

INDUSTRY EDUCATION AND TRAINING COURSES SORTED BY PROFESSION



CONSTRUCTION
ASSOCIATION OF NOVA SCOTIA

Building with Skill and Integrity Since 1862

COURSES

	Sales / Marketing	Administrative Roles	HR Roles	Management	Safety	Owner's Const. Mgr.	Project Managers	Estimators	Supervisors / Foremen	Gold Seal Credits
CONSTRUCTION FUNDAMENTALS										
The Construction Industry The Basics	✓	✓	✓	✓	✓					1
Construction 101		✓			✓	✓	✓	✓	✓	2
Construction Estimating: The Art of Estimating				✓		✓	✓	✓	✓	2
Steel Estimating: An Overview						✓	✓	✓		1
Blueprint Reading: The Basics and a Refresher				✓		✓	✓	✓	✓	3
Business Writing	✓	✓	✓	✓	✓	✓	✓	✓	✓	1
Advanced Business Writing: Professional Reports & Proposals	✓	✓	✓	✓	✓	✓	✓	✓	✓	1
MS OFFICE COURSES										
"Excel" with MS Excel - Basic Level	✓	✓	✓	✓	✓	✓	✓	✓	✓	1
"Excel" with MS Excel - Intermediate Level	✓	✓	✓	✓	✓	✓	✓	✓	✓	1
"Excel" with MS Excel - Advanced Level	✓	✓	✓	✓	✓	✓	✓	✓	✓	1
Take Control of Your Workday with MS Outlook 2010/2013	✓	✓	✓	✓	✓	✓	✓	✓	✓	1
MS Office 2010 Windows 7 Transition	✓	✓	✓	✓	✓	✓	✓	✓	✓	1
LAW COURSES (5 GS CREDITS UPON COMPLETION OF PROGRAM)										
Bidding and Tendering	✓	✓		✓		✓	✓	✓	✓	*
Occupational Health and Safety		✓	✓	✓	✓	✓	✓	✓	✓	*
Delay Claims and Change Orders		✓		✓		✓	✓	✓	✓	*
Builders' Liens: Holdbacks and Claims		✓		✓		✓	✓	✓	✓	*
Mental Health in the Workplace		✓	✓	✓	✓	✓	✓	✓	✓	1
Labour Law for the Construction Industry		✓	✓	✓		✓	✓	✓	✓	*
Avoid Litigation and Collect Unpaid Accounts	✓	✓		✓		✓	✓	✓	✓	*
Construction Claims: Debts, Bonds and Bankruptcy		✓		✓		✓	✓	✓	✓	*
Mediation & Alternate Dispute Resolution	✓	✓	✓	✓		✓	✓	✓	✓	*
HUMAN RESOURCES TRAINING										
Finding & Keeping the Best Employees		✓	✓	✓		✓	✓		✓	1
HR Essentials for Supervisors, Managers and Team Leads		✓	✓	✓		✓	✓	✓	✓	1
Motivating and Engaging Employees			✓	✓		✓	✓		✓	1
Performance Management			✓	✓		✓	✓	✓	✓	1
Preventing Bullying in the Workplace			✓	✓			✓		✓	1
Drugs and Alcohol in the Workplace			✓	✓	✓	✓	✓		✓	1
PROJECT MANAGEMENT TRAINING										
Project Management Fundamentals for the Construction Industry		✓		✓		✓	✓	✓	✓	2
Establishing a Project Management Foundation Using MS Project				✓		✓	✓	✓	✓	2
Project Risk Management		✓		✓		✓	✓	✓	✓	2
EXPERT SERIES										
Strategic Planning for Sub Contractors				✓		✓	✓	✓	✓	1
Basic Principles & Practices of Construction Estimating				✓		✓	✓	✓	✓	1
Construction Scheduling for Managing Projects				✓		✓	✓	✓	✓	1
Procurement Chain Management				✓		✓	✓	✓	✓	1
Managing Construction Delay Claims				✓		✓	✓	✓	✓	1

