

# Fundamentals of Crew Leadership

## Five offerings in 2017:

**Thursday, February 23** (12:00 pm – 4:00 pm) & **Friday, February 24** (7:30 am – 4:00 pm)  
*Instructor: Leo Willman*

**Thursday, March 23** (7:30 am – 11:30 am) & **Friday, March 24** (7:30 am – 4:00 pm)  
*Instructor: Terry Boyer*

**Register today! February and March sessions are already sold out!**

**Thursday, April 6** (7:30 am – 11:30 am) & **Friday, April 7** (7:30 am – 4:00 pm)  
*Instructor: Leo Willman*

**Thursday, October 19** (7:30 am – 11:30 am) & **Friday, October 20** (7:30 am – 4:00 pm)  
*Instructor: Leo Willman*

**Thursday, November 16** (7:30 am – 11:30 am) & **Friday, November 17** (7:30 am – 4:00 pm)  
*Instructor: Terry Boyer*

at ABC's Keystone Center for Construction Careers



### **Seminar Description:**

When a crew is formed to tackle a particular job, one person is appointed the leader. How many of your field personnel are ready for the next step, but don't have the skills to run a small crew of field employees? This course will equip your future "Face of the Field" with the critical skills needed to successfully communicate with and lead a crew of craftspeople!

**Note:** you may be eligible for dual credentials upon completion: Fundamentals of Crew Leadership – 46101-11 (from NCCER's Contren Management Series) or the applicable module in a craft training program, such as Module 26413 from NCCER's Electrical curriculum. Transcripts will be issued accordingly.

### **Benefits of the Seminar:**

- Gain skills for communicating and listening.
- Learn how to provide direction to your crew.
- Take responsibility for safety.
- Understand how to effectively plan and schedule the work of your crew.
- Become the "link" between your crew and those that supervise and manage projects.
- Prepare to move up the ladder!

### **Topics to be Covered:**

#### **Section I: The Basics**

- Industry Today
- Gender and Cultural Issues
- Business Organizations

#### **Section II: Leadership Skills**

- Introduction to Leadership
- The Shift in Work Activities
- Becoming a Leader
- Communication
- Motivation
- Team Building
- Getting the Job Done
- Problem Solving and Decision Making

#### **Section III: Safety**

- Safety Overview
- Costs of Accidents
- Safety Regulations
- Employer Safety Responsibilities
- Crew Leader Involvement in Safety
- Promoting Safety

#### **Section IV: Project Control**

- Project Control Overview
- Project Delivery Systems
- Cost Estimating and Budgeting
- Planning
- The Planning Process
- Planning Resources
- Scheduling
- Cost Control
- Resource Control
- Production and Productivity

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## Five offerings in 2017:

Thursday, February 23 (11:00 am – 4:00 pm) & Friday, February 24 (7:30 am – 4:00 pm)

Thursday, March 23 (7:30 am – 11:30 am) & Friday, March 24 (7:30 am – 4:00 pm)

Thursday, April 6 (7:30 am – 11:30 am) & Friday, April 7 (7:30 am – 4:00 pm)

Thursday, October 19 (7:30 am – 11:30 am) & Friday, October 20 (7:30 am – 4:00 pm)

Thursday, November 16 (7:30 am – 11:30 am) & Friday, November 17 (7:30 am – 4:00 pm)

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### Who Should Attend:

Laborers, apprentices, journeymen, foremen, superintendents, project engineers, crew leaders, those new to construction, potential crew leaders, and those new to the position should attend.

### Instructors:

**Terry Boyer:** After serving in the USAF, Terry worked for 45 years in the electrical/mechanical field; 25 of those years as a project manager. Terry is a highly successful project manager and has a great desire to pass his knowledge and experience on to the new generation of project managers. He has taught the Essentials of Project Management course since the first time it was introduced in September 2004.

**Leo Willman:** Leo has been a leader in the electrical construction industry for over 40 years. Starting as a journeyman and working his way up to VP, Leo has lead by example. Working on multi-million dollar electrical projects, as the only merit shop contractor on the job, Leo has had to train his own crews. Commitment to ethical behavior and desired results are cornerstones to his success.

### Registration Information:

Preferred registration date: Seven days before class date

Price includes: textbook, various course materials, and certificate of completion.

#### February or March offerings:

Non-Member - \$407

\* Member - \$285

#### April, October or November offerings:

Non-Member - \$407

\* Member (cash/invoice) - \$285

Member (credit card) - \$293



**NOTE: EACH CLASS LIMITED TO 14 STUDENTS**

Firm Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized By/Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

Participant Name: \_\_\_\_\_ email: \_\_\_\_\_

Title: \_\_\_\_\_

Participant Name: \_\_\_\_\_ email: \_\_\_\_\_

Title: \_\_\_\_\_

TOTAL PARTICIPANTS: \_\_\_\_\_ TOTAL COST: \_\_\_\_\_  Check enclosed  Invoice  CORE – Invoice balance

VISA / AMEX / MC Card #: \_\_\_\_\_ Print Name: \_\_\_\_\_

3/4 digit code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Billing Address Zip Code: \_\_\_\_\_ EIN: 23-1618254

Call Judy at 717.653.8106 / FX: 717.653.6431 / Email: [judy@abckeystone.org](mailto:judy@abckeystone.org) / Register at [www.abckeystone.org](http://www.abckeystone.org)

Education expenses may be deductible by members as an ordinary and necessary business expense. Consult your accountant for more information.