

FOREMAN ACADEMY CERTIFICATE PROGRAM

Our top level training program for lineworkers is the Foreman Academy. The Foreman Academy consists of three tracks. This series is a good fit for up and coming crew leaders or those already in the role.

Foreman Academy Track 1

Leadership Skills (1 day)

Attitude and Responsibility – Setting an Example for your Crew, Learn the responsibilities of crew management, The need for fairness in dealing with people, Giving and Receiving Respect, Discuss the principles of resource management, Identify the requirements for managing the crew's production, Explain the need to lead by example, Discuss the responsibilities concerning safety

Learn the concepts of ATTITUDE:

- Attaining a safe work environment
- Teaching measures
- Team efforts
- Increasing job knowledge
- Total cooperation
- Understanding each job
- Development of safe work habits
- Enjoying the job

Safety & Technical Skills (2 days)

Leadership in Safety- Conducting Job Briefings- liability issues, OSHA 1910.269- Why safety is important!, Safety Audits, Job Hazard Analysis, Accident Investigations

Management Skills (1 day)

Employment Law- (covers Workplace Harassment/Labor Law). This section is a half day of training.

Conquering Paperwork- why we do it... or not and suffer the consequences. This is the second half of the day.

Foreman Academy Track 2

Leadership & Management Skills (2 days)

Team Building- (this is day one of Track 2)- Establish, evaluate and define the team, Recognizing differences and working together, Setting goals, solving problems, and building trust, DISC Profile overview, Reviewing performance, encouraging, and rewarding team:

Understanding and Conducting Performance Appraisals- (Morning Session of day 2)- Successful performance appraisals and “Establishing Expectations”. Action plans, conducting appraisals, and periodic reviews, and conducting the performance appraisal “exercise”.

Generations at Work- (this is the afternoon session of Track 2)- Understanding what defines and shapes generations, Identifying the generations in the workplace, Expectations of each generation in the workplace and in society, Building teams across generations.

Safety & Technical Skills (2 days)

OSHA 10 Hr. (General Industry) (this is the third full day and morning of fourth day)-

Topics Covered: Introduction to OSHA, Walking and Working Surfaces, Electrical, Hazard Communication, Exit Routes, Emergency Action Plans, Fire Prevention Plans, and Fire Protection. Personal Protective Equipment, Material Handling, Machine Guarding, Electrical Power Generation and Aerial Lifts.

Dollars and Sense of Safety Management (this is the afternoon session of the fourth day)-

Topics Covered: Insurance Premiums: what determines and drives the costs, Loss Control: what you can do to reduce accidents and reduce insurance premiums.

TVPPA Education & Training

Foreman Academy Track 3

Safety & Technical Skills (1.5 days)

Engineering Staking - (This is the first whole day of this series) **Topics covered include:** Utility Industry Review, Basic Skills of an Engineer, Elements of a Power System, Engineering Tools, Transformer Loading, Map and Records, Field Drawings, National Electrical Safety Code, Regulations, Line Design, Items of Interest.

Accident Investigation and Emergency Response – (Morning session of the second day)- **Topics covered include:** Discuss the Makeup of an Accident, Define Causal Factors and Root Causes, Discuss the Role of the Management System in Accidents, Identifying Causal Factors and Root Causes, Review the Process of Accident Investigation, Discuss the Foreman's Role in Emergency Response.

Leadership & Management Skills (3.5 days)

(Afternoon session of the second day, all day Wednesday and Thursday, and morning of Friday)

Topics covered include

Career Transitions and Challenges- Career Time Line, Development and Progression, Challenges, and Defining Your Role

Communication- Style (DiSC) Review, Communication Process, Outward Communications (Oral/Written), Challenges of the Messenger, Inward Communications (Listening/Reading), Communicating With Style, Assessing Employee Capabilities, Giving Task Assignments, and Delegation

Conflict Mediation- Sources of Conflict, Types of Conflict, Typical Responses, Resolution Styles, Thomas-Killman Instrument (TKI), Applications

Time Management - Understanding Time, Influences and Beliefs, Prioritizing and Productivity, Decision Making and Values, Tools and Techniques.

Planning for the Future- Planning Perspectives, Creating Your Future, Variable, Forces, & Stakeholders.