



December 3, 2015

**NOTICE – CODC Better SuperVision Program Spring 2016**

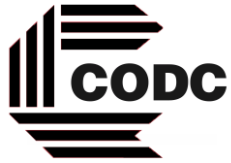
***(SEE ATTACHED – CODC Training Bulletin)***

Dear BCA of Saskatchewan Contractor:

Please find attached a CODC notice regarding CODC *Better SuperVision* Program.

**Please note that the course has changed.** It is now comprised of 3 classroom days and approximately 16 hours of e-learning. Please see the attached Training Bulletin for dates and course information.

For any other questions, please do not hesitate to contact the BCA Western Canada office at 780-450-8885.



# TRAINING BULLETIN

## **CODC<sup>®</sup> Better SuperVision Program**

CODC Construction Opportunities Development Council Inc. has now scheduled the delivery of the CODC<sup>®</sup> Better SuperVision Program. The program will be delivered in Regina and Saskatoon with classes being held on Fridays every other week. The complete CODC<sup>®</sup> Better SuperVision process consists of the following three parts:

<b>Part 1 – Classroom (plus 16 hours e-learning)</b>		<b>Regina</b>	<b>Saskatoon</b>
Day 1	Supervision and Leadership	March 18, 2016	April 08, 2016
Day 2	Leading Groups and Team Building	April 01, 2016	April 22, 2016
Day 3	Planning, Quality and Productivity	April 15, 2016	May 06, 2016

### **Part 2 - Supervisor Safety Skills**

In addition to the modules outlined above, candidates must complete a supervisory safety skills training program. The program required by the CODC<sup>®</sup> Better SuperVision Administrative Committee is “**Leadership for Safety Excellence**” which is offered through the Saskatchewan Construction Safety Association.

### **Part 3 – Coaching Tool - “On the Job” Performance Check -Off**

In order to facilitate the transfer of CODC<sup>®</sup> Better SuperVision skills to the real world, and receive Certification in the Course, all candidates are required to complete with their immediate supervisor, a “on the job” performance check-off over a three month period. **Please identify on the application form your supervisor who will be responsible for completing the check-off.** Candidates who are unemployed or not currently employed as a supervisor at the time of taking the program will be responsible for ensuring that the on the job check-off is completed at a later date when they are working as a supervisor.

### **Registration and Program Fee**

Cost of the CODC<sup>®</sup> Better SuperVision to Employers is **\$1,350.00 + \$67.50 GST** per student. Employers may be able to contact the respective Union Training funds as some Training Funds have entered into a cost sharing for in-scope students. **Payment is required prior to the commencement of Day 1 of the course and there will be no refunds for non-attendance.**

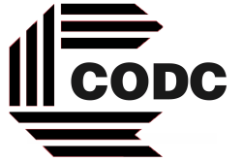
### **Certification**

The program is designed to provide a high level of competency to front line supervisors, ie. Superintendents, General Foremen and Foremen through a combination of classroom instruction and "on the job" evaluation. Upon the successful completion of all aspects of the course, candidates will receive a certificate which recognizes successful completion of all three phases of the CODC<sup>®</sup> Better SuperVision Program.

**\*\*\* Please note that student application forms are now available to be completed online at [www.codc.ca/courses/better-supervision](http://www.codc.ca/courses/better-supervision). All applications must be completed no later than two weeks prior to the training start date to allow the student time to complete the portion of e-learning (3 modules) required before Day 1 of the course.**

CLR urges you to encourage application for the program from your Superintendents, General Foremen, current Foremen and others that you consider to have potential as supervisory persons or will benefit from receiving upgraded supervisory skills.

Please contact Whitney Wilkinson at 347-7299 or [training@codc.ca](mailto:training@codc.ca) if you require any further information.



# TRAINING BULLETIN

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## *CODC* <sup>®</sup> *Better SuperVision Program*

### **E-Learning**

*E-Learning Portion:* Prior to the completion of the classroom portion of the program participants will be expected to complete an e-learning program that has been developed by Construction Sector Council and is approximately 16 hours in duration. Participants will need to have access to a computer that utilizes the PC windows format (not Mac) and also the internet. Participants will be provided access to the e-learning program one week prior to the commencement of the classroom portion. Participants will not be required to provide their own computers for the three days in the classroom.

### **Classroom Training**

*Classroom Portion:* In a classroom setting, participants will have the opportunity to practice and work with the information contained in the e-learning program with their peers in the industry. The three days of classroom learning focus on the following topics:

#### **Day 1      Supervision and Leadership**

1. The Role of the Supervisor
2. Communication - Listening skills
3. Communication – Giving Direction and Feedback
4. Conflict Resolution

#### **Day 2      Leading Groups and Team Building**

1. Workplace Motivation
2. Conducting Presentations
3. Conducting Meetings
4. Workplace Coaching
5. Teams and Teamwork

#### **Day 3      Planning, Quality and Productivity**

1. Planning and Scheduling
2. Introduction to Workforce Planning
3. Quality Control
4. Productivity Improvement