



Belonging and Excellence for All (BE4ALL) is a joint effort by SMART, SMACNA, and the ITI to create an industry-wide culture where everyone is welcome and belongs, including those from historically underrepresented groups, and where we all strive for the highest standards of performance and professionalism, resulting in a thriving unionized sheet metal industry that affirms the dignity and worth of us all. These Toolbox Talks are in support of this mission.

BE4ALL Toolbox Talk

The Importance of Foreperson Training

Why is Foreperson Training Important?

Forepersons play a critical role in ensuring the success of a project. Their responsibilities extend beyond overseeing work; they are leaders, mentors, and the link between labor and management. With rising industry demands, skilled forepersons are essential for maintaining efficiency, productivity, safety, and quality on the job site.

Responsibilities of a Foreperson

A well trained foreperson should be able to:

- **Lead and manage crews effectively** – Foster teamwork, resolve conflicts, and maintain a productive and respectful work environment.
- **Ensure job site safety** – Identify and mitigate hazards, enforce safety policies, and promote a culture of safety.
- **Communicate efficiently** – Act as a bridge between workers, project managers, and contractors.
- **Manage project requirements** – Maintain schedules, monitor budgets, and ensure a high-quality of work.
- **Apply technical knowledge** – Understand project specifications, blueprints, and job site regulations.

Foreperson Training Opportunities through the International Training Institute (ITI)

The ITI provides a couple of different resources to assist Locals that are looking to enhance the leadership skills of their members:

1. **In-person Training Curriculum** – this Foreperson Training curriculum provides instructors with detailed lesson plans and PowerPoint presentations which are designed to provide participants with real-world knowledge through means of classroom exercises and discussion. This hands-on course will also provide participants with a student manual which contains more detailed information on the topics, sample forms which will be used in the classroom setting, and real-world scenarios that will require peer-to-peer collaboration to help develop leadership, communication, and management skills.
2. **Self-Paced Online Foreperson Training** – Available through the ITI websites Training Catalog, this flexible program provides a convenient way for sheet metal workers to develop the necessary skills to become effective forepersons at their own pace. [sheetmetal-iti.org/OnlineClasses](https://www.sheetmetal-iti.org/OnlineClasses)

Both programs are designed to build the skills necessary for sheet metal professionals to successfully transition into leadership roles while reinforcing industry best practices and the values of the unionized sheet metal trade.



How Does Foreperson Training Benefit our Industry?

Investing in foreperson training leads to:

- **Improved Job Performance** – Skilled forepersons enhance efficiency and ensure projects are completed on time and within budget.
- **Higher Safety Standards** – Properly trained leaders help enforce and maintain safety protocols, reducing accidents and injuries.
- **Stronger Union Representation** – Knowledgeable forepersons uphold union values and promote job site excellence.
- **Increased Worker Retention** – Workers are more likely to stay in an environment where leadership is supportive and well-trained.

What Can You Do?

- Encourage journeypersons and other experienced workers to consider foreperson training.
- Take advantage of the ITI's Foreperson Training resources.
- Continue developing leadership skills through mentorship and on-the-job experience.
- Support and respect the role of a foreperson as a vital part of our sheet metal industry.

Staff Conversation & Notes:

How can a trained foreperson improve safety and productivity on the job site?

What challenges have you faced or observed in leadership roles, and how can training help address them?



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BE4ALL Toolbox Talk Participation Sheet

Employer: _____


Presenter: _____

Location: _____

Date: _____

Participant	Initials

Participant	Initials



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