

**Florida Department of Education  
CURRICULUM FRAMEWORK**

**Program Title:** Industrial Foremanship and Supervision  
**Occupational Area:** Industrial Education

**Program Numbers** PSAV  
**I062001**  
**CIP Number** 0606.200100  
**Grade Level** 30, 31  
**Length** 1620 hours  
**Certification** SUPVR TRG @7 G  
IND ENGR @7 G  
HUMAN REL @7 G

- I. **MAJOR CONCEPTS/CONTENT:** The purpose of this program is to prepare students for employment as an industrial supervisor. (550.132-010) (SOC 51-1011).

The content includes, but is not limited to, communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, principles of management, planning and cost control, acquisition and retention of manpower, production processes, and quality control and reliability standards.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the Industrial Foremanship and Supervision industry; planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

- II. **LABORATORY ACTIVITIES:** Shop or laboratory activities are an integral part of this program and provide instruction in those areas that are directly related to the occupational area for which the training is being offered.
- III. **SPECIAL NOTE:** SkillsUSA, Inc. is the appropriate Career and Technical Student Organization (CTSO) for providing leadership training and for reinforcing specific career and technical skills. Career and Technical Student Organizations, when provided, shall be an integral part of the career and technical instructional program, and the activities of such organizations are defined as part of the curriculum in accordance with Rule 6A-6.065, FAC.

Cooperative training - OJT is appropriate for this program. Whenever cooperative training - OJT is offered, the following are required for each student: a training plan, signed by the student, teacher, and employer, which includes instructional objectives and a list of on-the-job and in-school learning experiences; a workstation that reflects equipment, skills and tasks that are relevant to the occupation which the student has chosen as a career goal. The student must receive compensation for work performed.

In accordance with Rule 6A-10.040, FAC, the minimum basic-skills grade levels required for adult vocational students to complete this program are: Mathematics 10.0, Language 10.0, Reading 10.0. These grade-level numbers correspond to grade-equivalent scores obtained on one of the

state-designated basic-skills examinations. If a student does not meet the basic-skills level required for completion of the program, remediation should be provided concurrently through Vocational Preparatory Instruction (VPI). Please refer to the Rule for exemptions.

***Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Adult students with disabilities must self-identify and request such services. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.***

To be transferable statewide between institutions, this program/course must have been reviewed, and a "transfer value" assigned the curriculum content by the appropriate Statewide Course Numbering System discipline committee. This does not preclude institutions from developing specific program or course articulation agreements with each other.

This program may be offered in courses. Vocational credit shall be awarded to the student on a transcript in accordance with Section 230.643, F.S.

The standard length of this program is 1620 hours.

- IV. **INTENDED OUTCOMES:** After successfully completing the program, the student will be able to:

**OCCUPATIONAL COMPLETION POINT - A (SOC 51-1011)**

- 01.0 Apply supervision skills.
- 02.0 Communicate effectively in supervision.
- 03.0 Manage human behavior.
- 04.0 Motivate one's self.
- 05.0 Motivate others.
- 06.0 Apply strategies for effective management.
- 07.0 Utilize creative thinking to achieve business objectives.
- 08.0 Apply basic decision making skills in supervision.
- 09.0 Demonstrate appropriate communication skills.
- 10.0 Demonstrate appropriate math skills.
- 11.0 Demonstrate appropriate understanding of basic science.
- 12.0 Demonstrate employability skills.
- 13.0 Demonstrate an understanding of entrepreneurship.

Florida Department of Education  
STUDENT PERFORMANCE STANDARDS

**Program Title:** Industrial Foremanship and Supervision  
**Secondary Number:**  
**Postsecondary Number:** I062001

**OCCUPATIONAL COMPLETION POINT - A**

- 01.0 APPLY SUPERVISION SKILLS--The student will be able to:
- 01.01 Specify the responsibilities of the supervisor.
  - 01.02 Practice human relation skills.
  - 01.03 Follow leadership principles and approaches.
  - 01.04 Apply positive approaches to discipline.
  - 01.05 Conceptualize organizational functions of management.
  - 01.06 Develop organizational plans.
  - 01.07 Follow and teach accepted accident prevention practices.
  - 01.08 Apply elements of delegation.
  - 01.09 Coordinate employee and organization interest.
  - 01.10 Apply techniques of dealing with crisis.
  - 01.11 Utilize strategies for dealing with interpersonal conflicts.
  - 01.12 Analyze causes of resistance in employees.
  - 01.13 Implement the agreement finding process.
  - 01.14 Develop and implement job instructions.
  - 01.15 Apply delegation procedures.
- 02.0 COMMUNICATE EFFECTIVELY IN SUPERVISION--The student will be able to:
- 02.01 Solve problems in communicating.
  - 02.02 Exhibit appropriate habits in person to person communication.
  - 02.03 Apply listening skills.
  - 02.04 Use communication feedback effectively.
  - 02.05 Use persuasion skills in communicating.
  - 02.06 Build credibility in management.
  - 02.07 React to non-verbal communication.
  - 02.08 Practice confrontation skills.
- 03.0 MANAGE HUMAN BEHAVIOR--The student will be able to:
- 03.01 Use behavior modification techniques.
  - 03.02 Practice transactional analysis skills.
  - 03.03 Establish goals and objectives.
  - 03.04 Identify and resolve emotional disturbances of workers.
  - 03.05 Use self-concept-building skills.
  - 03.06 Assess worker and supervisor roles and relationships.
  - 03.07 Manage worker resistance to change.
  - 03.08 Diagnose the dynamics involved in performance appraisal.
  - 03.09 Use appropriate assertiveness skills.
- 04.0 MOTIVATE ONE'S SELF--The student will be able to:
- 04.01 Build improved attitude and self-confidence.
  - 04.02 Conceptualize cause and effect relationship.
  - 04.03 Set personal goals.
  - 04.04 Apply self-esteem-building skills.
  - 04.05 Diagnose life traps.
  - 04.06 Apply self-discipline techniques.

