

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

Course Title: FOREMANSHIP AND ADMINISTRATION

Code No.: BUS 214-2

Program: FORESTRY

Semester: IV

Date: JULY, 1987

Author: G. L. STONE

New: \_\_\_\_\_ Revision: X

APPROVED: *[Signature]*  
Chairperson

*July 15/87*  
Date

FOREMANSHIP AND ADMINISTRATION

CALENDAR DESCRIPTION

FOREMANSHIP & ADMINISTRATION

BUS 214-2

---

Course Name

---

Course Number

PHILOSOPHY/GOALS:

Foremanship is the art of working with a group of people. A foreman exercises authority over these people in such a way as to achieve their greatest combined effectiveness. The purpose of this course is therefore, to increase the students' understanding of people in the workplace and to acquire supervisory skills. Basic communication and human relation skills will be covered as well as actual case studies.

The ability to direct ones own learning is an important skill for any foreman to develop. The resourceful individual will not wait for opportunities, he/she will create his/her own. This course is designed to help students direct their own learning.

GENERAL COMPETENCIES\*

1. Planning - plan and implement a personal learning program.
2. Communicating effectively - be aware of the importance of, and be reasonably capable of communicating clearly and concisely in written, graphic and oral form.
3. Motivating - understand what motivates people to work and be reasonably capable of motivating others.
4. Learning - understand the learning process and identify own style.
5. Teaching/Training - understand basic principles of negotiation, and be able to apply them to a contract situation.
7. Leading - understand various styles of leadership and demonstrate own style.
8. Evaluating - understand processes of self-evaluation and evaluation of others, and demonstrate ability to do same.

\* All competencies involve the proper use and interpretation of common terminology related to forestry.

FORESTRY TECHNICIAN  
BUS 214-2  
FOREMANSHIP AND ADMINISTRATION

METHOD OF ASSESSMENT:

Evaluation will be on the basis of:

- a) Student self-evaluation
- b) Class evaluation, and
- c) Teacher evaluation

Criteria for evaluation:

- a) Completion of stated objectives (learning contract)
- b) Two student/teacher interviews
- c) Class participation
- d) Attendance

Each student will contract for a given grade. Individual student and teacher will decide on what constitutes adequate performance. Generally, student will demonstrate his/her ability in several of the stated competencies.

<u>WEEK</u>	<u>TOPIC</u>
1,2	<u>Introduction to Foremanship</u> - course outline - evaluation - learning journal - time management plan
3	<u>Manual for Self-Development</u>
4	<u>Communications Skills</u>
5	<u>Giving and Receiving Feedback</u>
6	<u>Demonstration Techniques</u> - teaching leadership skills
7	<u>Self Assessment Techniques</u>
8	<u>Selling/Advertising Techniques</u>
9	<u>Student</u>
10	<u>Directed</u>
11	<u>Activities</u>
12	<u>As Outlined</u>
13	<u>In Objectives</u>
14	<u>Evaluation Interviews</u>
15	<u>&amp; Course Evaluation</u>

BUS 214-2

<u>OBJECTIVE</u>	<u>INPUT (RESOURCES)</u>	<u>ASSIGNMENT</u>
1. Prepare a Time Management Plan	<ul style="list-style-type: none"><li>- videotape</li><li>- study skills notes</li><li>- university of success notes</li></ul>	<ul style="list-style-type: none"><li>- weekly schedule</li><li>- daily schedule for self (to be used during the 4th semester)</li></ul>
2. Train Personnel to Use a Forestry Piece of Equipment Using Practical Demonstration Techniques	<ul style="list-style-type: none"><li>- demonstration techniques</li><li>- safety procedures</li><li>- Occupational Health &amp; Safety Act</li></ul>	<ul style="list-style-type: none"><li>- research demonstration tool or techniques</li><li>- check method with teacher</li><li>- choose tool where safety is a problem</li></ul>
3. Evaluate Job Performance	<ul style="list-style-type: none"><li>- giving and receiving feedback</li><li>- measurement and evaluation</li><li>- design of forms</li><li>- observation skills</li></ul>	<ul style="list-style-type: none"><li>- self-evaluation of activities</li><li>- provide written/verbal feedback to anyone directing an activity in which you are participating</li><li>- evaluate performance of fellow students</li><li>- design a feedback sheet</li><li>- design an evaluation form</li></ul>
4. Demonstrate Collective Bargaining Skills	<ul style="list-style-type: none"><li>- methods of encouragement</li><li>- negotiation technique</li><li>- methods of selling ideas</li><li>- video tape on collective bargaining</li><li>- motivation techniques</li></ul>	<ul style="list-style-type: none"><li>- role play a contract negotiation</li><li>- exhibit sensitivity to others</li><li>- identify and use motivation techniques</li></ul>

OBJECTIVE

INPUT (RESOURCES)

ASSIGNMENT

5. Investigate Accident/Unsafe Practice

- Occupational Health & Safety Act
- problem solving techniques
- supervisor's handbook

- investigate a mock accident/unsafe practice
- keep records/forms
- interview personnel
- identify hazards & make recommendations for correction
- write up accident report

6. Conduct a Job Search

- step-by-step procedure
- counselling office
- "What Colour is Your Parachute?"
- self-awareness

- conduct a job search in Sault Ste. Marie and area

7. Promote Product/Service

- how to sell yourself
- advertising techniques
- self assessment techniques
- opportunity skills

- design a brochure to sell self and a service

8. Write Reports/Documents on a Field Project/Presentation

- choose exercise
- outline report
- design forms
- document/report
- submit written report

9. Teach a Class/Give a Public Presentation

- "Recipes for Survival"
- presentation skills
- communications skills
- teaching techniques
- teaching aids
- curriculum design

- choose a topic that is interesting
- choose a topic where you have expertise
- choose your audience
- design a learning experience for that group
- make a lesson plan
- deliver lesson
- evaluate learning

BUS 214-2

<u>OBJECTIVE</u>	<u>INPUT (RESOURCES)</u>	<u>ASSIGNMENT</u>
10. Conduct an Interview	<ul style="list-style-type: none"><li>- "interviewing"</li><li>- counselling office</li><li>- art of questioning</li><li>- communications skills</li><li>- interview notes</li><li>- design questionnaire</li></ul>	<ul style="list-style-type: none"><li>- conduct a mock job interview in front of class</li><li>- conduct an interview on the job/in the community</li><li>- obtain feedback/evaluation from interviewee</li></ul>
11. Conduct Self Appropriately as an Interviewee	<ul style="list-style-type: none"><li>- same as in Obj. 10</li></ul>	<ul style="list-style-type: none"><li>- be interviewed by another student or person in the community</li></ul>
12. Lead a Discussion Group	<ul style="list-style-type: none"><li>- leadership skills</li><li>- how to lead a discussion</li><li>- communication skills</li><li>- group dynamics</li></ul>	<ul style="list-style-type: none"><li>- lead a discussion group</li><li>- obtain feedback/evaluation</li></ul>
13. Conduct a Meeting	<ul style="list-style-type: none"><li>- the conduct of meetings</li><li>- how to sabotage a meeting without really trying</li><li>- group dynamics</li><li>- Robert's Rule of Order</li></ul>	<ul style="list-style-type: none"><li>- conduct a formal meeting</li><li>- conduct an informal meeting</li></ul>