

# pec learn Safe Supervisor



Course Length	Prerequisites	Hands-on Training	Refresher Training
6-8 hours	None	None	N/A

## SUMMARY

PEC Safe Supervisor is a leadership course designed to provide an introduction to a supervisory position by defining the roles and responsibilities of a supervisor. This course includes key aspects of a supervisor's job, including continuous crew assessments, communicating effectively, implementing change, dealing with difficult workers, and mitigating hazards.

## CERTIFICATIONS

Upon successful completion of the course, a student's record is updated to reflect the certifications the student has met through this course on their PEC ID card and in PEC Training Tracker. Employers may verify student training on the PEC ID card or online at [www.PECCard.com](http://www.PECCard.com).

## COURSE EVALUATION

Students receive written exams to verify competency in PEC Safe Supervisor topics.

## COURSE COMPONENTS

Topics covered include:

- A Supervisor's Role and Responsibilities
- Activity: Supervisor Tasks
- Activity: Supervisor Self-Assessment
- Qualities of a Supervisor
- Video: Setting an Example and Positive vs. Negative Attitudes
- Leadership
- Supervisor Expectations
- Supervisor Training
- Video: A Supervisor's Responsibility to Their Crew
- Supervisor Toolbox
- Knowing Your Crew
- Activity – Crew Assessment
- A Supervisor's Responsibility to Safety
- What are Principles of Leadership?
- Activity: Supervisor Strengths and Weaknesses
- Attitude
- Activity: Attitude Assessment
- Delegation
- Activity: Crew Assessment – Delegation
- Time Management
- Activity: Create a Time Management Plan
- Communication
- Activity: Communication Feedback
- Activity: Crew Assessment – Communication
- Video: Communication
- Safety Culture
- Implementing Changes
- Hazard Recognition and Identification Tools
- Job Safety Analysis
- Observations
- Safety Meetings
- Conducting Inspections
- Incident and Accident Investigation
- Feedback and Disciplining Workers
- Video: Six Steps of Proper Feedback
- Activity: Handling Difficult Conversations

