



CONSTRUCTION
ASSOCIATION OF NOVA SCOTIA

Building with Skill and Integrity Since 1862

INDUSTRY EDUCATION & TRAINING PROGRAM

COURSE CALENDAR FALL & WINTER 2016-2017



Gold Seal Accredited

www.cans.ns.ca/education



CONSTRUCTION

ASSOCIATION OF NOVA SCOTIA

Building with Skill and Integrity Since 1862

The Construction Association of Nova Scotia (CANS) is the leading voice of the construction industry respected by members, government, industry, and the public.

CANS represents more than 780 large and small companies throughout Atlantic Canada that build, renovate and restore non-residential buildings, roads, bridges and other engineering projects.

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

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

CALENDAR AT A GLANCE

August 2016

Tell Me About Gold Seal

Aug. 12

September 2016

Tell Me About Gold Seal

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October 2016

The Basics - Working in a Commerical Industrial Environment

Oct. 6

Blueprint Reading - Documents and Specifications

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Project Management Fundamentals in the Construction Industry

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Tell Me About Gold Seal

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Project Management Fundamentals in the Construction Industry

Nov. 3

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Business Writing

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CSA: Infection Control - Required for Superintendents

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Tell Me About Gold Seal

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Construction Management Program -

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Dec. 8

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Dec. 8

Construction Law Program -

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Module 9: Working the Schedules and Prioritizing Tasks

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Communication, Negotiation, Conflict Resolution	Self Paced
Construction Project Management	Self Paced
Introduction to Construction Estimating	Self Paced
First Level Supervisor Training Program	Self Paced

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

COURSES COMING SOON

Stay tuned to www.cans.ns.ca for more information and dates for these exciting new CANS courses.

LEED

In partnership with the Canada Green Building Council, this half day course introduces the LEED v4 rating system, and discusses its flexibility and applicability to an expanded range of building types.

You'll gain a solid grasp of LEED v4 changes and the positive impact this will have on current green building practices in Canada.

Participants will:

- Explore common themes in the new rating system, synergies within the system, the integrative process, and the role of performance.
- New Integrative Process credit is introduced, detailing some of the strategies for earning the credit.
- Review new performance requirements in LEED v4 and the credit categories.
- Explore enhanced LEED v4 system goals and their impact on LEED point allocation are covered.

This course will be of interest to architects, engineers, landscape architects, and construction managers.

LEAN CONSTRUCTION CERTIFICATION

The seven-unit series is intended for those individuals who will design and implement a lean transformation strategy within an organization.

- Unit 1: Variation in Production Systems
- Unit 2: Pull in Production
- Unit 3: Lean Workstructuring
- Unit 4: The Last Planner® System
- Unit 5: Lean Supply Chain and Assembly
- Unit 6: Lean Design and Pre-construction
- Unit 7: Problem-solving Principles and Tools

MENTAL HEALTH IN THE WORKPLACE

There's been much attention and buzz about the national standard for Canada for Psychological Health and Safety in the Workplace. This topic is multifaceted and just as challenging to address, if not more so, as physical health and safety. With the anticipation of pending legislation, many employers have questions regarding their role and responsibilities. There are concerns about how to add this to an already full plate of health and safety issues.

- What does the standard mean?
- How do I create a culture of caring?
- How do I identify risk?
- What expectations do employees have?
- What is practical and effective to do?
- What resources exist for guidance and implementation?
- How do I make this happen?

CREATING THE PROACTIVE SERVICE® EXPERIENCE

This is a highly interactive workshop designed for business owners and managers who want to engage their field service teams more effectively in business development activities as a critical component of the overall service that they provide.

Participants will be introduced to a process to define their own Proactive Service® experience and work through the strategy and steps to make it a reality in their own business. Each manager will be in a position to put this strategy to immediate effect after the workshop.

A strong, Proactive Service® approach by the field service team provides value for all stakeholders. For the service provider, it means higher revenues at higher margins through:

- Improved capitalization of additional work opportunities
- Expanded services within existing accounts
- Increased customer satisfaction and retention
- More associated project opportunities
- Improved employee attraction/satisfaction/retention
- A differentiated business strategy

Why Invest in Your Employees?

The Construction Association of Nova Scotia (CANS) Education and Training programs are focused on the leadership skills of Project Managers, Safety Personnel, Foremen, and Superintendents. By attending CANS' Industry Education and Training programs participants gain the resources, tools, and information to develop, enhance, and improve their knowledge and skills. By increasing your team's professional competencies in personal development, leadership, management, and self-management, you are building your organization's future.

When you invest in your team, the direct results are:

1. Increase in productivity and process improvement.
2. Building loyalty among employees by investing in their personal and professional development.
3. Increase in the internal talent pool.
4. Opportunities for employee recognition and reward by providing development opportunities for employees.
5. Everybody wins - employees benefit from needed training and ultimately further the success of the organization.

Career Development and Skill Building

CANS' award-winning Industry Education and Training Program provides valuable training opportunities for career development, skill building, and enhancement – designed specifically for the construction industry. Courses are delivered in a number of formats including workshops, seminars, e-learning sessions, and Industry Trends Sessions.

As a leader in education and training since 2005, CANS offers a comprehensive range of continuing education sessions to ensure the construction community is on top of the latest trends, technologies, legislation, regulations, and best practices in the industry.

CANS engages experts in the industry and uses real-life examples and practical activities to support learning and improve the skills of members, ensuring their return on investment and the continued success of their companies. In an effort to help members reach their Gold Seal accreditation, CANS has increased the number of Gold Seal courses offered and built packaged programs that satisfy the 30 hour program requirements.

CANS Connect



To help meet the needs of our members across the Atlantic region, CANS developed CANS Connect - a state of the art video system that includes two fully-equipped physical classrooms where participants can access training through a PC, Mac, Android, or IOS device.

CANS Connect increases productivity and saves companies time and money by reducing the cost of travel to access training and gather teams for meetings. With CANS Connect, companies can access industry education and presentations from anywhere with an internet connection. Members can also use CANS Connect for private virtual meeting spaces connecting employees across jobsites regionally and globally.

Most of CANS Industry Education and Training courses are available through CANS Connect.

"The sound was great. So too was the picture quality, in fact, I was quite impressed. Looking forward to utilizing the technology soon." *Dave MacGregor, ADG Eco Integrated Systems*

"I recently attended a Lunch and Learn through CANS Connect. The remote connection worked great and was user friendly. I was particularly impressed by the sound quality. We will definitely attend future sessions through CANS Connect since it significantly reduces the cost of the courses by eliminating the travel. Also, attending from the comfort of my own office was a plus."
George Bennet, AB Mechanical

Private Training: Investing in Skills Training

With the increase in skills shortages, companies are often concerned that other companies would lure newly trained employee's away and reap the full benefits of their investment. However, an organization's investment in an employee's educational advancement is cited as one of the top five reasons employee's stay loyal.

CANS is dedicated to assisting member organizations with developing their internal talent. CANS provides knowledgeable staff to help assess your internal organizational training needs and works with you to build training programs designed to achieve the specific results your organization is looking for.

CANS has the ability to create custom training sessions based on the best talent management and leadership practices that are relevant, up-to date, and developed by industry experts that specialize in adult education. The process focuses on experiential and action learning that can be practically applied to everyday work life.

GOLD SEAL CERTIFICATION

More frequently, CANS is seeing Gold Seal Certification as a requirement to bid on both public and private work, making it important for construction companies in Nova Scotia to enhance their innovation, productivity, and competitiveness through training. Bottom line: Gold Seal Certification, the national standard for construction management competence, is your competitive advantage, which is why all CANS Industry Education and Training courses are Gold Seal accredited.

THE ROI

Employee training is a great investment. Here's why:

- Training helps your business run better.
- Training is a recruiting tool. Today's workers want more than a paycheck.
- Training promotes job satisfaction and reduced turnover.
- Training is a retention tool, instilling loyalty and commitment from your team.
- Training is essential for knowledge transfer. Spread knowledge around — it's like diversifying your investments.
- Training gives seasonal workers a reason to return.

“CANS has been an instrumental part of our training and development for our employees over the last few years and we have developed a strong partnership. They have taken the time to listen, assess our needs and provide excellent training resources to assist us in filling the gaps. CANS has been very effective in facilitating, planning and managing a high level-learning experience by qualifying the instructors to ensure it was the right fit for us. We are very pleased with the level of expertise and the outcomes from our partnership with CANS.” *Amanda Penney, The Shaw Group*

Funding Opportunities Available

CANS offers several opportunities to assist members with securing funding to support their organization's training initiatives. These services are at no cost to our members. CANS Industry Education and Training staff can help your organization reduce barriers and provide a seamless application process. Organizations could be eligible for between 50 per cent and 100 per cent funding for training. These funding options are available for both group experience applications and individual training plans.

To-date, CANS has assisted membership organizations with accessing over \$400,000 in government funding for training.

For more information on training and funding options that will support your organization's private, group, and individual training please visit www.cans.ns.ca/education or contact:

Alain Lefebvre
Manager - Industry and Corporate Education
Construction Association of Nova Scotia
(902) 468-2267 ext. 712 or alefebvre@cans.ns.ca

Gold Seal Certification

SET A HIGHER STANDARD, BECOME GOLD SEAL CERTIFIED

Since 1991, the Gold Seal Certification program has been the industry's most trusted, valued, and reliable certification for management of the construction industry. Today, more than 10,000 construction professionals have been recognized across Canada as Gold Seal Certified.

The Gold Seal Certification program is a nationally recognized certification for Project Managers, Superintendents, Estimators, Construction Safety Coordinators, and Owner's Construction Managers in the Canadian construction industry involved in:

- General contracting
- Electrical contracting
- Mechanical contracting
- Road building and heavy construction
- Specialty trades

BENEFITS OF GOLD SEAL CERTIFICATION

Whether you are a construction professional, a Contractor, a Project Manager, or an Owner of a construction project, Gold Seal Certification can help you set a higher standard - "the gold standard" - on any construction project.

FOR INDIVIDUALS: Gold Seal Certification offers individuals the opportunity to improve skills, advance careers, and provides recognition for years of experience and education.

FOR CONTRACTORS AND SUBCONTRACTORS: Gold Seal Certification signifies a commitment to excellence in the management of construction and shows that your organization values professionalism and ongoing education. As well, Gold Seal Certified employees provide a competitive advantage on tenders.

FOR OWNERS: Gold Seal Certification is an investment in quality, best practices, and ensures excellence in the management of construction projects.

THE ROLE OF CANS IN GOLD SEAL CERTIFICATION

CANS acts as an administrator of the Gold Seal Program, assisting member employees with obtaining their Gold Seal Certification, the development of training plans, submission of applications, and overseeing of exams. CANS believes your employees are your best asset and that investing in the certification of Project Managers, Estimators, Safety Coordinators, and Superintendents is three times as important to economic growth as investment in physical capital.

UPCOMING GOLD SEAL CERTIFICATION EXAM DATES & APPLICATION DEADLINES

October 21, 2016

Application submission deadline September 30, 2016

January 20, 2017

Application submission deadline December 16, 2016

Gold Seal Certification

SHOWCASE EXCELLENCE IN THE MANAGEMENT OF CONSTRUCTION - GSC

The management of construction is inherently a collaborative process. This includes stakeholders who provide the capital, the architects/designers who turn ideas into specifications, the builders who turn specifications into reality on site, as well as those who manage and regulate that process overall on behalf of the client and industry. Gold Seal Certified (GSC) practitioners have the experience to provide a total project perspective on the management of construction from inception to completion.



