

# **Leadership, Management & Workplace Excellence**

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## **Effective Project Leadership Skills**

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#### **In-Person & Virtual Training**

#### **Project Management & Leadership Training**

#### **Days and Times Scheduled Based On Your Needs**

This 1-day interactive workshop is designed for new and experienced project managers, superintendents, foremen, and site supervisors. Managing a project involves more than just reading blueprints and tracking budgets; it requires managing people, mitigating risks, and driving a project to successful completion despite inevitable setbacks. This course provides participants with practical tools to lead teams effectively, resolve conflicts, and maintain strict operational control over complex projects.

The training focuses on the core principles of proactive leadership, decision-making, and stakeholder management. While technical skills get projects started, leadership skills get them finished safely and profitably. This training is an important part of keeping your company operating smoothly, improving project margins, and providing your key people with the strategic information and resources they need to lead diverse teams with confidence.

#### **Training Topics Include:**

- Transitioning from the Tools to Management
- Defining Clear Project Goals, Roles, and Responsibilities
- Time Management and Prioritizing High-Value Tasks
- Identifying and Mitigating Project Risks Before They Occur
- Managing Subcontractors and Multi-Employer Worksites
- Conflict Resolution and De-escalation Strategies on the Jobsite
- Effective Delegation and Empowering Your Team
- Running Efficient and Productive Safety and Production Meetings
- Navigating Difficult Conversations with Clients and Stakeholders

## **In-Person Training Location or Virtual Zoom Training Based On Your Needs**

*Includes Interactive Case Studies and Jobsite Management Scenario Role-Play.*

### **Presented by**

**SAFE - Safety Associates for Employers, LLC**

Call: 775-843-8318, Email: [Larry@safety4employers.com](mailto:Larry@safety4employers.com)

Website: <https://safety4employers.com/>

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## **Build Coaching, Communication & Teamwork Skills**

### **Build Coaching, Communication & Teamwork Skills**

#### **In-Person & Virtual Training**

#### **Supervisor Coaching & Team Building Workshop**

#### **Days and Times Scheduled Based On Your Needs**

This 1/2-day interactive workshop is essential for foremen, supervisors, safety managers, and HR professionals who are responsible for guiding the performance of their crews. A team's success relies heavily on how well its leaders communicate expectations, provide constructive feedback, and build a culture of mutual respect. This course moves beyond basic management and focuses on developing supervisors into effective coaches who can elevate their team's performance, safety awareness, and morale.

The training addresses the critical soft skills required in today's workforce, focusing on active listening, generational differences in communication, and collaborative problem-solving. This training is an important part of keeping your company culture strong, reducing costly employee turnover, and providing your key people with the interpersonal information and resources they need to build cohesive, high-performing teams.

#### **Training Topics Include:**

- The Difference Between Managing and Coaching
- Active Listening and Ensuring Your Message is Understood
- Delivering Constructive Feedback Without Creating Defensiveness
- Coaching Employees Through Safety and Performance Issues

- Bridging Communication Gaps Across Different Generations
- Recognizing and Utilizing Individual Strengths on Your Team
- Building Trust and Fostering a Culture of Open Reporting
- Setting Measurable Goals and Following Up Effectively
- Team Problem-Solving and Collaborative Decision Making

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## **Continuous Improvement & Operational Efficiency**

### **Continuous Improvement & Operational Efficiency**

#### **In-Person & Virtual Training**

#### **Lean Operations & Continuous Improvement Training**

#### **Days and Times Scheduled Based On Your Needs**

This 1-day course is designed for operations managers, production supervisors, EHS directors, and business leaders who are focused on streamlining processes, reducing waste, and maximizing productivity. In any industry, inefficient workflows cost time, money, and create unnecessary safety hazards. This course introduces the practical fundamentals of continuous improvement (Lean/Kaizen methodologies) and how to apply them directly to your facility or construction site.

The training focuses on empowering employees at all levels to identify bottlenecks, eliminate non-value-added activities, and implement sustainable operational changes. This training is an important part of keeping your company competitive, improving your bottom line, and providing your key people with the analytical information and resources they need to optimize their daily operations.

### **Training Topics Include:**

- Introduction to Lean Principles and Continuous Improvement (Kaizen)
- Identifying the 8 Wastes (DOWNTIME) in Your Operations
- 5S Methodology: Sort, Set in Order, Shine, Standardize, Sustain
- Value Stream Mapping and Analyzing Current Workflows
- Root Cause Analysis Techniques (The 5 Whys and Fishbone Diagrams)
- Engaging Frontline Employees in Problem-Solving
- Standardizing Work Procedures for Consistent Quality and Safety
- Visual Management Tools for the Shop Floor and Jobsite
- Measuring Success and Sustaining Operational Changes

### **In-Person Training Location or Virtual Zoom Training Based On Your Needs**

*Includes a Practical Facility or Jobsite Walk-Through to Identify Immediate Areas for 5S Implementation.*

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## **Quality Assurance/Quality Control (QA/QC) Leadership Skills**

### **Quality Assurance Leadership Skills**

### **In-Person & Virtual Training**

### **QA/QC Leadership & Management Training**

### **Days and Times Scheduled Based On Your Needs**

This 1-day program is designed for Quality Assurance (QA) and Quality Control (QC) inspectors, managers, superintendents, and project leaders responsible for ensuring work

meets exact specifications and client standards. A strong QA/QC program is not just about catching mistakes after they happen; it is about building forward-looking and proactive systems that lead teams to prevent defects in the first place. This course focuses on the leadership skills necessary to drive a culture of quality throughout the entire organization.

