

2007 – 2008 CALENDAR

WINTER QUARTER:

November 26, 2007 – December 7, 2007

Break: December 10, 2007 – January 4, 2008

And Resume

January 7, 2008 – February 29, 2008

Break: March 3 – 7, 2008

SPRING QUARTER:

March 10, 2008 – May 16, 2008

REGISTRATION

Please call the Tri-Cities AGC office to register for classes in this bulletin. Classes requiring a fee will be invoiced by AGC.

It is requested that all registration be completed at least two weeks prior to the beginning of the class.

Telephone Numbers:

423/323-1339 OR 423/323-7121

Fax Number:

423/279-0989

E-Mail Address:

Jim Rhinehardt: tmsafetytri@earthlink.net

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CRAFTWORKER TRAINING

CARPENTRY TRAINING – 1ST Year

FALL QUARTER

CLASS: CORE CURRICULUM
Construction Math, Tools, Blueprints, Rigging
Date: September 10, 2007 - November 12, 2007
Time: Mondays, 6:00 p.m. to 8:30 p.m.
Place: AGC Training Center, Blountville, TN

WINTER QUARTER

CLASS: CARPENTRY I
Framing and Forms
Date: November 26, 2007 – February 25, 2008
Time: Mondays, 6:00 p.m. to 8:30 p.m.
Place: AGC Training Center, Blountville, TN

SPRING QUARTER

CLASS: CARPENTRY I – CONTINUED
Windows, Doors, Stairs
Date: March 10, 2008 – May 12, 2008
Time: Mondays, 6:00 p.m. to 8:30 p.m.
Place: AGC Training Center, Blountville, TN

CRAFTWORKER TRAINING

CARPENTRY TRAINING II – 2ND Year

FALL QUARTER

CLASS: CARPENTRY II
Building Layout, Reinforcing Steel
Date: September 12, 2007 – November 14, 2007
Time: Wednesdays, 6:00 p.m. to 8:30 p.m.
Place: AGC Training Center, Blountville, TN

WINTER QUARTER

CLASS: CARPENTRY II – CONTINUED
Forms, Concrete Handling & Placement
Date: November 28, 2007 – February 27, 2008
Time: Wednesdays, 6:00 to 8:30 p.m.

Place: AGC Training Center, Blountville, TN

SPRING QUARTER

CLASS: CARPENTRY III
Building Finishes: Roofs, Siding, Framing with Metal Studs
Date: March 13, 2008 – May 15, 2008
Time: Thursdays, 6:00 p.m. to 8:30 p.m.
Place: AGC Training Center, Blountville, TN

CRAFTWORKER TRAINING

CARPENTRY TRAINING – 3rd Year

FALL QUARTER

CLASS: CARPENTRY III – CONTINUED
Building Finishes: Drywall, Suspended Ceilings, Trims, Cabinets
Date: September 13, 2007 – November 15, 2007
Time: Thursdays, 6:00 p.m. to 8:30 p.m.
Place: AGC Training Center, Blountville, TN

WINTER QUARTER

CLASS: CARPENTRY IV
Advanced: Layout, Roof Systems, Floor Systems, Wall Systems
Date: November 29, 2007 – February 28, 2008
Time: Thursdays, 6:00 p.m. to 8:30 p.m.
Place: AGC Training Center, Blountville, TN

SPRING QUARTER

CLASS: CARPENTRY IV – CONTINUED
Welding and Metal Buildings, Skills for Crew Leaders
Date: March 13, 2008 – May 15, 2008
Time: Thursdays, 6:00 p.m. to 8:30 p.m.
Place: AGC Training Center, Blountville, TN

SUPERVISORY TRAINING PROGRAM

FALL QUARTER

CLASS: UNIT 10: GENERAL & SPECIALTY CONTRACTOR DYNAMICS
Date: September 13, 2007 – November 15, 2007
Time: Thursdays – 6:00 p.m. to 8:30 p.m.
Place: AGC Training Center, Blountville, TN
Fee: \$200 per Participant (AGC Member)

\$400 per Participant (Non-AGC Member)

- **Construction Systems**
- **Contractual Relationships**
- **Removing Concern and Doubt**
- **Selecting a Specialty Contractor**
- **Communication**
- **Plans and Specifications**
- **Mobilization**
- **Time Management**
- **Productivity and Project Closeout**