GOLD SEAL INTERN - GSI

There is a huge need in the rapidly growing and increasingly specialized construction industry for practitioners who are both experienced and competent in the management of construction. Today's complex construction projects require professional managers who can function successfully in multidisciplinary teams consisting of Project Managers, Architects, Builders, Engineers, Environmental Consultants, General and Sub-contractors, and others. Managers also require a comprehensive understanding of quality management systems and sustainable practices and a deep and broad technical background in the construction industry. As a registered Gold Seal Intern, you will be on the path to earning your Gold Seal Certified (GSC) credential via examination. You have up to five years to fulfill the requirements necessary to challenge the Gold Seal exam.

CANS would like to congratulate the following individuals that were awarded their Gold Seal Certification and Gold Seal Intern during 2015/2016

Trevin McNicol – GSC
Garian Construction
Project Manager/General Contracting

Justin Elkin – GSI
Southwest Construction Management
Project Manager/General Contracting

John Young – GSC
Marco Group of Companies
Project Manager/General Contracting

John Flemming – GSC
Ocean Contractors
Project Manager/Roadbuilding & Heavy Construction

Stanley North – GSI
RCS
Project Manager/General Contracting

Charles Boyce – GSC
Marco Group of Companies
Estimator/General Contracting

Josh Chamberlain – GSI
Marco Group of Companies
Superintendent/General Contracting

Adam Tiller – GSC
Maxim Construction
Project Manager/General Contracting

Joshua Dykens – GSC
Dora Construction
Project Manager/General Contracting

John Callaghan - GSC
American Bridge
Project Manager/Roadbuilding & Heavy Construction

Shaun Anderson – GSC
Dora Construction
Superintendent/General Contracting

Kirk Sutherland – GSC
Maxim Construction
Estimator/General Contracting

Ryan MacNeil – GSI
Marco Group of Companies
Superintendent/General Contracting

Joseph Swinimer – GSI
Marco Group of Companies
Superintendent/General Contracting

Tom Hudson – GSI
Marco Group of Companies
Superintendent/General Contracting

Hal Fowler – GSC
Fowler Construction Services
Project Manager/General Contracting

Sterling Mingo – GSC
Fowler Construction Services
Project Manager/General Contracting

Chuck Ryan - GSC
Marco Group of Companies
Estimator/General Contracting

Tony Lajo – GSC
Dora Construction
Project Manager/General Contracting

Robert Fawcett - GSC
Pomerleau
Project Manager/General Contracting

Michael Freeman - GSC
PCL Constructors Canada
Estimator/General Contracting

Bob Jennex - GSC
DORA Construction
Project Manager/General Contracting

Jeffrey Fowler - GSC
Fowler Construction
Superintendent/General Contracting

Martin Proietti - GSC
Atlantica Mechanical
Construction Safety Coordinator

EXECUTIVE CERTIFICATE IN CONSTRUCTION LEADERSHIP

PARTNERING FOR PROSPERITY



OVERVIEW

As one of the largest industries in Nova Scotia, and one that is continuously evolving, the level of sophistication required for you and your company to compete locally, regionally, and globally, on increasingly complex projects, commands exceptional leadership.

The Construction Association of Nova Scotia (CANS) has partnered with Dalhousie University's Faculty of Management to deliver a worldclass leadership development training program, right here in Nova Scotia. This program will help organizations become more productive and efficient, develop their capacity and the capabilities of their people, and attract and retain the future leaders of the construction industry.

The Executive Certificate in Construction Leadership is a cohort-based experience consisting of 15 courses. The program is intended to enable high-potential candidates from CANS' member organizations to develop critical leadership and sector-specific behaviours, attitudes, skills and competencies in order to increase productivity, innovation and competitiveness.

"The Executive Certificate in Construction Leadership program was a game changer in certain aspects of my role. The participants in the program are now trusted advisors and friends, making the experience even more rewarding." - Matt Brunt, Division Manager, Bird Stairs

ATTRACT AND RETAIN FUTURE LEADERS

Build strategies and capacity to grow your company.

Develop dynamic and collaborative management teams.

Create a culture of innovation and creative problem-solving.

APPLY TODAY!

dal.ca/execed/construction

For more information on the
Executive Certificate in Construction Leadership contact:
education@cans.ns.ca

UPON SUCCESSFUL COMPLETION OF THE PROGRAM PARTICIPANTS WILL BE ABLE TO:

1. Understand and demonstrate leadership in regards to self-awareness, engagement, complexity and innovation.
2. Effectively lead teams within, across and external to the organization.
3. Lead responsibly and demonstrate values-based leadership.
4. Demonstrate complexity and systems thinking through strategic analysis, problem identification and problem-solving capacity.
5. Identify and implement innovative solutions that meet the complex demands of the industry.
6. Create and assess their own and others' leadership development.
7. Partner with others to increase organizational and leadership capacity overall.

2014-2015 Graduating Class



Left to Right: Deborah Merry - Director, Executive Education, Dalhousie University; Dr. Peggy Cunningham - Dean, Faculty of Management, Dalhousie University; John Charlton - Sobeys Project Ltd.; Colin Miller - Cornerstone Interlocking Brick Limited; Nick Young - Ryson Interior Construction Ltd.; Matt Brunt - Bird-Stairs; Stewart Clark - RKO Steel Ltd.; Devon Buell - McCarthy's Roofing; Howie Doirin - DORA/ROCLAN Construction; Andrew Doucet - rcs construction; Duncan Williams - President, Construction Association of Nova Scotia.

2015-2016 Graduating Class



Back row left to right: Deborah Merry - Director, Executive Education, Dalhousie University; Lorn Sheehan, Director, Rowe School of Business, Dalhousie University; Bertrum MacDonald - Dean, Faculty of Management, Dalhousie University; Jim Power - Faculty, Dalhousie University; Juanita MacDonald - Construction Association of Nova Scotia; Jessica McCall - Construction Association of Nova Scotia.
Front row, left to right: Nick Tingley - rcs construction; Jeff Rhindress - Tracey's Landscaping; Tim Houtsma - Marid Industries; Greer Grady - Bird-Stairs.

THE DALHOUSIE FACULTY OF MANAGEMENT

We graduate leaders and managers in the business sector, public sector, and civil society from a diverse suite of programs serving undergraduate, graduate, mid-career and executive students. We have been recognized for our innovative, values-based approach to management education and research.

Our Faculty of Management's professors are award-winning industry experts who bring real-world knowledge and practice to a learning experience that is truly world class, from right here in Halifax.

COURSES

1. Introduction to Leadership in Construction
2. Self-Management | Self-Awareness | Self-Leadership
3. Ethical Leadership and Corporate Social Responsibility
4. Teams and Relationship Management
5. Conflict Resolution
6. Mastering Negotiation
7. Strategic Thinking
8. Developing the Business
9. Strategic HR Management
10. Leading, Understanding and Managing Others
11. Systems and Complexity Thinking
12. Financial Management 1
13. Financial Management 2
14. Harnessing Innovation
15. Leading Change

COST

\$12,000 per CANS member *
(\$14,000 for non-members)

DATES AND DURATION

The program runs annually for a six-month period from October to March of the following year.

Courses are full day sessions that run from 9:00am - 4:00pm every two weeks on Fridays and Saturdays. They are fully catered for breaks, breakfast and lunch.

CERTIFICATE OF COMPLETION

Participants receive an official Certificate of Completion in Executive Education from Dalhousie University.

*Eligible participants may qualify for funding through the Province of Nova Scotia's Workplace Innovation and Productivity Skills Initiative (WIPSI).





HOW TO APPLY

Applications are accepted throughout the year leading up to the program start date in October of each year.

For more information or to apply contact the Construction Association of Nova Scotia at (902) 468.2267 or education@cans.ns.ca

INCLUDED IN THE PROGRAM

- Face-to-Face Courses - Content is delivered by the Faculty of Management Award winning Professors
- Personal Assessments with detailed reports and debriefs
- Instructional resources, including readings, case studies, activities, and illustrations
- Assurance of integration and application of skills and competencies to the construction industry
- Creative wake-up breaks provided

Courses are taught at Dalhousie University in our state-of-the art classrooms in the Faculty of Management Kenneth C. Rowe Building.

GOLD SEAL CREDITS

The program satisfies 25 educational credits for qualified candidates seeking to obtain their Gold Seal Accreditation, a nationally recognized level of experience and competence.



More Value for Membership: Industry Trends Sessions

The Industry Trends Series is a series of **FREE** Breakfast Sessions and Lunch and Learns for members on a variety of topics from telecommunications and marketing, to administrative penalties and apprenticeship.

CANS Industry Trends Sessions are exclusive to members - a benefit of being a CANS Member.

Are there issues facing your business or industry trends you'd like to learn more about? Let us know as it may be a fit for the new CANS Industry Trends Series.

CANSnet User Information Session / Online Bidding

These sessions are run throughout the year. Stay tuned to cans.ns.ca for more information on upcoming dates.

Duration: 1.5 hours
Member Price: Free

Who Should Attend: Anyone who wishes to improve their overall understanding of CANSnet and the CANS Online Bidding System.

CANSnet offers an array of exclusive member services designed for business and professional development. This workshop will teach participants how to better navigate CANSnet and capitalize on the benefits of their CANS membership.

The last 30 minutes of the session will focus specifically on the CANS Online Bidding System.

Topics:

- Learn to access information about closed and upcoming construction projects
- Understanding and maximizing membership benefits
- The "Add to My Projects" feature
- Zipping files
- Categorizing construction projects
- Managing email notifications
- Reviewing "My Orders"
- Online Bidding

Facilitator(s): Staff of the Construction Association of Nova Scotia

Building Futures for Youth

Date(s): TBC
Duration: 1 hour
Member Price: Free

Who Should Attend: Host employers looking to gain a valuable summer employee who is prepared for the construction workplace.

Learn how the Building Futures for Youth program can benefit your company. The program involves grade 10 and 11 students looking for an opportunity to explore careers in the construction industry.

Facilitator(s): Alain Lefebvre, CHRP
Construction Association of Nova Scotia



Tell Me About Gold Seal

Date(s):

[Sept. 12, 2016](#)

[Oct. 24, 2016](#)

[Nov. 21, 2016](#)

[Dec. 19, 2016](#)

[Jan. 16, 2017](#)

[Feb. 13, 2017](#)

[Apr. 10, 2017](#)

Duration: 1.5 hours

Member Price: Free

****Click on the dates above to register.**

Who Should Attend: Anyone wishing to apply for Gold Seal Certification or who is responsible for organizing professional development opportunities at their company.

This workshop will walk you through the Gold Seal application process and answer your questions regarding eligibility, timelines and tips on how to prepare a successful application.

Topics:

- Why apply for Gold Seal?
- How can this benefit me?
- Who is eligible?
- The process: how to start, timelines, etc.
- How CANS can help

Facilitator(s): Construction Association of Nova Scotia



Upcoming Industry Trends Sessions

Stay tuned to cans.ns.ca for more information on the following upcoming Industry Trends Sessions:

- The Business Case for Workplace Wellness
- Workers' Compensation Board of Nova Scotia
 - WCB 101
 - Safety Leadership
 - Return to Work
- Financials for Success
- Multigenerational Workplaces
- LEED

Do you have a topic you'd like to see covered?

Do you present on a topic you think may be of interest to CANS members?

**Contact CANS today at:
(902) 468-2267 or
education@cans.ns.ca**

Business Writing

Date(s): [Nov. 9 & 16, 2016](#)

Duration: 2 half day sessions

Time: 8:30 am – 12:00 pm

Member Price: \$325.00 + HST

Non-Member Price: \$425.00 + HST

This course is Gold Seal accredited (1 Credit)

Who Should Attend: Anyone looking to improve their business writing skills.

As your organization grows, your communication skills can help you succeed—or hold you back. You need to be able to communicate your ideas in ways that drive efficient decision making, encourage cooperation and teamwork, and create calls to action. Strong client communication skills can make the difference in winning the contract. This training will cover the fundamentals of business communications, tools for effectiveness and planning.

