

## 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.

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### // Foreman Academy Track 1

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#### **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 principles of resource management, Identify the requirements for managing the crew's production, The need to lead by example, Discuss 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 – (Half Day)

1206 Broad Street, Chattanooga, TN 37402 // 423.756.6511 // [tvppa.com](http://tvppa.com)

Workplace  
Harassment/Labor Law

// Conquering Paperwork – (Half Day)

Paperwork, why we do it... or not and suffer the consequences.

## // Foreman Academy Track 2

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### Leadership & Management Skills (2 days)

#### // Team Building – (Day 1)

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 your Team

#### // Understanding and Conducting Performance Appraisals – (Morning 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 – (Afternoon of Day 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 – (Day 3 / Morning of Day 4)

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 – (Afternoon of Day 4)

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

## // Foreman Academy Track 3

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### **Safety & Technical Skills (1.5 days)**

#### // Engineering Staking – (Day 1)

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 of Day 2)

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 day 2, all day Wednesday and Thursday, and morning of Friday)*

#### // Career Transitions & Challenges

Career Time Line, Development and Progression, Challenges, 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