SUPERVISORY TRAINING PROGRAM

WINTER QUARTER

CLASS: UNIT 1: LEADERSHIP AND MOTIVATION
Date: November 29, 2007 – February 28, 2008
Time: Thursdays – 6:00 p.m. to 8:30 p.m.
Place: AGC Training Center, Blountville, TN
Fee: \$200 per Participant (AGC Member)
\$400 per Participant (Non-AGC Member)

- **Covers the role of the construction supervisor**
- **Effective leadership styles**
- **Helping people perform better**
- **Motivation strategies**
- **Setting positive expectations**
- **Giving positive feedback**
- **Training and orientation of new workers**
- **Working in teams and team building**

SUPERVISORY TRAINING PROGRAM

SPRING QUARTER

CLASS: UNIT 2: ORAL AND WRITTEN COMMUNICATION
Date: March 13, 2008 – May 15, 2008
Time: Thursdays – 6:00 p.m. to 8:30 p.m.
Place: AGC Training Center, Blountville, TN
Fee: \$200 per Participant (AGC Member)
\$400 per Participant (Non-AGC Member)

- **Addresses forms of communication**
- **Understanding the role of communication**
- **Developing better communication skills through positive and direct communication**
- **Realizing the value of written communication and reviewing paper documentation**
- **Helping others communicate with you**
- **Listening actively**
- **Understanding and negotiation**
- **Getting your point across with a difficult person**
- **Communication with all levels, including groups**

SAFETY & MISCELLANEOUS CLASSES

CLASSES TO BE SCHEDULED UPON DEMAND

- **Asbestos Awareness**
- **Bloodborne Pathogens**
- **Crane Operator**
- **Crane Inspector**
- **Electrical Safety**
- **Extended/Articulating Boom Lift Training**
- **Fall Protection**
- **First Aid & CPR**
- **Hazard Communication**
- **Industrial Truck Training/Forklift Training**
- **Ladders & Stairways**
- **Lead Awareness**
- **Lockout/Tagout of Hazardous Energy**
- **Permit Required Confined Space Entry**
- **Respiratory Protection**
- **Rigging Certification**
- **Scaffold Builders Certification**
- **Scaffold Competent Person**
- **Scaffold User Training**
- **10-Hour OSHA Construction Safety & Health Outreach Training Program**
- **30-Hour OSHA Construction Safety & Health Outreach Training Program**
- **Trenching & Excavation**
- **ANY OTHERS OF INTEREST**

**IF YOU HAVE TRAINING NEEDS
OTHER THAN THOSE
ADDRESSED IN THIS BOOKLET
PLEASE CONTACT:**

**JIM RHINEHARDT
SAFETY & EDUCATION DIRECTOR
TRI-CITIES BRANCH – AGC OF TENNESSEE**

**AGC Office
249 Neal Drive
Blountville, TN 37617**

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E-Mail: tnsafetytri@earthlink.net
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**TRI-CITIES AGC ALSO OFFERS
AN EXTENSIVE LIBRARY OF SAFETY VIDEOS**

**TRI-CITIES BRANCH
AGC of Tennessee**

INSTRUCTOR/STUDENT GUIDELINES

INTRODUCTION

The Tri-Cities Branch of the Associated General Contractors of Tennessee is dedicated to establishing on-going construction craft training programs that will enhance the construction industry, provide economic advantages to those employed in the construction industry, and benefit the local community as a whole.

To accomplish this mission each instructor, student, and AGC staff member will be asked to adhere to the rules, regulations, and guidelines as set forth in this handbook.

SELECTION OF INSTRUCTORS/STUDENTS

Instructors:

Instructors shall be selected based upon their expertise in the particular craft that they are to teach, and have demonstrated their ability to communicate the given curricula in an effective manner. If in the event that the Tri-Cities Branch of AGC decides to become an accredited training unit through the National Center for Construction Education and Research (NCCER) all instructors must successfully complete the NCCER Instructor Certification Training Program (ICTP.)

The Tri-Cities Branch of AGC will select/employ instructors without regard to race, color, religion, sex, national origin, marital status, age, disability and veteran status. Tri-Cities Branch of AGC policies and procedures shall be in full compliance with the Civil Rights Act of 1964 as amended, The AGC Discrimination in Employment

Act of 1974, the Presidential Executive Orders, and the regulations of the office of Federal Contract Compliance Programs.

Students:

Students must make application for training either through their employer or the Tri-Cities Branch of AGC. Students who have demonstrated an interest in and an aptitude for the construction trades will be accepted for training. Acceptance will be granted without regard to race, color, religion, sex, national origin, age (students making applications that are not in a State of Tennessee Department of Labor Student Learner Program must be 18 years of age) disability or veteran status.