Topics:

- Fundamentals In Business Communications
- Writing Effectiveness
- Planning
- Designing & Crafting
- Sending The Communication
- Practice & Techniques

Facilitator(s): Lisa Olie

Drugs and Alcohol in the Workplace - Risks, Consequences and Action Planning

Date(s): [Nov. 15, 2016](#)

Duration: 1 day

Time: 8:30 am – 4:00 pm

Member Price: \$350.00 + HST

Non-Member Price: \$455.00 + HST

****Click the date above to register.**

This course is Gold Seal accredited (1 Credit)

Who Should Attend: Managers, Supervisors, Team Leads, HR Managers, and Project Managers.

Addiction affects a minimum of 10% of the population. By the time addiction is present in the workplace, it has been a problem with the individual for 10 years, on average. Do you know how to recognize the signs at work and what to do when you do? Drug and alcohol abuse in the workplace leads to injuries, decreased morale and lost time. Your insurance costs increase and the negative effects on employees impact productivity and profitability in countless ways.

Topics:

- Recognizing the physical and behavioural signs of drug and alcohol abuse
- Appreciating legal and ethical responsibilities
- Discussing the hidden and real costs of substance abuse
- Planning strategies to address substance abuse at work
- Interpreting the elusive role of testing

Facilitator(s): Nadine Wentzell, BSc (Pharm), MAdEd

The Basics - Working in a Commercial Industrial Environment

Date(s): [Oct. 6, 2016](#)
[Apr. 6, 2017](#)

Duration: 1 day

Time: 8:30 am – 4:00 pm

Member Price: \$325.00 + HST

Non-Member Price: \$423.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (1 Credit)

Who Should Attend: Those who wish to improve their understanding of the construction industry.

The construction industry is very large and employs over 30,000 people in Nova Scotia. Within this industry there is a wide range of jobs from engineering and technical staff to skilled tradespeople and operatives. It is important for new and potential entrants to the industry to understand the sector so they have a clearer grasp on what is going on around them.

In this one day session, participants will have the opportunity to explore facts and figures about the industry in which they work. They will become more familiar with the material, processes, and job roles. They will become familiar with the work-related language which will serve as an introduction to the rest of the materials. At the end of this session participants will learn how important this industry is in job creation and the important issues that face it.

Topics:

- Language and terminology used in the industry
- A look at the job roles and responsibilities in the construction industry
- Construction process, tendering, bidding
- Basic understanding of documents
- Economic impact of the industry
- Opportunities for career growth within the industry

Facilitator(s): Donna Hoar, GSC, CHC
 Vice President
 Grey Cardinal Management Inc.

Construction 101

Date(s): [Dec. 13 & 14, 2016](#)
[Apr. 11 & 12, 2017](#)

Duration: 2 days

Time: 8:30 am – 4:00 pm

Member Price: \$495.00 + HST

Non-Member Price: \$644.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (2 Credits)

Who Should Attend: Entry level project staff and new personnel to the construction industry: Project Coordinators, Executive Assistants, HR Personnel, and Administrators.

This course is intended to provide a comprehensive introduction for project staff who are looking to have a broader understanding of the construction industry. Participants will be introduced to the various roles and responsibilities of personnel in various areas of the industry, including construction associations, contractor companies, buyers of construction services, architectural and engineering firms, and government bodies.

Topics:

- Methods of contract procurement
- Construction documents
- Tendering, bidding and awarding of contracts
- Principles of contract law
- Risk management
- Project completion and the role of construction associations

Facilitator(s): Donna Hoar, GSC, CHC
 Vice President
 Grey Cardinal Management Inc.

Construction Estimating - The Art of Estimating

Date(s): [Nov. 1 & 2, 2016](#)
[Apr. 19 & 20, 2017](#)

Duration: 2 days

Time: 8:30 am – 4:00 pm

Member Price: \$595.00 + HST

Non-Member Price: \$775.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (2 Credits)

Who Should Attend: Those who wish to learn the basics of construction estimating or update their existing estimating skills.

This workshop will teach valuable tools, tips and techniques about estimating from the perspective of a General Contractor obtaining work through the competitive bid process.

Topics:

- Introduction: What is estimating and why is it important?
- Characteristics of a great estimator, and the decision to bid
- Project Setup: Create files, documentation, tender forms, correspondence and quotations from trades, sub-trade list and site visit
- Quantities / Quotations: What to eliminate, good quantities, organization and questions to ask

Facilitator(s): Travis Rudolph
 Senior Estimator
 Ellis Don Corporation

Blueprint Reading - Documents and Specifications

Date(s): [Oct. 12, 13, 14, 2016](#)
[Apr. 26, 27, 29, 2017](#)

Duration: 3 days

Time: 8:30 am – 4:00 pm

Member Price: \$695.00 + HST

Non-Member Price: \$905.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (3 Credits)

Who Should Attend: Those who wish to improve their blueprint reading skills.

The ability to read blueprints is a primary function of the construction process. They are the pictures from which we calculate materials, derive labour needs, and plan our work activities. This three day workshop introduces participants to the basic principles of blueprint reading.

Objectives:

- Read and interpret drawings and specifications
- Understand and use referencing tools
- Understand and use scales
- Demonstrate knowledge of specifications as they relate to drawings
- Understand the importance of drawings and specifications
- Demonstrate a knowledge of drawing relationships between trade disciplines

Topics:

- Drawing disciplines: architectural, mechanical, electrical, structural, civil
- Drawing features: symbols, abbreviations, alphabet of lines
- Measurement and scale
- Dimensioning
- Drawing views: sections, details, elevations, plans

Facilitator(s): Paul Kelly, CAT
 Sr. Project Manager

Excel with Excel - The Basics

Date(s): [Oct. 19 & 26, 2016](#)
[Apr. 18 & 25, 2017](#)

Duration: 2 half day sessions

Time: 8:30 am – 12:00 pm

Member Price: \$325.00 + HST

Non-Member Price: \$423.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (1 Credit)

Who Should Attend: Anyone who is new to Excel or interested in taking their Excel knowledge and skills to the next level.

**No prerequisite required.*

This course will provide you with all the tips and tricks necessary to perform tasks and work with data in worksheets more efficiently and effectively. A person with this level of skill is able to enter and correct data, create and modify a workbook, format a worksheet, and print workbooks.

Topics:

- Open files, use page setup and understand the interface
- Enter, correct, and save data effectively
- Use the tips, tricks, and shortcuts necessary to increase efficiency
- Format cells, rows, and columns
- Understand navigation and manipulation of cells
- Use both functions and formulas
- Access help functions
- Modify a database and insert data from another application
- Print worksheets and workbooks

Facilitator(s): Crackin Network Consulting

Excel with Excel - Intermediate

Date(s): [Nov. 23 & 30, 2016](#)

Duration: 2 half day sessions

Time: 8:30 am – 12:00 pm

Member Price: \$325.00 + HST

Non-Member Price: \$423.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (1 Credit)

Who Should Attend: Anyone interested in taking their Excel knowledge and skills to the next level.

**No prerequisite required if you work with Excel comfortably but The Basics course is a definite asset.*

This level of skill is required to work with multiple worksheets, filter data, use more advanced functions, and manipulate databases.

With this level of skill, a person understands the concepts of databases and is able to work with charts and use the list management capabilities of Excel.

Topics:

- Create, modify, and format charts
- Use graphic objects such as SparkLines to enhance worksheets and charts
- Filter data and manage a filtered list
- Protect your workbook, data and formulas
- Create and modify tables
- Use mathematical, logical, statistical, and financial functions
- Create solid formulas and navigate easily
- Group data and perform interactive analysis

Facilitator(s): Crackin Network Consulting

Excel with Excel - Advanced

Date(s): [Jan. 11 & 18, 2017](#)

Duration: 2 half day sessions

Time: 8:30 am – 12:00 pm

Member Price: \$325.00 + HST

Non-Member Price: \$423.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (1 Credit)

Who Should Attend: Anyone interested in taking their Excel knowledge and skills to the next level.

**Prerequisite: Intermediate Course*

This level of skill is required to use advanced techniques for analyzing and manipulating data in Excel.

A person with this level of skill is able to automate some operations, manage and use Macro commands, and create and manage pivot tables.

Topics:

- Customize the work area
- Use advanced filtering techniques
- Create, use and modify subtotals
- Use advanced functions
- Work with Pivot Tables
- Use Excel in other applications
- Manage Macro commands: concepts, planning, operations, execution, modification
- Create templates for future use

Facilitator(s): Crackin Network Consulting

Take Control of Your Workday with MS Outlook

Date(s): [Jan. 20 & 27, 2017](#)

Duration: 2 half day sessions

Time: 8:30 am – 12:00 pm

Member Price: \$325.00 + HST

Non-Member Price: \$423.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (1 Credit)

Who Should Attend: Anyone who uses Microsoft Outlook on a daily basis and who is looking to save time in their workday and increase their knowledge and skill level.

Do you think you are utilizing all the unique tools for MS Outlook? There are many tools which are not used in Outlook which once learned will help you to manage your time, tasks, and activities more productively. This six hour session is designed to empower you to take control of your workday by focusing on MS Outlook best practices.

Topics:

- Gain control of your inbox and email
- Create quick steps (rules)
- Utilize your many email options
- Send, receive, and save contacts via email
- Explore switching from paper to software
- Manage meetings
- Clean up your calendar

Facilitator(s): Crackin Network Consulting

Social Media Training

Date(s): [Jan. 17, 2017](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$295.00 + HST

Non-Member Price: \$385.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (1 Credit)

Who Should Attend: Anyone looking to get a better understanding of how to use social media to promote your business.

From Twitter to SnapChat: How to Tell Your Story on Social Media

In this course you will learn the basics of the most prevalent social media platforms, how to choose which one to focus on, tips for effective management and content ideas. We'll even focus on specific examples from the construction industry.

Facilitator(s): Anita Kirkbride
Twirp Communications

Hootsuite 101

Date(s): [Mar. 9, 2017](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$295.00 + HST

Non-Member Price: \$385.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (1 Credit)

Who Should Attend: Anyone looking to get a better understanding of how to use social media to promote your business and how Hootsuite can streamline your time on social media.

Do you wish there was a way to streamline the time you spend on social media? Are you looking for a program to make Twitter easier to use and more functional? Would you like to be able to schedule tweets and posts to all your networks from one dashboard? If so, then Hootsuite is the answer.

Topics:

- Scheduling posts to Facebook, Twitter, LinkedIn, Instagram, Google+ and more
- Organizing newsfeeds for all of your social activities
- Saving searches for keywords
- Using Twitter lists to tame the chaos
- Save time on social media

Facilitator(s): Anita Kirkbride
Twirp Communications

Understanding the Numbers and Making Your Way through Financials

Date(s): [Nov. 22, 2016](#)

Duration: 1 day

Time: 8:30 am - 4:00 pm

Member Price: \$325.00 + HST

Non-Member Price: \$423.00 + HST

****Click the date above to register.**

This course is Gold Seal accredited (1 Credit)

Who Should Attend: Anyone looking to improve their financial management skills.

Module 1: Demystifying Financial Statements

Financial analysis is the ability to use a company's financial information to make solid, informed business decisions. In a world where many businesses are not reaching their true potential, it is crucial that every business owner analyzes and grasps what their financial information is telling them. For many business owners, the preparation and analysis of financial statements is a confusing and complex process.

The good news is that financial statements need not be complicated. Accounting is the language of business, and it is a language that can be simplified. After this session, you will change the way you view your business. In most, if not all cases, this understanding has led to improved financial outcomes for the business.

This session focuses on the processes that successful owners and managers use to identify and capitalize on opportunities for improved financial outcomes.

