



Pembroke Hopkins Park Construction Outreach Program

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Competencies / Objectives

CHAPTER ONE – ORIENTATION TO THE JOB

1. Discuss the history, trends, and economic conditions of the construction industry.
2. Describe how workers' values have changed over the years.
3. Explain the importance of training for construction industry personnel.
4. List the new technologies available, and discuss how they are helpful to the construction industry.
5. Identify the gender and minority issues associated with a changing workforce.
6. Describe what employers can do to prevent workplace discrimination.
7. Describe the four major categories of construction projects.
8. Differentiate between formal and informal organizations.
9. Describe the difference between authority and responsibility.
10. Explain the purpose of job descriptions and what they should include.
11. Distinguish between company policies and procedures.

CHAPTER TWO – LEADERSHIP SKILLS

1. Explain the role of a crew leader.
2. List the characteristics of effective leaders.
3. Be able to discuss the importance of ethics in a supervisor's role.
4. Identify the three styles of leadership.
5. Describe the forms of communication.
6. Explain the four parts of verbal communication.
7. Demonstrate the importance of active listening.
8. Illustrate how to overcome the barriers to communication.
9. List some ways that supervisors can motivate their employees.
10. Explain the importance of delegating and implementing policies and procedures.
11. Differentiate between problem solving and decision making.

CHAPTER THREE – SAFETY

1. Demonstrate an understanding of the importance of safety.
2. Give examples of direct and indirect costs of workplace accidents.
3. Identify safety hazards of the construction industry.
4. Explain the purpose of the Occupational Safety and Health Act (OSHA).
5. Discuss OSHA inspection programs.
6. Identify the key points of a safety program.



7. List the steps to train employees on how to perform new tasks safely.
8. Identify a supervisor's safety responsibilities.
9. Explain the importance of having employees trained in first aid and Cardio-Pulmonary Resuscitation (CPR) on the job site.
10. Describe the signals of substance abuse.
11. List the essential parts of an accident investigation.
12. Describe the ways to maintain employee interest in safety.

CHAPTER FOUR – PROJECT CONTROL

1. Describe the three phases of a construction project.
2. Define the three types of project delivery systems.
3. Define planning and describe what it involves.
4. Explain why it is important to plan.
5. Describe the two major stages of planning.
6. Explain the importance of documenting one's work.
7. Describe the estimating process.
8. Explain how schedules are developed and used.
9. Identify the two most common schedules.
10. Explain short-interval production scheduling (SIPS).
11. Describe the different costs associated with building a job.
12. Explain the supervisor's role in controlling costs.
13. Illustrate how to control the main resources of a job: materials, tools, equipment, and labor.
14. Define the terms production and productivity and explain why they are important.