COURSES	Sales / Marketing	Administrative Roles	HR Roles	Management	Safety	Owner's Const. Mgr.	Project Managers	Estimators	Supervisors / Foremen	Gold Seal Credits
BUSINESS DEVELOPMENT FOR THE CONSTRUCTION INDUSTRY										
BDCI Two Part Series	✓			✓		✓	✓	✓		2
CONSTRUCTION MANAGEMENT (5 GS CREDITS UPON COMPLETION OF PROGRAM)										
Front Line Managers & Superintendents: Role of the Supervisor			✓	✓	✓	✓	✓		✓	*
Communication Styles: Effectively Communicating to Others			✓	✓	✓	✓	✓		✓	*
Effective listening Skills to Ensure Understanding			✓	✓	✓	✓	✓		✓	*
Training & Orientation: Transferring Skills to Others			✓	✓	✓	✓	✓		✓	*
Turn Around Intervention: Dealing with Behaviour Problems			✓	✓	✓	✓	✓		✓	*
Building a Respectful Workplace			✓	✓	✓	✓	✓		✓	*
Managing Conflict on the Job			✓	✓	✓	✓	✓		✓	*
Building Accountability in Others			✓	✓	✓	✓	✓		✓	*
Working the Schedules & Prioritizing Tasks			✓	✓	✓	✓	✓		✓	*
Effectively Coordinating Project Teams			✓	✓	✓	✓	✓		✓	*
ACTION ORIENTED LEADERSHIP (5 GS CREDITS UPON COMPLETION OF PROGRAM)										
Intro to Action Oriented Leadership - The Role of the Leader	✓	✓	✓	✓	✓	✓	✓	✓	✓	*
Leading Through Change Management: Minimizing Stress	✓		✓	✓	✓	✓	✓	✓	✓	*
Construction Human Resource Planning			✓	✓	✓	✓	✓	✓	✓	*
Dealing with Performance Issues			✓	✓	✓	✓	✓	✓	✓	*
Time Management and Increasing Productivity	✓		✓	✓	✓	✓	✓	✓	✓	*
Strategic Planning and Goal Setting	✓		✓	✓	✓	✓	✓	✓	✓	*
Communication and Relationship Building	✓		✓	✓	✓	✓	✓	✓	✓	*
Coaching for High Performance	✓		✓	✓	✓	✓	✓	✓	✓	*
Team Building: Creating Synergy	✓		✓	✓	✓	✓	✓	✓	✓	*
Employee Motivators	✓		✓	✓	✓	✓	✓	✓	✓	*
CONSTRUCTION SPECIFICATIONS COURSES										
Construction Contract Administration		✓		✓		✓				5
Principles of Construction Documentation		✓		✓		✓	✓	✓		5
ADVANCED MANAGER & SUPERINTENDENT (5 GS CREDITS UPON COMPLETION OF PROGRAM)										
Leadership in the Field			✓	✓	✓	✓	✓	✓	✓	*
Creating a Diverse Workplace			✓	✓		✓	✓	✓	✓	*
Creating Effective Workgroups and High Performing Teams	✓		✓	✓	✓	✓	✓	✓	✓	*
Effective Decision Making Through Problem Solving	✓	✓	✓	✓	✓	✓	✓	✓	✓	*
Project Delivery Methods & Supervision			✓	✓	✓	✓	✓	✓	✓	*
Working with Design Build Contracts		✓	✓	✓		✓	✓	✓	✓	*
Documents, Records and Reports (Retention)		✓	✓	✓		✓	✓	✓	✓	*
Change Order Management		✓	✓	✓		✓	✓	✓	✓	*
General and Specialty Contractors' Dynamics	✓	✓	✓	✓		✓	✓	✓	✓	*
Understanding & Managing Project Costs			✓	✓		✓	✓	✓	✓	*
HEALTHCARE CONSTRUCTION										
Infection Control Compliance				✓	✓	✓	✓	✓	✓	1

For more information or to register, please visit cans.ns.ca/education

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