Topics:

- How to use the financial statements to make solid, informed business decisions
- Defining the key components of the balance sheet, income statement, and cash flow statements
- Understanding and improving working capital and cash flow ratios
- Recognizing and properly applying the types of depreciation
- Realizing the importance of establishing a capital account
- The key things you need to carefully monitor in your financial statements
- How to structure your accounting system to provide the information you need at your fingertips

Module 2: Maximizing the Profit Potential of a Business

Every business exists to make an operating profit. Yet, many small business owners seem willing to accept very modest net profits - often less than 2%. Money is just one of the motivators, but it is necessary to understand the importance of net profits to the business itself. For example, how much after tax profit would the company need to ensure that they are able to reinvest in the business? This would include funds to buy new equipment, pursue new business opportunities, reward existing employees and hire and train new staff.

Net profits also provide contingency funds for unexpected events such as an economic downturn, a new competitor or the loss of a key customer or supplier. And of course, net profits can also provide additional income (above and beyond a fair wage) for the business owner. As a general rule of thumb, we believe any business should seek to achieve a net profit margin of at least 10%.

Because we know how successful businesses operate and thrive, let us be your key to raising your net profit margin. Using a "bottom-up" process, we create a shift in the way you view your financial process. Let us provide the skills that motivate you to achieve your business goals!

Participants are encouraged to bring their own financial information to assess their current situation and utilize their new skills to improve financial outcomes however, samples will be provided.

Topics:

- Think like an investor
- How to calculate the net profit margin
- How to establish a net profit margin goal
- How to use this unique bottom-up approach to achieve the desired net profit margin
- How to develop a sector specific pricing formula that ensures the desirable gross profit margin
- The relationship between direct costs and net profit margin
- The relationship between indirect costs and net profit margin
- The relationship between pricing and net profit margin

Facilitator(s): Ron Robichaud, MBA
C & R Care & Consulting Ltd.

Tax Planning - How to Pay Less in Taxes

Date(s): [Jan. 17, 2017](#)

Duration: 1 half day session

Member Price: \$225.00

Non-Member Price: \$295.00

****Click the date above to register.**

Who Should Attend: Managers, Superintendents, Owners, and Senior Staff looking to improve their financial skills.

Pay less in taxes on money you make today, tomorrow and right up to the day you sell or transition ownership to family.

The session is largely focused on tax planning for owner-managed businesses.

The objective of this session is to provide participants with the concepts of tax planning for the company and for the shareholder. Business owners and people considering a potential business purchase will benefit from this session.

Topics:

- Tax planning and structuring considerations to maximize the cash in your pocket
- Discussion of owner manager compensation strategies – salary vs. dividends
- Maximizing the lifetime capital gains exemption – 24 months of preparation
- Estate freeze overview

Facilitator(s): WBLI

Succession Planning

Date(s): [Feb. 7, 2017](#)

Duration: 1 half day session

Member Price: \$225.00

Non-Member Price: \$295.00

****Click the date above to register.**

Who Should Attend: Managers, Superintendents, Owners, and Senior Staff looking to improve their financial skills.

Are you considering selling your business or transitioning ownership to family in the next 5-10 years?

The best vision is insight. Let us help you understand the steps involved.

People generally understand how to sell a house, but they do not know how to sell a business. This session will discuss the typical process of selling a business and will outline various options to sell the business.

Topics:

- The process: From the decision to sell, to finding a buyer, to purchase & sale agreements
- Understanding all sales options
- An overview of business valuations

Facilitator(s): WBLI

Construction Law - Full Program

A basic understanding of construction law is extremely important for individuals employed in the construction industry. This series has been designed to provide an overview of topics relevant to the industry.

This program is 30 hours.

Gold Seal Accredited: Participants who complete all modules will receive 5 Credits

[Click HERE to register for the full program.](#)**

Date(s):

Oct. 18, 2016
Nov. 8, 2016
Nov. 29, 2016
Dec. 13, 2016
Jan. 10, 2017
Jan. 25, 2017
Feb. 7, 2017
Feb. 28, 2017
Mar. 21, 2017
Apr. 4, 2017

Duration: 10 half day sessions

Member Price: \$1,500 + HST

Non-Member Price: \$1,950.00 + HST

Who Should Attend: Project Managers, Estimators, Project Coordinators, Specification Writers, Superintendents, Owners / Tender Calling Authorities, Architects, and Engineers.

Module 1: Occupational Health & Safety in the Construction Industry

Module 2: Delay Claims and Change Orders

Module 3: Bidding and Tendering

Module 4: Builders' Liens - Holdbacks and Claims

Module 5: CCA Documents

Module 6: Labour Law and the Construction Industry

Module 7: Avoid Litigation and Collect Unpaid Accounts

Module 8: Construction Claims - Debts, Bonds and Bankruptcy

Module 9: Mediation and Alternate Dispute Resolution

Module 10: Successful Integration of Diverse Populations in your Workplace

Module 1: Occupational Health & Safety in the Construction Industry

Date(s) [Oct. 18, 2016](#)

Duration: Half day session

Time: 8:30 am – 12:00 pm

Member Price: \$300.00 + HST

Non-Member Price: \$390.00 + HST

[Click the date above to register.](#)**

Who Should Attend: Project Managers, Estimators, Project Coordinators, Specification Writers, Superintendents, Owners / Tender Calling Authorities, Architects, and Engineers.

Construction projects are large, complex, and hazardous. With large groups of people and many levels of authority and supervision, the ability to effectively and efficiently comply with the Occupational Health and Safety Act and Regulations becomes a challenge. This workshop will provide a legal perspective on the topic and provide some insight into recent rulings.

Topics:

- Nova Scotia OHS Act & regulations
- Bill C45
- Roles and responsibilities
- Definition of a supervisor
- Building a checklist
- Drug & alcohol policies
- Case studies: recent rulings as they pertain to construction

Facilitator(s): Michael Murphy, LL.B.
McInnes Cooper

Module 2: Delay Claims and Change Orders

Date(s): [Nov. 8, 2016](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$300.00 + HST

Non-Member Price: \$390.00 + HST

****Click the date above to register.**

Who Should Attend: Project Managers, Estimators, Project Coordinators, Specification Writers, Superintendents, Owners / Tender Calling Authorities, Architects, and Engineers.

No amount of planning can eliminate the possibility of delays and changes on a construction project. Delay claims and change orders follow delays and changes. Since delays and changes were not foreseen to be part of the contract, it is also generally the case that any extra cost arising from delays and changes will not be encompassed by the contract price.

This seminar will provide a high level overview of delay claims and change orders and how to appropriately handle them. Become better prepared to respond to these unforeseen events in an appropriate, advantageous and cost-effective way.

Topics:

- Delay Claims:
 - Costs included in contractor delay claims
 - Costs Included in owner delay claims
 - Developing and responding to delay claims
 - Subcontractor delay claims
 - Mitigation of damages caused by delay
- Change Orders:
 - Changes in the scope of work
 - Proceeding in the absence of a signed change order
 - Valuation and payment of change orders
 - Impact costs

Facilitator(s): James D. MacNeil
BoyneClarke

Module 3: Bidding and Tendering

Date(s): [Nov. 29, 2016](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$300.00 + HST

Non-Member Price: \$390.00 + HST

****Click the date above to register.**

Who Should Attend: Project Managers, Estimators, Project Coordinators, Specification Writers, Superintendents, Owners / Tender Calling Authorities, Architects, and Engineers.

A crucial update on the ever evolving legal rules applicable to owners and bidders in the tendering process.

Topics:

- Learn the meaning and implications of standard clauses in bid documents
- What is a “privilege clause” and why is it essential to recognize and evaluate?
- How can an owner limit obligations to compliant bidders?
- When a non-compliant bid stays in the game
- Duties of fairness and good faith - the unwritten terms
- Rules and resources
- Subcontractors’ rights and obligations
- Court decisions which affect the process

Facilitator(s): Ezra van Gelder, JD
Cox & Palmer

Module 4: Builders' Liens - Holdbacks and Claims

Date(s): [Dec. 13, 2016](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$300.00 + HST

Non-Member Price: \$390.00 + HST

****Click the date above to register.**

Who Should Attend: Business Owners, Suppliers, Administration Professionals, and Office Managers.

A Builders' Lien is a form of creditor's right available to suppliers of labour, materials or services in connection with construction or improvement of land. The Builders' Lien Act of Nova Scotia gives lien holders the right to recover all or a portion of the money owed to them from the owner of the property who benefitted from the labour or materials regardless of whether the lien holder had a direct contract with the owner.

At this session you will broaden your knowledge of the lien process, build a lien vocabulary, and learn how to complete the paper trail. In addition, you will learn the ins and outs with respect to the project holdback and how to identify the players in the lien process.

Topics:

- Introduction and general principles
- Holdbacks
- Who can lien
- Property to which a lien may attach
- Ranking of claims
- Application to Provincial Crown
- Registering and perfecting liens
- Vacating liens
- Construction Trusts

Facilitator(s): John Kulik QC, LL.B
McInnes Cooper

Module 5: CCA Documents

Date(s): [Jan. 10 2017](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$300.00 + HST

Non-Member Price: \$390.00 + HST

****Click the date above to register.**

Who Should Attend: Business Owners, Suppliers, Administration Professionals, and Office Managers.

This seminar is for general contractors interested in understanding legal principles and the management of subcontractors.

1. Hiring Subcontractors

- Price quotations – binding or non-binding
- Subcontractors in a tender process
- Subcontractors in a Request For Proposal (RFP) process

2. The Subcontract

- The standard form CCA1 Stipulated Price Subcontract
- Relevant provisions in CCDC2 2008 Stipulated Price Contract (the General Contract)
- Flow through terms from the General Contract to the Subcontract

3. Payment issues

- Holdback and release
- Liens – discharging and vacating
- Labour and material payment bonds

4. Change Management and Claims

- Change directives and change order process
- Notice requirements
- Extras
- Delays
- Releases and waivers of claims

Facilitator(s): Chris Wilson
McInnes Cooper

Module 6: Labour Law and the Construction Industry

Date(s): [Jan. 25, 2017](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$300.00 + HST

Non-Member Price: \$390.00 + HST

****Click the date above to register.**

Who Should Attend: Project Managers, Estimators, Project Coordinators, Specification Writers, Superintendents, Owners / Tender Calling Authorities, Architects, and Engineers.

The largest factor on any construction project is its people. Knowing labour laws and the applications that are specific to the construction industry is often a key ingredient to project success. This workshop will provide a legal perspective on the topic and insight into recent rulings.

Topics:

- Labour Standards
- Human Rights
- Workers' Compensation Act
- Drug & Alcohol Testing Policies
- The Trade Union Act
- Certification Process
- Unfair Labour Practices
- Effect of Certification on Companies
- Open Period for Employees to be Non-Union

Facilitator(s): Malcolm Boyle, LL.B.
McInnes Cooper

Module 7: Avoid Litigation and Collect Unpaid Accounts

Date(s): [Feb. 7, 2017](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$300.00 + HST

Non-Member Price: \$390.00 + HST

****Click the date above to register.**

Who Should Attend: Business Owners, Suppliers, Administration Professionals, and Office Managers.

Collecting on overdue accounts is a daunting task, in addition to a very complicated procedure within the construction industry. Laws protect the creditor and the debtor and it is important that when trying to collect on overdue accounts you proceed in a manner that meets today's legal requirements. In this course you will learn the right process to move towards collecting unpaid accounts and the legal actions you can take to get payment.

Topics:

- Procedure for pursuing unpaid accounts in Small Claims Court
- Procedure for pursuing unpaid accounts in Supreme Court
- Options available for collection once judgment is obtained
- Bankruptcy
- Bond Claims

Facilitator(s): James D. MacNeil, LL.B.
BoyneClarke

Module 8: Construction Claims - Debts, Bonds and Bankruptcy

Date(s): [Feb. 28, 2017](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$300.00 + HST

Non-Member Price: \$390.00 + HST

****Click the date above to register.**

Who Should Attend: Project Managers, Estimators, Coordinators, Superintendents, Sales, Specification Writers, and Owners / Tender Calling Authorities.

