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## Sample Schedule & Class Contents

### Day One

#### The Basics

Industry Today, Gender and Cultural Issues,  
Business Organizations

#### Leadership Skills

Introduction to Leadership, The Shift in Work  
Activities, Becoming a Leader, Communication,  
Motivation, Team Building, Getting the Job  
Done, Problem Solving and Decision Making

### Day Two

#### Safety

Safety Overview, Cost of Accidents, Safety  
Regulations, Workplace Inspections, Employer  
Safety Responsibilities, Crew Leader  
Involvement in Safety, Promoting Safety

#### Project Control

Project Control Overview, Project Delivery  
Systems, Cost Estimating and Budgeting,  
Planning, The Planning Process, Planning  
Resources, Scheduling, Cost Control, Resource  
Control, Production and Productivity

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## Class Policies

Due to travel costs and guaranteed  
instructor fees, payment must be  
received in full by thirty days prior to  
scheduled class.

Acceptable form of payments are credit  
card, certified check, bank check,  
company check, or municipal check.

Please contact Mike Flowers via email  
at [mike@nuca.com](mailto:mike@nuca.com) or via phone at  
703.890.7814 to make payment  
arrangements.

## Questions? Scheduling A Class

If you have any questions regarding the  
NUCA Fundamentals of Crew Leadership  
Class or if you are interested in scheduling  
a Crew Leadership Class, please contact  
Mike Flowers, Director of Safety, Education,  
& Training via email at [mike@nuca.com](mailto:mike@nuca.com) or  
by phone at 703.358.9300.



The National Utility Contractors Association

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## Fundamentals Of Crew Leadership



CONTREN® LEARNING SERIES



## Fundamentals of Crew Leadership

In excavation and underground utilities, work gets done most efficiently if workers are divided into crews with a common purpose.

When a crew is formed to tackle a particular job, one person is appointed as the leader. This person is usually an experienced professional who has demonstrated exceptional leadership qualities.

To become an effective leader, it helps to have natural leadership qualities, but there are specific job skills that you need to know in order to run a crew.

The NUCA Fundamentals of Crew Leadership is a two day, intensive course that will teach you to be an effective leader, including the ability to communicate, provide direction to your crew, and effectively plan and schedule the work of your crew.

As a crew member, you weren't required to think much about project costs. However, as a crew leader, you need to understand how to manage materials, equipment, and labor in order to work in a cost effective manner.

You will also begin to view safety from a different perspective because you will be accepting responsibility for the safety of your crew, making sure that the crew members you direct follow company safety policies and have the latest information on job safety issues.

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## Fundamentals of Crew Leadership

### Continued

As a crew leader, you become part of the chain of command in your company, the link between your crew and those who supervise and manage projects.

As such, you need to know how the company is organized and how you fit into the organization. You will also focus more on company policies than a crew member, because it's up to you to enforce them within the crew.

You will represent your team at daily project briefings and then communicate relevant information to your crew. This means learning how to be an effective listener and an effective communicator.

Whether you are currently a crew leader wanting to learn more or a crew member wanting to "move up the ladder", this course will help you reach your goal.

### Class Size and Cost

Minimum class size is 12. Maximum class size is 25. The course fees are as follows:

Class Size 12 minimum                      \$725.00/student

#### Notes

- 1) Class price includes continental breakfast (donuts & coffee), lunch, course materials, NCCER "Fundamentals of Crew Leadership" Manual, Supporting Course Manual, and Certificate of Completion
- 2) Courses can be smaller than 12 participants but payment must be equivalent to 12 participants.

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## About Our Instructor

### Mike Flowers

Mike joined NUCA in October with more than 20 years of training experience. His position as director of safety, education, and training will clearly articulate NUCA's overall vision, objectives, strategies, policies, and procedures to enhance the association's safety culture.

Before coming to NUCA, he provided training leadership at JLG Industries in McConnellsburg, Pennsylvania. Until 2019, he served as director of training for 12 years with the Frederick County (Maryland) Sheriff's Office.

Mike was in charge of all training for the department, managed the department's training academy, developed training and lesson plans, and maintained accredited status for the program from OSHA, the state's fire marshal's office, and other state and national organizations. He coordinated all aspects of two law enforcement academies each year, and scheduled in-service, specialized, and recertification training for the department's staff.

Mike can also draw upon his eight years in the U.S. Marine Corps as a platoon commander. His leadership included overseas deployment in several active combat theaters, and other homeland security duties. He served as the instructor for several training activities, and designed, organized, and supervised a wide scale of rescue training programs specific to his military missions.

Mike holds a B.S. in criminal justice from Purdue University, and obtained numerous certifications in specialized law enforcement programs since leaving the military in 2005.

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