



CSC E-LEARNING COURSE

This course can only be accessed on-line and is available in both English and French.

This course is self-paced and is approximately 14 hours in length.

E-Learning Centre courses are easy to use. Just contact the HHCA to get started.
Cost of course: \$400.00

FIRST LEVEL SUPERVISOR TRAINING PROGRAM

This course will introduce you to all aspects of supervision beginning with a discussion of the supervisor's role and the skills required. Then, the supervision basics are covered: leadership vs. management, due diligence, communication skills, meetings, and handling disagreements and problems.

The course then examines the supervisor's role with respect to safety, looking at inspections, investigations and training. Human Resource Management comes next, including addressing personal problems and performance issues. The course introduces you to planning and scheduling, followed by productivity and quality, including problem solving for quality outcomes. The final section teaches you how to lead an effective work team, discussing concepts, motivation and team performance.

This course is intended for foremen and supervisors or any individual who wants to become a first-level supervisor in any part of the country, in any sector (residential, industrial, commercial, institutional, pipeline, civil).

A final mark of 100% is required in order to receive five (5) credits towards Gold Seal Certification.



SUCCESSFUL COMPLETION OF THIS COURSE WILL PROVIDE THE TOOLS TO HELP:

- Build your supervisory skills;
- Lead a work crew;
- Communicate effectively;
- Understand the supervisor's role in safety and due diligence;
- Develop and motivate teams;
- Address performance issues.

**ORDER FORM -
return by fax to
905-572-9166**

Company Name _____

Contact Person _____

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Hamilton, ON L8R 3L1
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Web: www.hhca.ca

To view course descriptions/demos please visit:
<http://elearning.csc-ca.org/Pages/courseCatalogue.aspx>

Complete this form to purchase a PIN # which is required prior to registering for this Construction Sector Council E-Learning Centre online course.

METHOD OF PAYMENT Cheque Credit Card* * A 2% service charge is applicable on all credit card payments

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_____ PIN numbers @ \$400.00 ea. _____

Credit Card # _____ Exp. date _____

HST (R#107462830) _____

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The HHCA cares about your privacy. For a complete statement of our Privacy Policy please visit www.hhca.ca or contact us at 905-522-5220 to request a copy. By completing the attached form you acknowledge having read and understood the HHCA's use of your personal data.