Collecting unpaid debts on a project - what are your remedies? When requests for payment prove unsuccessful, the next step is a strongly worded letter from your legal counsel. This demand will often inform the debtor that a legal action will be commenced unless payment is received by a certain date. What are the possible remedies for payment - and how can the parties to the project protect themselves?

Topics:

- Debt claims
 - Supreme Court of NS
 - Small Claims Court
- Enforcement of judgments
- Bankruptcy
 - Secured creditors
 - Proving your claim
 - Common claim errors
 - Property claims
 - Discharge
 - Proposals
- Bond claims
 - General information
 - Payment bonds / labour & material bonds
 - Benefits
 - Conditions
 - Proving claims
 - Defences of bonding companies
 - Bid bonds
 - Performance bonds

Facilitator(s): Jeff Aucoin, LL.B.
McInnes Cooper

Module 9: Mediation and Alternate Dispute Resolution

Date(s): [Mar. 21, 2017](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$300.00 + HST

Non-Member Price: \$390.00 + HST

****Click the date above to register.**

Who Should Attend: This course is ideal for anyone seeking to have a greater knowledge of the methods of resolving disputes in the construction industry.

As the costs of litigation soar, parties of disputes are increasingly turning to less-costly alternatives to resolve the issues between them. In this course, students will learn about the different forms of Alternative Dispute Resolution (ADR), such as mediation, arbitration and settlement negotiation, and their relative cost and suitability.

Participants will also be taught basic negotiation strategies and techniques to be applied in mediation or settlement situations.

Facilitator(s): Geoffrey Saunders, LL.B.
Wickwire Holm

Module 10: Successful Integration of Diverse Populations in Your Workplace

Date(s): [Apr. 4, 2017](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the date above to register.**

Who should attend: Project Managers, Project Coordinators, Supervisors, Foremen and Lead Hands.

This course will answer concerns in relation to inclusion at work and dispelling myths by providing concrete facts and stats. Learners will be treated to the business argument for inclusion.

This training commits to the concept of right person for the right job.

Topics:

- Why Bother? Compelling, relevant facts and myth busting
- Terms of reference and definitions: Speaking the same language
- Next practices: Cutting edge case studies of industry-specific successes in inclusion and avoiding conflict
- Identifying new partners: Breaking away from old habits that are holding you back from getting the best employee
- Creating a clear message; from hiring to orientation
- Easy steps to ensure your culture is welcoming, healthy and functioning better as a result

Facilitator: Tova Sherman
CEO, reachAbility Association

For more information or to register for courses visit:

www.cans.ns.ca/education

Project Management Fundamentals for the Construction Industry

Date(s): [Oct. 20, 27 & Nov. 3, 2016](#)

Duration: 3 days

Time: 8:30 am – 4:00 pm

Member Price: \$695.00 + HST

Non-Member Price: \$905.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (3 Credits)

Who Should Attend: Managers, Supervisors, Team Leads and Project Managers.

This comprehensive overview course in project management is intended to provide a standard knowledge base for anyone who is involved in construction related projects.

During days one and two of this three day session you will cover topics such as the project life cycle, the five project process groups, and the ten project knowledge areas, including the key areas of cost, schedule, communication, risk and scope. Particular attention is paid to scope development through use of a Work Breakdown Structure, scope change documentation, and project team communication.

Day three is devoted to a case study and team exercise in project planning.

Case Study - Restoration/Renovation of Government House, Halifax, NS

Case Study Outcomes and Deliverables: Participants will work as a team to consider the circumstances and special considerations of this particular project in a project planning context. Beginning by creating a project charter, participants will create a complete integrated project plan as a team exercise. This will be compared to the actual project plan created in 2006. Participants will hone their skills in project risk management, communications, and schedule and budget preparation and tracking.

Background: This project was carried out over a period of approximately two and a half years, beginning in May 2006, and completed in December of 2009. The total cost was \$6.2 million.

Facilitator(s): Ron Jeppesen
Crackin Network Consulting

Project Risk Management

Date(s): [Jan. 26 & Feb. 2, 2017](#)

Duration: 2 days

Time: 8:30 am – 4:00 pm

Member Price: \$695.00 + HST

Non-Member Price: \$905.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (2 Credits)

Who Should Attend: Managers, Supervisors, Team Leads, HR Managers, Project Coordinators, and Project Managers.

This course is designed to help those involved in construction related projects identify and manage the various risks associated. The course focuses on the risk management process. Drawing from practical experience, you will work with other course participants in this interactive approach to understanding and resolving project related risks.

Topics:

- Understand the risk management process
- Risk management planning
- Risk identification
- Qualitative risk analysis
- Quantitative risk analysis
- Risk response planning
- Risk monitoring and control
- Emergency and business continuity planning
- Earned value calculations

Facilitator(s): Ron Jeppesen
Crackin Network Consulting

MS Project - Establishing a Project Management Foundation

Date(s): [Jan. 12 & 13, 2017](#)

Duration: 2 days

Time: 8:30 am – 4:00 pm

Member Price: \$595.00 + HST

Non-Member Price \$774.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (2 Credits)

Who Should Attend: This course is designed for Project Managers, as well as those who function as Project Coordinators, Project Schedulers, and Project Support Technicians.

This course delivers the fundamental scheduling skills that you need to manage projects successfully with Microsoft Project. Mastering the MS Project scheduling engine is the key to enjoying your work with the software.

This course shows you how to drive MS Project through each stage of the project management life cycle and offers multiple best practices for using the software while defining, planning, executing, and closing a project.

Topics:

- Describe the stages of the Project Management process
- Understand the MS Project user interface
- Understand the MS Project Data Model
- Define a new project
- Perform all required task planning
- Properly use task dependencies and task constraints
- Add resources to a project and assign resources
- Save a baseline for a project
- Enter task progress
- Analyze project variance
- Create custom views, tables, filters, and groups
- Revise a project based on project variance
- Change a project based on change control methodologies
- Report on project progress
- Close a project

Facilitator(s): Crackin Network Consulting

Business Development for the Construction Industry - Two Part Series

Date(s): [Jan. 25 & Feb. 1, 2017](#)

Duration: 2 days

Time: 8:30 am – 4:00 pm

Member Price: \$595.00 + HST

Non-Member Price: \$775.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (2 Credits)

Who Should Attend: The Business Development for the Construction Industry (BDCI) program is designed for those who are responsible for developing business relationships in the construction industry that generate sales through customer acquisition and retention.

Many people within the construction industry are uneasy with the role of being responsible for growing the business and being put into a sales and customer service role. BDCI is a systematic and logical selling method designed to improve sales productivity and customer satisfaction. This system is practical and will focus on the “how to” of building and growing your business by showing the customer the value of dealing with you. While this training provides an excellent base for the entry level business developer, even the most experienced person will appreciate the need to review the sales and service process and the need to sharpen their existing skills.

BDCI is much more than steps to follow just to make a sale or get an agreement that is profitable for both parties. It is about employing all of your team’s creative strengths; addressing your ability to negotiate terms everyone can live with and servicing what you have just sold. It is also about learning to place your clients’ interests before your own and using professional problem-solving techniques to create mutually beneficial win/win, long-term profitable business relationships.

Day One

Module 1: First Impressions

- Importance of your approach
- Making a connection
- Developing a sales process
- Understanding buyers and their style

Module 2: Conducting Needs Analysis

- Piquing interest
- Finding the dominant buying motive
- Surfacing the real needs
- Asking smarter questions

Module 3: The Solution Presentation

- Buyer benefits and ROI – value
- Presentation gears
- Bridge the features, advantages, and benefits
- Winning words and trial closes

Module 4: The Profitable Agreement

- Reading buying signals
- Closing techniques
- Overcoming stalls and delayed decisions
- Second / third attempt closing

Day Two

Module 5: Develop a Business Strategy

- Tactics versus strategy
- Using a SWOT
- What is the customer worth
- Where to spend your time

Module 6: Dealing With Difficult Customers

- What makes customers difficult
- Customer satisfaction drivers
- Strategies for de-escalating the conflict
- Customer recovery tactics

Module 7: Team Service

- Internal and external customers
- Supply chain and team service strategy
- Working as a team
- Make the customer’s day

Module 8: Leverage Your Brand

- Negotiation and leveraging your value
- Power and influence in successful negotiations
- Overcoming hard bargainers
- Overcoming price sensitive buyers

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

Leadership Excellence for Frontline Managers and Superintendents - Full Program

This program provides knowledge building and practical skills development for staff that are in leadership positions and who are currently managing others in the field.

This program is an opportunity to build confidence and skills to take on management roles. This training program covers the fundamentals of leading and working in a team environment and assists with refining and enhancing one's ability to manage and motivate individuals and groups.

This program is 30 hours.

Gold Seal Accredited: Participants who complete all modules will receive 5 Credits

[Click HERE to register for the full program](#)**

Date(s):

Nov. 17, 2016
Nov. 24, 2016
Dec. 1, 2016
Dec. 8, 2016
Dec. 15, 2016

Duration: 5 days

Time: 8:30 am – 4:00 pm

Member Price: \$1,500.00 +HST

Non-Member Price: \$1,950.00+ HST

Who Should Attend: Project Managers, Project Coordinators, Supervisors, Foremen, and Lead Hands.

Module 1: Role of the Supervisor

Module 2: Communication Styles - Effectively Communicating to Others

Module 3: Effective Listening Skills - Ensuring Understanding

Module 4: Training and Orientation - Transferring Skills to Others

Module 5: Turnaround Intervention - Dealing with Problem Behaviour

Module 6: Building a Respectful Workplace

Module 7: Managing Conflict on the Job

Module 8: Building Accountability in Others

Module 9: Working the Schedule and Prioritizing Tasks

Module 10: Effectively Coordinating the Project Teams

Facilitator(s): Rick Fair, BA, B.Ed.

Fairwinds Training & Development

Module 1: The Role of the Supervisor

Date(s): [Nov. 17, 2016](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Project Managers, Project Coordinators, Supervisors, Foremen, and Lead Hands.

In the modern work era, the role of the manager and superintendent has changed.

Today, successful leaders are those that can coach and motivate others and they are well respected by their team members.

In this course participants will discover what makes a strong leader and begin to develop their knowledge and skills so they can create a productive team that is committed to them, the project and the company.

Topics:

- Working with the frontline staff more effectively to improve performance, compliance, and productivity
- Defining the role of a manager and superintendent
- Importance of developing a climate of self-motivation, improved attitude, and job satisfaction for the frontline worker
- Becoming team oriented

Facilitator(s): Rick Fair, BA, B.Ed.

Fairwinds Training & Development

Module 2: Communication Styles - Effectively Communicating to Others

Date(s): [Nov. 17, 2016](#)

Duration: 1 half day session

Time: 1:00 pm – 4:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Project Managers, Project Coordinators, Supervisors, Foremen, and Lead Hands.

Communication is essential when building functioning teams. It is important as a leader to have open dialogue on the ground, however, this is not always an inherited skill. Successful leaders can learn how to effectively communicate in order to achieve open dialogue with their team.

Learn how to use the skills you have and adopt new techniques to enhance your communication style in the construction industry. This course will lead you to be a more effective communicator so that any instruction is both accepted and acted upon.

Topics:

- Exchanging thoughts and ideas for mutual action
- Understanding your dominant style
- Developing a style that is effective
- Overcoming barriers to effective communication
- Allowing effective communication to build team morale

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

Module 3: Effective Listening Skills to Ensure Understanding

Date(s): [Nov. 24, 2016](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Project Managers, Project Coordinators, Superintendent, Foremen, and Lead Hands.

