

ATIN-2790: EFFECTIVE SUPERVISION AND JOURNEYMAN CERTIFICATION

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.

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.

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.

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.

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.

Resources Other

www.jatctraining.com

[Top of page](#)

Key: 5288