

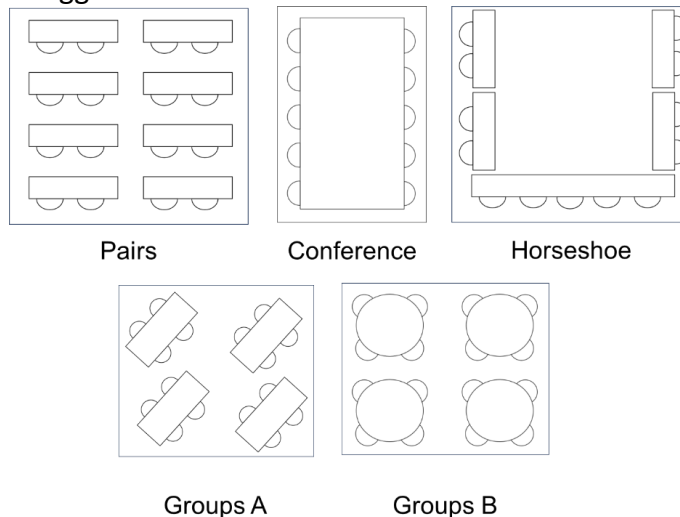
NECA Field Leadership Essentials Hosting Guidelines

NECA's Field Leadership Essentials program is a single full-day course designed to be delivered in-person locally that explores the unique challenges that new field leaders face. This course focuses on the knowledge and skills that every field leader must learn to be an effective manager of people, time, equipment, and materials.

Facilitation of this program is provided by NECA Field Representatives and other individuals who have completed training via NECA National and have been approved to deliver the course. This course may only be delivered to individuals working for a NECA Contractor.

Organizing the Classroom

Course sponsors should work with the instructor to determine the optimal seating arrangement for the space. Each participant needs enough room to open and write in their Student Workbook. This requires a minimum desk size of roughly 48" wide and 24" deep. One of the below arrangements is suggested:



Materials and AV

Each participant must have a copy of the Field Leadership Essentials Student Workbook. This can be ordered for a small fee from NECA by contacting education@necanet.org.

Additionally, you should have one flipchart and two markers per group of 3-5 participants, with an additional set for the instructor and a name tent card and writing utensil for each student.

There are videos throughout this course. Ensure the training room is equipped with speakers and that the instructor knows how to adjust the volume as needed. Additional AV equipment required for this program includes an LCD projector, projector screen, and an extension cord for the instructor's laptop if necessary.

Suggested Course Schedule

Based on the course materials, below is a suggested course schedule:

Section Title	Time Estimate	Sample Schedule
Introduction	20 mins	7:30-7:50 am
The Field Leader's Role	30 mins	7:50-8:10 am
Communication	45 mins	8:10-8:55 am
Supporting Teams	20 mins	8:55-9:15 am
<i>Recommended break</i>	<i>10 mins</i>	9:15-9:25 am
Leadership	75 mins	9:25-10:40 am
Motivation	45 mins	10:40-11:25 am
Employee Relations	20 mins	11:25-11:45 am
<i>Recommended lunch</i>	<i>60 mins</i>	11:45-12:45 pm
Diversity, Equity, Inclusion and Belonging	10 mins	12:45-12:55 pm
Crew Productivity	10 mins	12:55-1:05 pm
Planning and Scheduling	45 mins	1:05-1:50 pm
Understanding Costs	20 mins	1:50-2:10 pm
<i>Recommended break</i>	<i>10 mins</i>	2:10-2:20 pm
Tool and Material Management	20 mins	2:20-2:40 pm
Understanding the Estimate	10 mins	2:40-2:50 pm
Safety	50 mins	2:50-3:40 pm
Closing	5 mins	3:40-3:45 pm

Questions?

The NECA Education team is here to ensure that each course is held successfully. If you have any questions please contact education@necanet.org.