

Essential Skills for Crew Leaders

Let NUCA Bring the Training to You



NUCA's Institute for Leadership Development offers up-to-date crew leader training tailored to utility construction and excavation contractors.

NUCA
We Dig America



Brought to you by NUCA University and the NUCA Institute for Leadership Development



Utility and excavation projects get done most efficiently if workers are divided into crews with a common purpose.

When a crew is formed to tackle a particular job, one person is appointed as the leader. This person is usually an experienced professional with demonstrated and exceptional leadership qualities. But an effective crew leader must have specific job skills to run a crew.

NUCA's Essential Skills for Crew Leaders Training is a two-day, intensive course that trains workers to be effective leaders and communicators so they can provide clear direction to your crew, and plan and schedule the crew's work to maximize safety, production, and profit.

Class Size And Cost

Class Size and Cost (Member Rates)

Minimum class size is 12.

Maximum class size is 25.

Course Fees

\$725/student

Additional Information

Class price includes continental breakfast (donuts & coffee), lunch, course materials, NCCER "Fundamentals of Crew Leadership" Manual, supporting course manual, and Certificate of Completion.

Courses can be smaller than 12 students, but minimum charge will be for 12 students.

If you have any questions regarding NUCA's Essential Skills for Crew Leaders Training Program, or if you would like to schedule crew leader training, please contact the NUCA office by phone #703.358.9300 or email nuca@nuca.com.

Course Curriculum

SECTION ONE: THE BASICS

Industry Today

The Need for Training
Motivation
Understanding Workers
Craft Training
Supervisory Training
Impact of Technology

Business Organization

Divisions of Responsibility
Authority, Responsibility, and Accountability
Job Descriptions
Policy and Procedures

Gender and Cultural Issues

Communication Styles of Men and Women
Language Barriers
Cultural Differences
Sexual Harassment
Gender/Minority Discrimination

SECTION TWO: LEADERSHIP SKILLS

The Shift in Work Activities

Becoming a Leader

Characteristics of Leaders
Leadership Traits
Expected Leadership Behavior
Functions of a Leader
Leadership Styles
Ethics in Leadership

Communication

Verbal Communication
The Sender
The Message
The Receiver

Feedback

Nonverbal Communication
Written or Visual Communication
Communication Issues

Motivation

Employee Motivators
Recognition and Praise
Accomplishments
Opportunity for Advancement
Job Importance
Change
Personal Growth
Rewards
Motivating Employees

Team Building

Successful Teams
Building Successful Teams

Getting the Job Done

Delegating
Implementing Policies and Procedures

Problem Solving vs. Decision Making

Types of Decisions
Problem Solving
Special Leadership Problems
Inability to Work with Others
Absenteeism and Turnover
Failure to Comply with Company Policies & Procedures

SECTION THREE: SAFETY

Safety Overview

Accident Statistics

Costs of Accidents

Insured Costs
Uninsured Costs

Safety Regulations

Workplace Inspections
Penalties for Violators

Safety Responsibilities

Safety Program
Safety Policies and Procedures
Hazard ID and Assessment
Safety Information and Training
Safety Record Systems
Accident Investigation

Promoting Safety

Safety Training Sessions
Safety Contests
Incentives and Awards
Publicity

Crew Leader Involvement in Safety

Safety Training Sessions
Inspections
First Aid
Fire Protection and Prevention
Substance Abuse
Job-Related Accident Investigations

SECTION FOUR: PROJECT CONTROL

Project Control Overview

Development Phase
Planning Phase
Construction Phase
As-Built Drawings

Project Delivery Systems

General Contracting
Design-Build
Construction Management

Cost Estimating and Budgeting

The Estimating Process
Estimating Material Quantities

Planning

Why Plan?
Stages of Planning
Pre-Construction Planning
Construction Planning

The Planning Process

Establishing a Goal
Identifying Tasks to be Performed
Communicating Responsibilities
Follow-Up Activities

Planning Resources

Safety Planning
Materials Planning
Site Planning
Equipment Planning
Tool Planning
Labor Planning

Scheduling

The Scheduling Process
Bar Chart Schedule
Network Schedule
Short Term Scheduling
Updating a Schedule

Cost Controls

Assessing Cost Performance
Field Reporting System
Crew Leader's Role in Cost Control

Resource Control

Materials Control
Ensuring On-Time Delivery
Preventing Waste
Verifying Material Delivery
Controlling Delivery and Storage
Preventing Theft and Vandalism
Equipment Control
Tool Control
Labor Control

Production and Productivity

Instructors

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