



## CONSTRUCTION ASSOCIATION OF NOVA SCOTIA

Building with Skill and Integrity Since 1862

### DEMONSTRATE YOUR EXPERTISE, GET GOLD SEAL CERTIFIED

Whether you are a construction professional, a contractor, project manager, or an owner of a construction project, Gold Seal Certified (GSC) professionals can help you set a higher standard - the Gold Standard - on any construction project.

CANS acts as the administrator for Gold Seal applications for Nova Scotia. CANS currently offers 61 Gold Seal accredited courses.

Register for one of our free "Tell Me About Gold Seal" Lunch & Learn Sessions at [www.cans.ns.ca/education](http://www.cans.ns.ca/education).

### UPCOMING EXAM DATES & APPLICATION DEADLINES

Exam: January 24, 2014

Application Deadline: December 6, 2013

Exam: April 11, 2014

Application Deadline: February 28, 2014

Exam Date: October 17, 2014

Application Date: September 5, 2014

## GOLD SEAL ACCREDITED COURSES FOR 2013 - 2014 TRAINING SEASON

### FUNDAMENTALS

- Construction 101 (2 credits)
- Blueprint Reading - The Basics (3 credits)
- An Introduction to Construction Insurance and Surety Bonding (1 Credit)
- Construction Estimating: The Art of Estimating (2 Credits)
- Fundamentals of Building Information Modeling ( 1 Credit)

### CONSTRUCTION LAW \*COMPLETION OF ENTIRE LAW SERIES REQUIRED TO EARN 5 CREDITS\*

- Delay Claims and Change Orders
- Bidding and Tendering
- Builders' Liens: Holdbacks and Claims
- Labour Law and the Construction Industry
- Document Retention: What You Should Know
- Occupational Health and Safety in the Construction Industry
- Construction Claims: Debts, Bonds and Bankruptcy
- Mediation and Alternate Dispute Resolution
- Avoid Litigation and Collect Unpaid Accounts
- Social Media and the Workplace

### CONSTRUCTION PROJECT MANAGEMENT

- Dr. Hanna: Achieving Great Project Success and Profitability Through Pre-Construction Planning (1 Credit)
- Dr. Hanna: Managing Field and Labour Productivity to Improve the Bottom Line (1 Credit)
- Project Management Fundamentals for the Construction Industry (2 Credits)
- Project Risk Management (2 Credits)
- Establishing a Project Management Foundation Using MS Project 2007 (2 Credits)

### COMMUNICATION

- Business Writing (1 Credit)
- Advanced Business Writing: Professional Reports and Proposals (1 Credit)
- Assertive Communication (1 Credit)
- Conflict Management: Dealing With Difficult People (1 Credit)
- Drivers of Customer Service Excellence ( 1 Credit)

### ADVANCED SUPERVISOR TRAINING \*COMPLETION OF THE 5 DAY PROGRAM REQUIRED TO EARN 5 CREDITS\*

- This is a 5 day full program

**BUSINESS DEVELOPMENT \*COMPLETION OF ENTIRE BUSINESS DEVELOPMENT SERIES REQUIRED TO EARN 4 CREDITS\***

- Developing the Service Support Team
- Business Development Strategies
- Creating Customer Connections
- Needs Analysis
- The Solution Presentation
- Win-Win Negotiation
- Objection Handling
- Profitable Closing
- Networking for Success

**LEADERSHIP SKILLS \*COMPLETION OF ENTIRE ACTION ORIENTED LEADERSHIP SERIES REQUIRED TO EARN 5 CREDITS\***

- Introduction to Action Oriented Leadership: The Role of a Leader
- Leading Change and Managing 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
- Motivation
- Team Building

**PROFESSIONAL SKILLS**

- Problem Solving and Decision Making (1 Credit)
- Managing Multiple Priorities (1 Credit)
- Take Control of Your Work Day With MS Outlook (1 Credit)
- Leading Change for the Construction Industry (1 Credit)

**HUMAN RESOURCES FOR CONSTRUCTION**

- Human Resources for Construction Full Program (5 Credits)
- Human Resources Management Skills for Supervisors, Managers, and Team Leads (1 Credit)
- Motivating and Engaging Employees (1 Credit)
- Performance Management ( 1 Credit)
- Drugs and Alcohol in the Workplace - Risks, Consequences and Action Planning (1 Credit)
- Labour Law and the Construction Industry & Occupational Health and Safety in the Construction Industry (1 Credit)

**HEALTHCARE CONSTRUCTION**

- Healthcare Construction: Infection Control Compliance (1 Credit)

**CONSTRUCTION DOCUMENTS**

- Principles of Construction Documentation (5 Credits)
- Construction Contract Administration (5 Credits)

**E-LEARNING**

- Introduction to Building Information Modelling (BIM) (1 Credit)
- Construction Law (2 Credits)
- Communication, Negotiation, Conflict Resolution (2 Credits)
- Construction Project Management ( 3 Credits)
- Introduction to Construction Estimating (2 Credits)
- First Level Supervisor Training Program (5 Credits)

For more information on Gold Seal Certification, please visit  
[www.cans.ns.ca/education/gold-seal](http://www.cans.ns.ca/education/gold-seal)

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