Short Courses – Construction Supervision

M-Modules
Section Leader

PURPOSE
The purpose of this short course is to develop basic leadership skills by applying business principles, basic man management, quality control / bar charts, site organisation and principles of industrial relations.

Section leader M1 Business Principles
- Introduction to site safety and OHS Act
- Duties of a Safety Representative
- Using a safety checklist and company Safety Plan
- Identify fire precautions
- Describe Organisation of a business
- Describe concepts of competition and pricing
- Describe company income, profit and loss
- Identify Employee Efficiency

Section leader M2 Basic Man Management
- Practice person to person relationships
- Describe team spirit / morale
- Describe planning, organising, delegating activities
- Describe motivation, discipline and grievances
- Practice communication, problem solving

Section leader M3 Quality Control / Bar Charts
- Describe quality control
- Describe quality tests
- Check quality of work in progress
- Describe benefits from quality control
- Work from bar charts

Section leader M4 Site Organisation
- Organise plant and equipment requirements
- Develop a site layout plan and stores
- Explain procedure for ordering materials
- Explain importance of checking delivered materials and storage
- Identify reporting, allocating and record procedures resources
- Reporting and record procedures

Section leader M5 Principles of Industrial Relations
- Identify Industrial Relations System in South Africa
- Explain procedure for Dismissals
- Handle grievance procedures
- Use constructive discipline and deal with conflict
- Identify dissatisfaction
- Principles and Procedures to be followed

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