

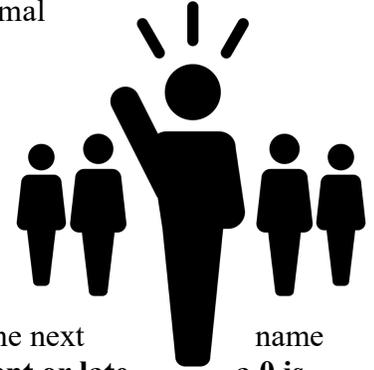


Leadership, Management, Foreperson Duties and Responsibilities

Exercising leadership, supporting your peers, and keeping the shop/lab/class in optimal conditions is key to a safe learning environment. On a job, those with supervisor, management, or foreperson responsibilities get paid more for their leadership, extra responsibilities and management of people and facilities.

Normally a foreperson/manager of local work force in industry has several responsibilities such as **oversee the work project, timing, tracking hours, communicating/reporting to the person in charge, ordering material, job estimates, safety, organization, people assistance, support, and clean-up.**

Foreperson/management responsibility will be done with one-day rotations, using the next name on the attendance list, in alphanumeric order. **If the designated Foreperson is absent or late, a 0 is assigned out of a mark out of 10, till the next opportunity can be done** and the next person present on the attendance will take over the position as foreperson. Peer students not co-operating with foreperson will lose marks from their foreperson mark.



As a foreperson, taking a leadership role with your peers, allows you to take more responsibility to directly support your peers, co-ordinate peer support based on knowing who and where everyone is in their learning/project work, coming up with solutions to unforeseen problems, and encouraging collaboration to maximize learning and practice mentorship. This is highly sought in any company you may work for in the future. By fostering and building your leadership skills, will make you a very valuable asset. Examples:

- Set an example of behavior, responsibility, and mentorship with your peers
- See where everyone is at in their tasks and passing on supporting information if needed
- Set collaboration partnerships based on assignment completion & support needed
- Friendly encouragement, reminders, and support with peers, on their directed tasks
- Quietly assist late comers with what they missed (collaboration/partners), if necessary

Keeping the room clean, organized, and maintained is key to a safe learning environment. This can be done with some knowledge, common sense, effort, initiative, and encouragement and direction with your peers. With the room kept organized, it is easier, less stress, and things are in their place, allowing to save time, work safely, and allow easy, fast, stress free access to room facilities. Examples:

- Assist with making room resources available – paper, tools, & equipment
- Watch time for clean-up to let peers know time to finish-up, save work, clean-up, and organize
- Ensure everyone is cleaning up at end of period, organizing their work area
- All tools and equipment are put back where they belong

Safety is paramount in any place of work including schools and their classrooms. Keeping walkways clear, garbage put away, left over paper recycled, lose cables on floor, spilled liquid, furniture and equipment in place, all lead to a safe environment. Examples:

- Ensure work areas are always clean, garbage in garbage can, recycling in recycling containers
- Walking areas/isles are free from debris, backpacks, etc.
- No cords or tripping hazards