The training integrates quality management system principles with practical leadership tactics to manage both the technical and human elements of quality control. This training is an important part of keeping your company's reputation intact, minimizing costly rework, and providing your key people with the strategic information and resources they need to enforce quality standards effectively.

**Training Topics Include:**

- The Difference Between Quality Assurance (Process) and Quality Control (Product)
- Developing and Implementing a Robust QA/QC Plan
- Defining Quality Metrics, Tolerances, and Specifications
- Leading a "Right the First Time" Organizational Culture
- Managing Non-Conformance Reports (NCR) and Corrective Actions
- Effective Communication Between QC Inspectors and Production Crews
- Conducting Thorough Internal Audits and Site Inspections
- Supplier and Subcontractor Quality Management
- Continuous Training and Calibrating the Quality Team

**In-Person Training Location or Virtual Zoom Training Based On Your Needs**

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**Better Workplace / Jobsite Inspections**

## **Better Workplace / Jobsite Inspections**

### **In-Person & Virtual Training**

### **Advanced Facility & Jobsite Hazard Inspections**

### **Days and Times Scheduled Based On Your Needs**

This 1/2-day interactive workshop is essential for safety committee members, safety managers, foremen, and anyone tasked with conducting routine facility or job site inspections. Simply checking boxes on an inspection form does not prevent accidents. This course teaches participants how to "see" hazards they walk past every day, understand the root cause of unsafe conditions, and document findings in a way that drives real corrective action.

The training aligns with the proactive hazard identification requirements of the OSHA General Duty Clause and state-specific Injury and Illness Prevention Programs (IIPP) or Written Workplace Safety Programs (WWSP). This training is an important part of keeping your company compliant with proactive safety mandates, actively preventing severe injuries, and providing your key people with the observational skills and resources they need to conduct highly effective inspections.

### **Training Topics Include:**

- Moving Beyond the Checklist: Developing a "Safety Eye"
- Understanding the Hierarchy of Hazard Controls (Elimination to PPE)
- OSHA's Focus Four Hazards and the Most Frequently Cited Violations
- Conducting Behavioral vs. Physical Condition Observations
- Engaging Employees Constructively During the Inspection Process
- Evaluating the Effectiveness of Current Safety Signage and Guarding
- Proper Documentation and Prioritizing High-Risk Findings
- Tracking Corrective Actions to Closure
- How to Use Inspection Data to Prevent Future Incidents

### **In-Person Training Location or Virtual Zoom Training Based On Your Needs**

*Includes a Live, Guided Jobsite or Facility Hazard Inspection Walk-Through with the Instructor.*

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## **How to Properly Document Accidents & Incidents**

### **How to Properly Document Accidents & Incidents**

#### **In-Person & Virtual Training**

#### **Incident Investigation & Documentation Training**

#### **Days and Times Scheduled Based On Your Needs**

This 1/2-day training program is critical for HR professionals, safety managers, supervisors, and foremen who are the first on the scene following a workplace accident, injury, or near-miss. Incomplete or inaccurate accident documentation can lead to denied insurance claims, massive regulatory fines, and repetitive injuries. This course provides the exact methodology for securing a scene, interviewing witnesses, and writing a comprehensive incident report.

It also covers best management practices and strategies to control documentation which could potentially disclose intellectual property, proprietary information, medical records, personal/private information, and sensitive internal communication causing financial and reputational harm to the company and/or their employees.

The training covers the legal requirements of OSHA recordkeeping (OSHA 300 Logs), immediate reporting mandates for severe injuries, and standard insurance documentation protocols. This training is an important part of keeping your company legally compliant during a crisis, managing workers' compensation liabilities, and providing your key leadership with the investigative information and resources they need to find the root cause and prevent recurrences.

#### **Training Topics Include:**

- Immediate Post-Incident Actions: Securing the Scene and Medical Triage
- OSHA Reporting Requirements: When and How to Notify OSHA (8hr/24hr rules)
- Preserving Physical Evidence and Taking Effective Photographs
- The "Do's and Don'ts" of Interviewing Injured Employees and Witnesses

- Differentiating Between Direct Causes, Contributing Factors, and Root Causes
- Applying the "5 Whys" Root Cause Analysis Technique
- Writing Clear, Objective, and Legally Sound Incident Reports
- Managing the OSHA 300, 300A, and 301 Recordkeeping Forms
- Developing and Enforcing Corrective Action Plans Post-Incident

**In-Person Training Location or Virtual Zoom Training Based On Your Needs**

*Includes Interactive Tabletop Scenarios Simulating an Accident Investigation and Report Writing.*

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