- 04.07 Determine areas of personal talent.
- 05.0 MOTIVATE OTHERS--The student will be able to:
  - 05.01 Conceptualize the self-fulfilling prophecy.
  - 05.02 Conceptualize the process of motivation.
  - 05.03 Apply the hierarchy of human needs to worker motivation.
  - 05.04 Effect job enrichment procedures.
  - 05.05 Apply attitude enrichment procedures.
  - 05.06 Conceptualize concept of maintainers and motivators.
  - 05.07 Develop role of trust and credibility in worker motivation.
  - 05.08 Direct goal-setting procedures with workers.
  - 05.09 Implement participative style of supervision.
- 06.0 APPLY STRATEGIES FOR EFFECTIVE MANAGEMENT--The student will be able to:
  - 06.01 Diagnose unacceptable performance.
  - 06.02 Determine effective discipline procedures.
  - 06.03 Undertake disciplinary action.
  - 06.04 Plan appraisal interviews.
  - 06.05 Conduct appraisal interviews.
  - 06.06 Implement transfer, demotion and termination procedures.
  - 06.07 Conduct hiring interviews.
  - 06.08 Implement recruitment procedures.
- 07.0 UTILIZE CREATIVE THINKING TO ACHIEVE BUSINESS OBJECTIVES--The student will be able to:
  - 07.01 Conduct and apply techniques for maximum production of ideas.
  - 07.02 Maintain conditions necessary for creative problem solving.
  - 07.03 Diagnose conditions antithetical to creativity.
  - 07.04 Oversee problem solving.
- 08.0 APPLY BASIC DECISION-MAKING SKILLS IN SUPERVISION--The student will be able to:
  - 08.01 Conduct decision-making meetings.
  - 08.02 Employ steps of effective decision making.
  - 08.03 Maintain conditions for effective decision making.
  - 08.04 Set goals and objectives.
- 09.0 DEMONSTRATE APPROPRIATE COMMUNICATION SKILLS--The student will be able to:
  - 09.01 Write logical and understandable statements, or phrases, to accurately fill out forms/invoices commonly used in business and industry.
  - 09.02 Read and understand graphs, charts, diagrams, and tables commonly used in this industry/occupation area.
  - 09.03 Read and follow written and oral instructions.
  - 09.04 Answer and ask questions coherently and concisely.
  - 09.05 Read critically by recognizing assumptions and implications and by evaluating ideas.
  - 09.06 Demonstrate appropriate telephone/communication skills.
- 10.0 DEMONSTRATE APPROPRIATE MATH SKILLS--The student will be able to:
  - 10.01 Solve problems for volume, weight, area, circumference and perimeter measurements for rectangles, squares, and cylinders.

- 10.02 Measure tolerance(s) on horizontal and vertical surfaces using millimeters, centimeters, feet and inches.
  - 10.03 Add, subtract, multiply and divide using fractions, decimals, and whole numbers.
  - 10.04 Determine the correct purchase price, to include sales tax for a materials list containing a minimum of six items.
  - 10.05 Demonstrate an understanding of federal, state and local taxes and their computation.
- 11.0 DEMONSTRATE APPROPRIATE UNDERSTANDING OF BASIC SCIENCE--The student will be able to:
- 11.01 Understand molecular action as a result of temperature extremes, chemical reaction, and moisture content.
  - 11.02 Draw conclusions or make inferences from data.
  - 11.03 Identify health-related problems, which may result from exposure to work related chemicals and hazardous materials, and know the proper precautions required for handling such materials.
  - 11.04 Understand pressure measurement in terms of P.S.I., inches of mercury, and K.P.A.
- 12.0 DEMONSTRATE EMPLOYABILITY SKILLS--The student will be able to:
- 12.01 Conduct a job search.
  - 12.02 Secure information about a job.
  - 12.03 Identify documents, which may be required when applying for a job interview.
  - 12.04 Complete a job application form correctly.
  - 12.05 Demonstrate competence in job interview techniques.
  - 12.06 Identify or demonstrate appropriate responses to criticism from employer, supervisor or other employees.
  - 12.07 Identify acceptable work habits.
  - 12.08 Demonstrate knowledge of how to make appropriate job changes.
  - 12.09 Demonstrate acceptable employee health habits.
  - 12.10 Demonstrate knowledge of the "Florida Right-To-Know Law" as recorded in Florida Statutes Chapter 442.
- 13.0 DEMONSTRATE AN UNDERSTANDING OF ENTREPRENEURSHIP--The student will be able to:
- 13.01 Define entrepreneurship.
  - 13.02 Describe the importance of entrepreneurship to the American economy.
  - 13.03 List the advantages and disadvantages of business ownership.
  - 13.04 Identify the risks involved in ownership of a business.
  - 13.05 Identify the necessary personal characteristics of a successful entrepreneur.
  - 13.06 Identify the business skills needed to operate a small business efficiently and effectively.