Poor listening skills often result in bad decisions and mistakes in organizations. Listening is more than just hearing someone talk. It is being actively involved and showing a sincere interest in what the other person is saying. Frontline superintendents must want to develop the habit of being an active listener; it is part of the job and one of the inherent responsibilities of being an effective team leader.

Topics:

- Various levels of listening
- Identify barriers to listening
- Hearing and interpreting the message
- Developing authentic and sincere interest in the speaker
- Acceptance of messages
- Feedback essential to completing the communication cycle

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

Module 4: Training and Orientation - Transferring Skills to Others

Date(s): [Nov. 24, 2016](#)

Duration: 1 half day session

Time: 1:00 pm – 4:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Project Managers, Project Coordinators, Superintendent, Foremen, and Lead Hands.

A challenge for today's employee requires they manage multiple tasks. As a manager in the field, you are expected to facilitate training and orientation programs for staff. This course will provide you with the skills and tools needed to deliver training, conduct orientation sessions, and transfer knowledge to adult learners.

Topics:

- Explain the adult learning process
- Using a learner centered approach
- Understand group dynamics that impact training sessions
- Understanding barriers to learning
- Overcoming roadblocks and resistance
- Evaluation of the learning

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

Module 5: Turn Around Intervention - Dealing with Problem Behaviour

Date(s): [Dec. 1, 2016](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Project Managers, Project Coordinators, Supervisors, Foremen, and Lead Hands.

This course will help managers and superintendents manage behaviour issues more effectively. You will learn corrective coaching techniques and approaches for successful interventions. Our focus will be on rehabilitation versus punishment for behaviour issues.

This course will enable team leaders to be more consistent in their approach to performance issues. Any leader can benefit from the practical skills learned in this workshop.

Topics:

- Dealing with behaviour issues
- Offering guidance to problem performers
- Using corrective coaching call techniques
- Responding to difficult situations
- Understanding progressive discipline
- Legal implications
- Personal implications (employee and manager)
- Documentation requirements

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

Module 6: Building a Respectful Workplace

Date(s): [Dec. 1, 2016](#)

Duration: 1 half day session

Time: 1:00 pm – 4:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Project Managers, Project Coordinators, Superintendent, Foremen, and Lead Hands.

In today's multicultural workplace, a lack of awareness or insensitivity can generate serious ramifications for any organization. Individuals who transgress in these areas become a potential source of serious liability internally and a serious loss of business from the customer perspective.

This course explores potential harassment situations, what it means to create a respectful workplace, and how to promote attitudes and behaviours that will discourage conflict in the workplace.

Topics:

- Understanding proper behavior in the workplace
- Action planning for creating a respectful workplace

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

Module 7: Managing Conflict on the Job

Date(s): [Dec. 8, 2016](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Project Managers, Project Coordinators, Supervisors, Foremen, and Lead Hands.

Conflict resolution is a critical competency for all positions and levels of an organization, as well as when dealing with clients and customers.

Discover constructive ways to resolve disputes in your work environment using approaches that focus on interests rather than positions, collaboration, and mutual respect.

An individual action plan will be developed in the session and used as a means for follow-up. This individual plan should identify key areas of concern, establish goals for overcoming obstacles, target deadlines, and identify the person with whom this plan will be shared as an accountability factor.

Topics:

- Conflicts happen
 - Negative and positive conflicts
- What causes conflict?
 - Personality as a source of conflict
- Needs, wants and expectations
- Conflict resolution
 - Factors to consider when resolving conflicts
 - Assertive communication
 - De-escalation techniques
- Conflict prevention
 - Thomas-Kilmann model
 - Strategies for managing conflicts

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

Module 8: Building Accountability in Others

Date(s): [Dec. 8, 2016](#)

Duration: 1 half day session

Time: 1:00 pm – 4:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Project Managers, Project Coordinators, Superintendent, Foremen, and Lead Hands.

Learn to improve your company's success through increasing employee accountability and personal responsibility.

The idea of accepting responsibility for our own actions, (personal accountability), while not new, sometimes seems almost novel. Organizations have begun linking their success in such areas as customer service, employee retention, reliability and overall goal achievement directly to qualities associated with accountable employees.

Personal accountability is a core foundation to building employee morale, improving employee and team productivity, and enhancing the customer's experiences. This employee accountability course will help you develop a high degree of personal accountability and a more highly accountable and responsible employee group.

Topics:

- Stop the blame game
- Reduce chronic complaining
- Remove entitlement thinking
- Eliminate the soap opera
- Eradicate offensive behaviors and harassment
- Reduce employee discontent or grievances

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

Module 9: Working the Schedules and Prioritizing Tasks

Date(s): [Dec. 15, 2016](#)

Duration: 1 half day session

Time: 8:30 am – 12:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Project Managers, Project Coordinators, Supervisors, Foremen, and Lead Hands.

The most important core responsibility of a Superintendent is to ensure everyone is action oriented and doing their jobs in a timely fashion. This calls for proper planning, scheduling and prioritizing tasks in order to control the project at hand. The end benefit is getting more done in less time and controlling the cost overruns that come from being behind schedule.

In this course you will learn how to schedule and prioritize tasks better and help team members to organize their own tasks efficiently and effectively.

Topics:

- Understanding the critical tasks and priorities
- Planning for results
- Smarter scheduling and organizing
- Continuous improvement
- Relationship between quality and productivity
- The 3 C 's – controlling cost constantly

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

Module 10: Effectively Coordinating Project Teams

Date(s): [Dec. 15, 2016](#)

Duration: 1 half day session

Time: 1:00 pm – 4:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Project Managers, Project Coordinators, Superintendent, Foremen, and Lead Hands.

The goal of this module will be to teach better planning and scheduling techniques. There will be emphasis on the importance of the organization of project teams within the existing authority and responsibility structure. The practical hands-on approach will provide Managers with a survival guide for project management.

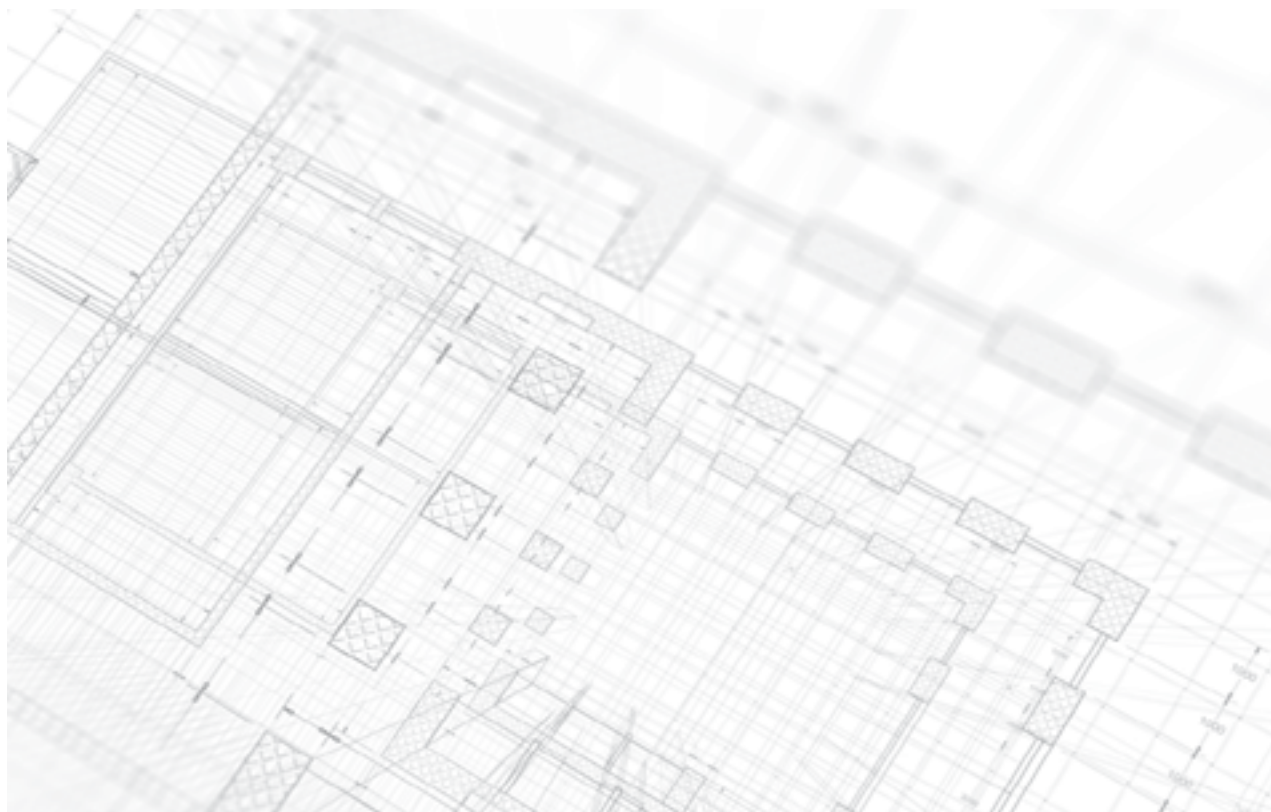
Topics:

- Understanding the basics of project management
- Establish lines of authority
- Coordination of projects
- Planning of individual projects
- Development of project administration and tracking systems
- Monitor project teams through execution
- Set-up and assist with the review process

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

For more information or to register for courses visit:

www.cans.ns.ca/education



THESE COURSES ARE PRESENTED JOINTLY BY CONSTRUCTION SPECIFICATIONS CANADA ATLANTIC CHAPTER AND CANS

Construction Contract Administration (CCA)

Date(s): [Feb. 24, Mar. 3, 10, 24, 31, 2017](#)

Duration: 5 days

Time: 8:30 am – 4:00 pm

Price: \$1000.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (5 Credits)

**Successful completion of the Principles of Construction Documentation Course is a prerequisite for this course.*

Who Should Attend: Designers, Consultants, Contractors, and Suppliers.

Contract administration involves making decisions and the timely flow of information and decisions to enable completion of the project as required by the contract documents including review and observation of the construction project.

This advanced level course will take the individual beyond the concepts previously introduced in the PCD course. The objective of the CCA program is to improve construction contract administration by providing education related to the administration and enforcement of contract requirements during the construction phase of the project.

Topics:

- Construction industry participants
- Bidding requirements and process
- Alternatives and substitutions
- Standards and regulatory influences
- Site activities
- Execution of the work
- Certificate of payment
- Changes in the work
- Dispute resolution
- Construction insurance
- Construction surety bonds
- Guaranties and warranties
- Project submittal
- Field services and quality control
- Clerk of the works
- Contract close-out
- Commissioning
- Definitions and resources

* This course is a requirement for the Certified Construction Contract Administrator (CCCCA) designation.

Facilitator(s): Walter Strachan, RSW, PQS (F), (F) CSC

Principles of Construction Documentation (PCD)

Date(s): [Nov. 18, 25, Dec. 2, 9, 16, 2016](#)

Duration: 5 days

Time: 8:30 am – 4:00 pm

Price: \$1000.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (5 Credits)

Who Should Attend: Designers, Consultants, Contractors, and Suppliers.

PCD is an introductory course that will enable students to have a better understanding of construction documentation (specifications, drawings and schedules), products, bidding procedures and contracts.

The PCD course is a prerequisite for all other CSC courses and for the Certified Technical Representative (CTR), Construction Contract Administrator (CCA) and Certified Specification Practitioner (CSP) designations from CSC. Successful completion of the PCD may be credited toward the experience component requirements for the Registered Specification Writer (RSW) designation.