Fees for training will vary according to craft training selected.

DISCIPLINE

Instructors and students shall strive to create a training environment favorable to learning.

In the event of a problem with a student, instructors will confer with the student to resolve the problem. If this is unsuccessful the instructor will notify the training unit sponsor representative (Tri-Cities Branch of AGC Safety Director) as to the nature of the problem. The sponsor representative shall either confer with the student or notify the student's employer or both to attempt resolution.

In the event of a problem with an instructor, students shall notify either their employer or the sponsor representative.

If there is a problem that cannot be resolved by the above means, Tri-Cities Branch of AGC Education Committee will make the final determination.

DRUG-FREE WORKPLACE

The Tri-Cities Branch of AGC Training Unit has adopted a "Zero Tolerance Policy" concerning the possession, sale, distribution and use of controlled substances and alcohol while on Tri-Cities Branch of AGC property during training.

SMOKING

The Tri-Cities Branch of AGC building is a smoke-free facility. Instructors and students who wish to smoke should do so only in the approved smoking areas. Please place all cigarette residues in the cigarette urns provided.

STUDENT GRIEVANCE POLICY

If at any time a student has a problem/complaint with an instructor, the curricula, teaching practices, safety issue, materials, equipment etc. the student should try to resolve the issue with the instructor. If this fails to solve the problem, the student can submit in writing, not later than thirty days after the complaint, a request for resolution to the training sponsor representative. If the student is dissatisfied with the training sponsors' decision, the student may then submit in writing, not later than sixty days after the complaint, a request for resolution to the Tri-Cities Branch of AGC Education Committee. If the student's grievance concerns the *Contren Learning Series* curriculum the student may submit a grievance to the National Center for Construction Education and Research (NCCER) within sixty days of the lodging of the initial complaint.

STUDENT ATTENDANCE POLICY

Students are allowed one unexcused absence during a ten-week training session. The student's employer will determine excused absences.

Three absences excused or unexcused within a ten-week period will result in a non-credit for that particular class module.

STUDENT PERFORMANCE EVALUATIONS

In order to complete a module successfully, students must achieve a minimum of 70% on written tests. Students receiving less than 70% can request a re-test until a score of 70% is achieved. Students will also be required to demonstrate their knowledge of the subject matter by successfully completing specific performance test. Test results will be reported to the student's employer as a PASS/FAIL grade.

A minimum of a 48-hour waiting period is required before re-testing of the written exam. Performance re-test will be scheduled at the discretion of the instructor.

Written test and performance test results will be reported to the training unit sponsor on NCCER Form 200 when applicable.

SECURITY OF TESTING MATERIALS

All written tests, test results, and manuals provided to the instructor shall be secured in a place accessible only to the instructor.

1. Completed test and test results shall be turned in to the training unit sponsor.
2. Test results can be destroyed by shredding or burning 90 days after the term in which the tests were administered.
3. Before tests are administered, they are to be kept in a secure location.

Instructors should be aware of jeopardizing the validity of tests if they are not secured.

SAFETY

Tri-Cities Branch of AGC is committed to providing the best possible working conditions for all of the students enrolled in craft training classes.

To insure this, all training will be conducted in full compliance with all current occupational safety and health, and environmental rules and regulations.

Every person in training has a personal responsibility to safety. If at any time a student or instructor observes an unsafe condition or an unsafe act, immediate action must be taken to alleviate the hazard.

Instructors and students shall insure that:

1. all hand and power tools are in sound condition
2. that all guards on equipment are in place and operational to provide the protection for which they were designed
3. personal protective equipment shall be used as appropriate
4. if any occupational injury/illness occurs they will be reported immediately to the instructor and the sponsor representative
5. classroom and shop areas shall be kept clean and be free of any hazards
6. all electrical equipment shall be checked prior to issue to insure that they are in proper operating condition
7. instructors shall inspect classroom and shop areas prior to use

CLASSROOM & SHOP AREA USAGE

Instructors will be responsible for keeping the classroom and shop areas as clean as possible.

Instructor and students will limit personal telephone usage. Use of the telephone for unauthorized long distance calls is prohibited.

At the end of training sessions all lights shall be turned off and all doors locked.

All audio/video aid equipment shall be turned off and returned to their proper storage area.

All trash shall be placed in trash containers.
