewing: ATIN-2790 : Effective Supervision and Journeyman Certification**

**Board of Trustees:**

October 2024

**Academic Term:**

Spring 2025

**Subject Code**

ATIN - Applied Industrial Technology - Insulators

**Course Number:**

2790

**Title:**

Effective Supervision and Journeyman Certification

**Catalog Description:**

Develop the skills needed to manage human resources and supervise a labor workforce with productivity and professionalism.

**Credit Hour(s):**

2

**Lecture Hour(s):**

2

## Requisites

**Prerequisite and Corequisite**

Departmental approval: admission to Heat and Frost Insulator's apprenticeship program.

## Outcomes

**Course Outcome(s):**

Utilize effective communication skills in your role as a foreman on a job site.

**Objective(s):**

1. Discuss how to build relationships with both your workers and other tradespeople.
2. Discuss the role of the foreman in productivity of the workers.
3. Demonstrate effective communication skills.

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**Course Outcome(s):**

Develop the skills to help motivate workers to perform at a level that should be expected and to offer organizational ability.

**Objective(s):**

1. Explain motivational theory.
2. Recognize different personality traits.
3. Identify construction site motivators and de-motivators.
4. Explain how to effectively organize a job site through pre-planning, job scheduling, and job controls.

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**Course Outcome(s):**

Develop the suggested skills to help lead workers to accomplish jobsite objectives.

**Objective(s):**

1. Recognize different leadership styles.
2. Examine effective leadership models.
3. Discuss and describe the seven habits of leadership effectiveness.
4. Determine the factors that create an effective team.

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**Course Outcome(s):**

Successfully complete the journeyman practical exam.

**Objective(s):**

1. Interpret sample job specifications for hands-on mock-up.
2. Determine material to be used to meet job specifications.
3. Determine application method to meet job specifications.
4. Execute the scope of work.

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**Methods of Evaluation:**

1. Journeyman Evaluation
2. Quizzes from International
3. Tests from International
4. Final exam from International
5. Graded Projects
6. Homework worksheets
7. Role Play exercises

**Course Content Outline:**

1. Foreman Role
  - a. Communication skills
  - b. Accountabilities
  - c. Building relationships
    - i. Workers
    - ii. Other tradespeople
  - d. Implementing job controls
2. Communication
  - a. Elements of effective communication
  - b. Listening skills
  - c. Building upward communication
  - d. Ensuring crew understands your communications
3. Motivation
  - a. Motivational Theory
  - b. Construction site motivators
  - c. Construction site de-motivators
  - d. Climate motivators
    - i. Read the room
    - ii. Reward systems
    - iii. Delegating authority
4. Organization
  - a. Job Planning
  - b. Job scheduling
  - c. Job controls
5. Leadership
  - a. Leadership styles
  - b. Effective Leadership models
  - c. Habits of effective leaders
6. Building Teamwork

- a. Important elements of teamwork
- b. Recognizing destructive teamwork traits
- c. Developing a high-performance team
- 7. Journeyman Certification
  - a. Mock-up test
  - b. Evaluation

## Resources

*Effective Supervision for Foreman*. International Association of Heat and Frost Insulators, 2011.

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## Resources Other

[www.jatctraining.com](http://www.jatctraining.com)

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