Topics:

- Construction process
- Production of construction documents
- Forms of contract
- Codes and standards
- Risk management issues
- Legal issues
- Building science
- Contract administration
- Communications
- Trends in the construction industry

Facilitator(s): Walter Strachan, RSW, PQS (F), (F) CSC

Presented jointly with:



Construction Specifications Canada
Atlantic Chapter

Advanced Manager and Superintendent - Full Program

If you are a Project Manager or Superintendent trying to advance your team to be more effective in the field, then this 10 module program is for you. You'll be empowered with new skills and a contemporary perspective on leadership from this leadership excellence course. This program will create more confident, more productive and more effective leaders, driving their teams forward towards the organization's goals.

This program is 30 hours.

Gold Seal Accredited: Participants who complete all modules will receive 5 Credits

[Click HERE to register for the full program.](#)**

Date(s):

Mar. 1, 2017
Mar. 8, 2017
March 22, 2017
Mar. 29, 2017
Apr. 5, 2017

Duration: 5 days

Time: 8:30 am – 4:00 pm

Full Program Member Price: \$1500.00 + HST

Full Program Non-Member Price: \$1950.00 + HST

Who Should Attend: Experienced Foremen, Superintendents, and Project Managers.

Module 1: Leadership in the Field

Module 2: Creating a Diverse Workplace

Module 3: Creating Work Groups and High Performance Teams

Module 4: Effective Decision Making Through Problem Solving

Module 5: Project Delivery Methods and Supervision

Module 6: Working with Design Build Contracts

Module 7: Documents, Records & Reports (Retention)

Module 8: Change Order Management

Module 9: General and Specialty Contractors' Dynamics

Module 10: Understanding and Managing Project Costs

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

Module 1: Leadership in the Field

Date(s): [Mar. 1, 2017](#)

Duration: Half day session

Time: 8:30 am – 12:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Experienced Foremen, Superintendents, and new Project Managers.

Preparing leaders for the construction field in the face of rapid change is imperative if the organization is to thrive versus just surviving. The influence of globalization, innovative delivery methods, varied organizational structures, and an aging and diversifying construction workforce requires a paradigm shift in how leadership is developed within the industry.

The leader's roles in construction are often very task driven in the field, with demands to meet tight schedules under constrained budgets. However these tasks cannot be completed successfully without strong lines of communication, trust between the members of both the design and construction teams as well as the ability to work through people problems. From that perspective, a strong leader must have strong people skills in order to succeed in the construction industry of the future. This challenge perhaps is giving credence to these more abstract softer skills and traits that enhance the leader's ability to work with people and still meet the demands of project scope, schedules, budgets, safety and customer satisfaction.

Through this program you will increase your ability to lead others in the field more effectively and efficiently.

Topics:

- A better understanding of the basics of human relations
- Bringing about positive changes in attitude and behaviors
- Improved ability to get along with people
- Getting positive expected results
- Being aware of the many changes happening
- Realize the need to balance job and people skills

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

Module 2: Creating a Diverse Workplace

Date(s): [Mar. 1, 2017](#)

Duration: Half day session

Time: 1:00 pm – 4:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Experienced Foremen, Superintendents, and Project Managers.

Leadership and team diversification is about the creation of a workplace culture that represents the diversity of the customers it serves and fosters a work environment that respects and accommodates the “diversity of all individuals.”

Diversity programs have taken on a huge business connection in North America. Large corporate and/or government initiatives favour companies that include suppliers owned by women, disabled veterans, aboriginals, minorities, and other protected classes. Open minded companies also understand that having a diversity program is increasingly important for growing a sustainable business. Utilizing a supplier base that reflects the growing diversity of Canadian businesses in particular and the population in general makes good business sense.

Diversity programs often start at the top but it is the responsibility of everyone in a management position to play an active role in creating an environment where all employees are respected, encouraged and provided opportunities to achieve their highest potential.

In this course, you will learn how to create a diverse workplace.

Topics:

- What is diversity?
- Examining stereotypes and biases, how they develop, and gaining insight into ones own perspectives
- Removing barriers to diversity in the workplace
- How to encourage diversity in the team while discouraging and preventing discrimination

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

Module 3: Creating Effective Work Groups and High Performance Teams

Date(s): [Mar. 8, 2017](#)

Duration: Half day session

Time: 8:30 am – 12:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Experienced Foremen, Superintendents, and Project Managers.

There are individual work groups, there are teams, and then there are high performance teams. High performance teams operate at maximum synergy. They commit to produce results that seem impossible, and they do this in such a way that the team members and team leaders both experience pride and a feeling of belonging rather than resentment, burnout, frustration, and anger.

Team training should focus on the importance of members recognizing their inherent job responsibilities as well as the need to maintain balance and harmony between the needs of the organization and the team. The outcome of this shift in thinking is the creation of a high performance team.

Topics:

- Maintain a balance between the group and the satisfaction of individual team members’ needs
- Explore methods of recognition for outstanding results, both as a team and for personal contributions of team members
- Provide effective, specific feedback to team members in order to reinforce positive behaviors, and to assist them in their growth
- Determine team members’ specific methodology for handling conflict situations
- Clarify both expectations that team members have of each other’s roles and conceptions that team members have of their own roles
- Work together to establish shared team goals and objectives

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

Module 4: Effective Decision Making Through Problem Solving

Date(s): [Mar. 8, 2017](#)

Duration: Half day session

Time: 1:00 pm – 4:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Experienced Foremen, Superintendents, and Project Managers.

Much of what a supervisor, manager or leader does every day is put out fires, solve problems and make decisions.

As a leader you must be in control when you encounter a new problem or need to make a decision. The supervisor must know how to react and how to work it out using other people to solve the problem.

Good problem solvers tend to use proven and systematic ways of dealing with challenges. As a supervisor whose job it is to get it right, it is imperative to use an organized, structured approach to problem solving and decision-making.

In this course you will learn how to make effective decisions while working through problems.

Topics:

- Using a team approach in areas of problem solving, decision making and crisis management
- Using a systematic approach to assist in problem identification, root causal analysis and problem validation
- Examine the 6 “A” method of solving problems
- Provide a process of arriving at appropriate decisions through force field analysis or decision making trees

Facilitator(s): Rick Fair, BA, B.Ed.
Fairwinds Training & Development

Module 5: Project Delivery Methods and Supervision

Date: [Mar. 22, 2017](#)

Duration: Half day session

Time: 8:30 am – 12:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Experienced Foremen, Superintendents, and Project Managers.

This course is intended to assist supervisors in understanding the relationship between the roles and responsibilities of the project supervisor and the chosen method of project delivery. For a supervisor it is critical to understand the balancing act that comes with project delivery systems and methods because not all stakeholders are concerned about the same things on projects.

Some stakeholders may favor delivery systems and methods that are about getting it done quickly and cheaply, while others may favor those that want only the highest quality of work. This can be quite confusing for the team and the supervisor and the success of the project will largely depend on how well the project supervisor can communicate the priorities to the team and adapt their own style to the chosen method.

Topics:

- What are project delivery methods and why are they important?
- The most common project delivery methods
- Factors to consider when selecting the project delivery method
- Understanding how time and cost are impacted by the project delivery method
- Working and collaborating with design teams

Facilitator(s): Donna Hoar, GSC, CHC
Vice President
Grey Cardinal Management Inc.

Module 6: Working with Design Build Contracts

Date(s): [Mar. 22, 2017](#)

Duration: Half day session

Time: 1:00 pm – 4:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Experienced Foremen, Superintendents, and Project Managers.

In the last decade, the Design Build (DB) method of contracting has been increasing steadily. Since 1982, the volume of domestic DB contracts has grown tenfold and now represents 23% of the non-residential market. Both private and public owners are using this method to accrue savings in both costs and time by streamlining the project delivery process.

Like all construction methods, design build can have its disadvantages and problems. If all parties involved have misunderstandings and disputes about roles and responsibilities spelled out in the contract, the risk is escalation of claims against the contractual partners.

Topics:

- Benefits of Design Build
- Differentiating the design services and the actual work
- Defining role, responsibilities and the parties requirements
- Contract documents and statements of service requirements
- Understanding risks and flow down liabilities
- Overcoming conflicts and disputes within the contract

Facilitator(s): Donna Hoar, GSC, CHC
Vice President
Grey Cardinal Management Inc.

Module 7: Documents, Records, and Reports (Retention)

Date(s): [Mar. 29, 2017](#)

Duration: Half day session

Time: 8:30 am – 12:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Project Managers, Estimators, Project Coordinators, Specification Writers, Superintendents, Owners/Contracting Authorities, Architects, and Engineers.

Document, document, document - it is the necessary evil to construction project risk management. But what do we do with all the documents? How long should we keep them? What are the legal requirements around document retention and claims defense?

Topics:

- Legal requirements: statutory and regulatory retention policies
- Electronic documents and hand held devices
- Email
- Proper document destruction
- Privacy

Facilitator(s): Michael Murphy, LL.B.
McInnes Cooper

Module 8: Change Order Management

Date(s): [Mar. 29, 2017](#)

Duration: Half day session

Time: 1:00 pm – 4:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Experienced Foremen, Superintendents, and Project Managers.

Changes happen. It is almost assumed some form of the contract will need to adjust for many reasons. These changes may be attributed to clarification of drawings and specifications that dramatically affect the scope of a project. Change is a normal part of the construction process. Everyone needs to be aware of the changes: The owner, architect/engineer and contractor must all be made aware of the change. The process is specific and defined in the contract documents.

This session will review the details you need to ensure the process is accurate and everyone is paid and meets contractual agreements.

Topics:

- Owner initiated changes
- Contractor initiated changes
- Notice requirements
- Quantification methods of cost/price

Facilitator(s): Chris Wilson
McInnes Cooper

Module 9: General and Specialty Contractors' Dynamics

Date(s): [Apr. 5, 2017](#)

Duration: Half day session

Time: 8:30 am – 12:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Experienced Foremen, Superintendents, and Project Managers.

This course addresses the use of construction management and design-build/fast track from the perspective of specialty trade contractors. Specialty Trade Contractors are those whose construction work requires special skill and whose principal contracting business involves the use of specialized building trades.

Participants will assess the various specialty build contracts and the typical types of risk inherent to this type of construction process. The participants will also develop an understanding of differences in contract administration practices that must be made to implement the various project delivery methods. The training will involve discussion on the assessment of roles, relationships and responsibilities of the contracting parties that may vary considerably for each methodology.

Topics:

- Construction systems and methods
- Contractual relationships
- Value, impact, and quality of specialty contractors
- Selecting a specialty contractor
- Importance of open communication

Facilitator(s): Donna Hoar, GSC, CHC
Vice President
Grey Cardinal Management Inc.

Module 10: Understanding and Managing Project Costs

Date(s): [Apr. 5, 2017](#)

Duration: Half day session

Time: 1:00 pm – 4:00 pm

Member Price: \$275.00 + HST

Non-Member Price: \$360.00 + HST

****Click the dates above to register.**

Who Should Attend: Experienced Foremen, Superintendents, and Project Managers.

Supervisors may not be aware of the process that proceeds the construction phase of any project, however they are usually responsible for managing and controlling costs. It is important to understand how the budget was established and the impact of cost changes on all parties.

This module covers the pre-construction process and how project estimates are compiled, how to compare actual project costs with those estimated, and how to control costs to meet the estimate. Participants will also learn the value of effective supervision of workers to improve the supervisor's ability to manage costs. We will also review construction estimates, who controls project costs, reporting and analyzing actual costs, labor cost variances, working with project partners and the importance of risk management.

Topics:

- Construction estimates
- Who controls project costs?
- Reporting and analyzing actual costs
- Planning for cost control
- Cost control strategies

Facilitator(s): Donna Hoar, GSC, CHC
Vice President
Grey Cardinal Management Inc.



Healthcare Construction: Towards Infection Control Compliance

Date: Jan. 12, 2017

Duration: 1 day

Time: 8:30 am – 4:00 pm

Member Price: \$475.00 + HST

Non-Member Price: \$618.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (1 Credit)

Who Should Attend: Those providing construction services or carrying out construction activities in healthcare facilities, including subcontractors and suppliers. Facility management staff and maintenance personnel would also benefit from this workshop.

