

Construction Superintendent Certification Program

Course Outline



Introduction: Getting Started

This course includes everything an individual needs to have a successful training experience, including how to get started on the learning journey, an overview of the program and its elements, and a learner's guide to help refresh their study skills. The Introduction also features information about the pathways to training and how to get help, should a learner need it.

The 16-Courses *(can be taken in any order)*

1. Leadership, Ethics, and Communication: *Succeeding as Project Steward*

Learners will delve into the leadership role of a superintendent, examining the link between ethics and leadership, essential qualities and principles, communication challenges, and creating a personal leadership plan to manage projects and teams effectively.

2. Quality: *Delivering Excellence*

Learn to define project quality standards and scope of work, apply quality requirements, support team quality efforts as a project leader, and utilize management tools to foster a culture of quality on projects.

3. Information Management: *Delivering Accurate and Timely Information*

Master information management for a project team by identifying key information, documenting handling processes, developing a management plan, clarifying documentation roles and responsibilities and understanding tools for effective information management.

4. Scheduling: *Developing and Managing the Project Timeline*

Learn to develop a project schedule, use it as an effective management tool and address delays. Understand the purpose of schedule maintenance and reporting and explore additional applications for the schedule.

5. Work Planning: *Ensuring Safe and Productive Workflow*

In this course, participants engage in preconstruction planning to ensure constructible designs, refine medium and short-term construction planning by breaking down tasks into detailed steps, and leverage planning skills, knowledge and field experience to drive project success.

6. Cost Control: *Monitoring and Influencing Project Spend*

Master the fundamentals of estimating, cost control, project accounting and cost reporting. Learn techniques for critically reviewing cost reports, using earned value and productivity methods to manage labor costs, overseeing materials, logistics and waste reduction to effectively control project expenses.

7. Contracts and Procurement: *Understanding and Implementing Project Agreements*

This course emphasizes the importance of contracts in construction projects, equipping superintendents with essential knowledge to protect both the project and the company. Participants will learn to identify the benefits of various contract types, understand key contract clauses relevant to their role, and effectively manage the procurement of equipment, materials and subcontracts.



8. Resource Management: *Optimizing People, Materials, and Equipment*

This course addresses essential aspects of project-level planning and the labor market, including assessing labor needs and costs, managing equipment, tools and material requirements, and examining the advantages of implementing project-specific training programs.

9. Human Resources: *Building a Strong Team*

This course explores the superintendent's Human Resources responsibilities, the role of the HR department, and how superintendents collaborate to build strong teams. Topics include effective recruiting and onboarding techniques, strategies for evaluating, retaining and transitioning employees, and an overview of key laws that influence their interactions with staff.

10. Change Management: *Minimizing the Impact of Change*

Learn to define project scope, identify and assess the impact of changes and assign responsibility for those changes. Participants will also learn to lead a team capable of recognizing change, following the proper change control documentation process and implementing an effective change management system.

11. The Risk Management and Claims Prevention: *Protecting Your Business*

This course covers the development of a comprehensive risk management plan. Superintendents will gain the skills to confidently identify, mitigate and manage risks. They will also learn strategies to prevent claims and understand their role in defending against claims when necessary.

12. Legal Concepts and Regulations: *Understanding Construction Law*

This course delves into the fundamentals of contract law and its application in day-to-day construction site operations. It clarifies essential legal terms and conditions to facilitate contract comprehension. Participants will learn to manage claims as superintendents, such as documentation, contractual notice and dispute resolution. The course concludes with an overview of key laws and regulations.

13. Constructibility: *Integrating Construction Knowledge into Design*

In this course, participants discover what constructibility is and its significance in construction projects. Learners explore key considerations for conducting a constructibility analysis and how it applies across all project phases. The course also covers constructibility reviews and includes case studies that illustrate constructibility in practice.

14. Site Logistics: *Coordinating Project Resource Flow*

In this course, participants will learn the essential elements of a site logistics plan, including just-in-time delivery, and how to effectively develop one. Participants will also explore the connection between the site logistics plan and project goals, such as safety, quality, productivity and scheduling.

15. Project Closeout: *Finishing Strong*

In this course, participants learn the importance of project closeout and why early planning and organization are essential. They will be equipped to ensure a smooth hand off to the owner by delivering a facility that meets all requirements and fulfilling all contractual obligations, including the necessary documentation.

16. Safety and Health: *Protecting People*

This course covers essential concepts related to the safety role as a superintendent. Participants will learn about leadership in safety, the costs associated with incidents and injuries, OSHA inspections, safety best practices, hazard recognition and remediation, safety education and training, and incident and emergency preparedness.