This workshop will provide participants with an understanding of why infection control during construction is important in health care buildings. It will also give them practical tools to help them become compliant with CSA Z317.13-12 in their day-to-day work.

Topics:

- Know why infection control is important to hospitals / health care facilities
- Infection control from the construction industry perspective: why we should be concerned, industry impacts, legal liabilities
- Know the content of the CSA Z317.13-12 at a high level: application to health care facilities, risk analysis matrix and its components, role of a multidisciplinary team and the role of the contractor
- Evaluate a project specification: review a “real project” specification and determine potential hotspots
- Action items for the workplace
- Hands on demonstrations of enclosure construction
- Equipment use and care demonstration

Facilitator(s): Gordon Burrill
P.Eng, FASHE, CHC, CHFM, CCHFM
Teegor Consulting Inc.

CSA: Infection Control - Required for Superintendents

Date: Dec. 5 & 6, 2016

Apr. 6 & 7, 2017

Duration: 2 days

Time: 8:30 am – 4:00 pm

Member Price: \$1,300.00 + HST

Non-Member Price: \$1,545.00 + HST

****Click the dates above to register.**

This course is Gold Seal accredited (2 Credits)

This course is offered through CSA certified training staff. In order to meet the requirements, participants are required to attend both sessions.

Who Should Attend:

- Architects and Design Engineers
- Commissioning Teams
- Contractors
- Construction Managers
- Infection Prevention & Control Personnel
- Facility and Maintenance Managers in Health Care Settings
- Medical and Nursing Staff
- Occupational Health and Hygiene Personnel

Day 1: Fundamentals of Infection Control During Construction, Renovation and Maintenance of Healthcare Facilities

Course Overview

Construction, renovation, and maintenance of health care facilities bring specific risks associated with potentially fatal infection and illness. Preventing and controlling infection while these activities take place requires the implementation and support of preventive measures intended to protect patients, staff, and visitors from potential harm. Focusing on the application of the CSA 317.13 standard, participants will learn how to address necessary measures and help control infection risk in health care facilities.

Learning Objectives

Upon successful completion of this course, you will be able to:

- Gain a general understanding of CSA Z317.13
- Identify the risk factors and sources of health care facility infections
- Identify all staff who should be involved in infection prevention and control measures during any aspect of construction, renovation and maintenance activities
- Review effective infection prevention and control procedures during construction, renovation and maintenance
- Understand and effectively apply infection prevention and control measures for renovation and or new construction projects
- Learn about industry best practices and how they can apply to your specific role

Day 2: Effective Implementation and Practical Applications of Infection Control During Construction, Renovation and Maintenance of Health Care Facilities

Course Overview

Construction, renovation, and maintenance of health care facilities bring specific risks associated with potentially fatal infection and illness. The establishment of a thorough infection control system, along with the necessary procedures to ensure that current, relevant information is maintained, is critical to protecting patients, staff and visitors. Updated to include all the latest elements of the 2013 version of CSA Z317.13 - Infection Control During Construction, Renovation, and Maintenance of Health Care Facilities - this interactive and informative course features newly designed exercises and case studies.

Building on the foundation established by Fundamentals of Infection Control During Construction, Renovation and Maintenance of Health Care Facilities, participants will gain insight into the latest developments and requirements of this critical field and acquire practical knowledge on how to apply the necessary measures to help control risk.

This course is offered through CSA certified training staff. In order to meet the requirements, participants are required to attend both sessions.

Learning Objectives

- Review and understand all new components that have been added to the 2013 edition of the CSA Z317.13
- Identify and learn to implement effective procedures during construction, renovation and maintenance of health care facilities
- Practice real life application of the standard
- Engage in practical discussions around the appropriate actions to help mitigate risks and implement damage control procedures
- Learn how to apply innovative thinking in the field of infection prevention and control measures for new construction projects and/or significant additions

Facilitator(s): Gordon Burrill
P.Eng, FASHE, CHC, CHFM, CCHFM
Teegor Consulting Inc.

For more information or to register for courses visit:

www.cans.ns.ca/education

E-LEARNING

Delivered in partnership with BuildForce Canada, CANS' Industry Education and Training program offers a variety of e-learning courses. Designed to accommodate a busy schedule, courses can be completed whenever, from wherever – all that is required is a computer and internet connection. Courses vary in length however, participants can bookmark and revisit the material from where they left off.

*****Upon receipt of payment, CANS will issue a PIN number and instructions on how to access the course online.*****

Introduction to BIM (Building Information Modeling)

Date/Time: Available at your convenience

Duration: Self paced

Member Price: \$150.00 + HST

[Click HERE to register.](#)**

This course is Gold Seal accredited (1 Credit)

Who Should Attend: Employers, Management, Supervisors, Foremen, and Tradespeople. Those who are new to the construction industry, and those who want to learn more about BIM.

As an emerging technology, Building Information Modeling (BIM) is generating a lot of buzz in the construction industry. This course provides an overview of how this technology positively impacts the construction process.

Topics:

- Understand what BIM is
- Understand the full potential of BIM technology
- Understand the philosophy behind BIM
- Be aware of how BIM can assist at all stages of a construction project
- Appreciate existing and potential new uses for BIM
- See the value of new technologies such as BIM

Facilitator: BuildForce Canada

This national organization is committed to the development of a highly skilled workforce – one that will support the current and future needs of the construction industry in Canada. BuildForce Canada, formerly Construction Sector Council, created in April 2001, is financed by both government and industry, and is a partnership between labour and business.

Construction Law

Date/Time: Available at your convenience

Duration: Self paced

Member Price: \$150.00 + HST

[Click HERE to register.](#)**

This course is Gold Seal accredited (2 Credits)

Who Should Attend: Those who are new to the construction industry.

Participants will become familiarized with construction contracts and construction law; liabilities and responsibilities of all parties to a contract, compiling and submitting proper extras and claims, and ways and means for leaders to avoid conflict with contracts, owners, trades and labour.

Topics:

- Understand construction contracts
- Recognize the different construction roles
- Write contracts
- Identify simple errors in construction contracts
- Understand the claim process
- Learn to solve construction disputes effectively

Facilitator: BuildForce Canada

This national organization is committed to the development of a highly skilled workforce – one that will support the current and future needs of the construction industry in Canada. BuildForce Canada, formerly Construction Sector Council, created in April 2001, is financed by both government and industry, and is a partnership between labour and business.

Communication, Negotiation, Conflict Resolution

Date/Time: Available at your convenience

Duration: Self paced

Member Price: \$150.00 + HST

[Click HERE to register.](#)**

This course is Gold Seal accredited (2 Credits)

Who Should Attend: Supervisors, Project Managers, and other personnel who must deal effectively and professionally with employees, sub-trades, Owners, clients, Engineers and employers.

This course has been designed to help improve written, oral and negotiating skills within the construction industry.

Topics:

- Define conflict
- Identify stages of conflict
- Understand the importance of communication
- Use assertiveness techniques to get their point across
- Deal with difficult people more effectively
- Use identified criteria to be a more effective negotiator
- Understand how power can be used/abused in negotiation
- Know when to close negotiations

Facilitator: BuildForce Canada

This national organization is committed to the development of a highly skilled workforce – one that will support the current and future needs of the construction industry in Canada. BuildForce Canada, formerly Construction Sector Council, created in April 2001, is financed by both government and industry, and is a partnership between labour and business.

Construction Project Management

Date/Time: Available at your convenience

Duration: Self paced

Member Price: \$150.00 + HST

[Click HERE to register.](#)**

This course is Gold Seal accredited (3 Credits)

Who Should Attend: Everyone working in the construction industry.

This course has been designed to help managers administer projects from start to finish.

Topics:

- Develop business cases
- Develop scope of projects
- Manage project procurement
- Manage project risk
- Manage change process
- Manage project closeout / commissioning

Facilitator: BuildForce Canada

This national organization is committed to the development of a highly skilled workforce – one that will support the current and future needs of the construction industry in Canada. BuildForce Canada, formerly Construction Sector Council, created in April 2001, is financed by both government and industry, and is a partnership between labour and business.

Introduction to Construction Estimating

Date/Time: Available at your convenience

Duration: Self paced

Member Price: \$150.00 + HST

[Click HERE to register.](#)**

This course is Gold Seal accredited (2 Credits)

Who Should Attend: Those who are new to the construction industry. Those who want to become an Estimator.

This training course will provide learners with skills and knowledge related to estimating practices, and help them to understand the importance of estimates as one of the key steps in any construction job.

Topics:

- How to produce accurate and professional estimates
- Site-specific conditions and regulatory requirements
- How to handle the purchasing and logistics associated with materials on a construction site
- Labour performance and operations
- How to effectively organize and manage current and historical data
- How to assemble bids and meet bid closure deadlines
- On-site equipment and material placement
- Safety and job conditions

Facilitator: BuildForce Canada

This national organization is committed to the development of a highly skilled workforce – one that will support the current and future needs of the construction industry in Canada. BuildForce Canada, formerly Construction Sector Council, created in April 2001, is financed by both government and industry, and is a partnership between labour and business.

First Level Supervisor Training Program

Date/Time: Available at your convenience

Duration: Self paced

Member Price: \$400.00 + HST

[Click HERE to register.](#)**

This course is Gold Seal accredited (5 Credits)

Who Should Attend: Foremen and Supervisors who want to become a First Level Supervisor.

Strong supervision skills are key to any construction project. This course offers the critical basic skills and concepts needed to supervise a crew in the residential, institutional, commercial, industrial, and civil construction sectors.

Topics:

- Build your supervisory skills
- Lead a work crew
- Communicate effectively
- Understand the supervisor's role in safety and due diligence
- Develop and motivate teams
- Address performance issues

Facilitator: BuildForce Canada

This national organization is committed to the development of a highly skilled workforce – one that will support the current and future needs of the construction industry in Canada. BuildForce Canada, formerly Construction Sector Council, created in April 2001, is financed by both government and industry, and is a partnership between labour and business.

Policies and Registrations

Registration Information

- Registration is on a first-come, first-served basis and must be accompanied by full payment.
- Registration and payment must be received five business days prior to the course date.
- When a course has reached its registration limit, a waiting list will be generated. In the event of another registrant's cancellation, the next person on the waiting list will be contacted, should they wish to participate.
- Registration includes course presentation and reference materials. A certificate of attendance will be issued upon completion.
- Registration as employees of member companies is intended to benefit the members exclusively. CANS reserves the right to discontinue the membership discount to anyone who registers non-members under the "umbrella" of their company membership.

Cancellation Policy

- Cancellations must be received no later than 10 business days prior to the course date to be eligible for a 75% refund of registration fees.
- No refunds will be issued after this date.
- If you register for the course and do not attend, you are liable for the full registration fee unless you cancel according to the terms stated above.
- If you are unable to attend after registering you may send a substitute up to and including the day of the course. Please provide a name and email address for name tag and records.
- CANS reserves the right to cancel any course and will, in such an event, provide a full refund of registration fees. Every effort will be made to give registrants a reasonable notice of cancellation.
- No liability is assumed by the organization for changes in course dates, content, speakers, or venue.

Record Retention

- CANS will maintain information on participant's completion of courses for the benefit of the employee and the employer.
- CANS will use this information for exclusive use in communication about other education related programs.

Privacy Policy

All personal information collected will be kept strictly confidential unless otherwise specified. Personal information will not be sold, or otherwise disclosed unless consent has been provided. This is in keeping with CANS Policy for Protection of Personal Information and the Personal Information and Electronic Documents Act (PIPEDA) of January 1, 2004 and Canada's Anti-Spam Legislation (CASL), July 2014.

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My Training Plan / Notes

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