



**CONSTRUCTION**  
ASSOCIATION OF NOVA SCOTIA  
Building with Skill and Integrity Since 1862

# EDUCATION & TRAINING DEVELOPMENT PROGRAM

## COURSE CATALOGUE FALL & WINTER 2020-21



Gold Seal Accredited

2019 CCA Gold Seal Association Award Winner





# THE CONSTRUCTION ASSOCIATION OF NOVA SCOTIA EDUCATION & TRAINING DEVELOPMENT PROGRAM

## Career Development and Skill-building for the Construction Industry

The Construction Association of Nova Scotia's award-winning Education and Training Development Program provides valuable training opportunities for career development, skill-building and enhancement — designed specifically for the construction industry.

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. Courses are delivered in several formats including workshops, seminars, E-learning sessions, and Industry Trends Sessions.

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. To help members reach their Gold Seal accreditation, all CANS Education and Training Development courses are Gold Seal certified. Whether you're in the process of the Gold Seal application or choose to perse the designation in a few years, you're gaining credits with every course you take.

## Why Invest in Your Employees?

The Construction Association of Nova Scotia (CANS) Education and Training Development program focused on the leadership skills of project managers, project coordinators, administrative staff, safety personnel, foremen, and superintendents. By attending CANS Education and Training Development 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:

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

### CANS EDUCATION TEAM:

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# INDUSTRY FUNDAMENTALS

## Construction 101 & Beyond

**Duration:** Four three-hour sessions  
**Member Price:** \$500.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$650.00 + HST

**This course is Gold Seal accredited (4 Credits)**

**Overview:** Construction 101 And Beyond is your comprehensive overview of the Canadian construction industry. Designed specifically for construction management professionals, this course breaks down the complexity of the industry examining the important roles for various industry stakeholders. Over these sessions, you will participate in hands-on activities and examine every step of the industry – from bidding to closeout.

### **Topics:**

- Introduction to construction industry
- Major steps in a construction project
- Risk Management
- Bid Documents
- Contract Law
- Bidding
- Receiving bids and award of contract
- Format of contracts and contract clauses
- Project start up and close out

## Interpreting Construction Drawings and Format of Specifications

**Duration:** Four three-hour sessions  
**Member Price:** \$400.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$525.00 + HST

**This course is Gold Seal accredited (2 Credits)**

**Overview:** Using a set of drawings for a small commercial office project located and built in 2015 in London, Ontario, the learner is introduced to a complete set of issued for construction drawings including:

- Architectural (A Series)
- Landscape (L Series)
- Civil (C Series)
- Structural (S Series)
- Mechanical (M Series)
- Electrical (E Series)

Critical thinking exercises will train the learner to identify conflict in drawing information, understanding of structural grid systems, dimensioning rules, detailing and cross-referencing including elevations, building cross section, wall sections and section details. A basic introduction to steel and concrete design is also incorporated into the architectural drawing learning.

**Facilitator(s):** Constructionlab

## Construction Industry Ethics

**Duration:** Two three-hour sessions  
**Member Price:** \$250.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$325.00 + HST

**This course is Gold Seal accredited (2 Credits)**

**Overview:** Based on the Gold Seal Certification Guide, all candidates must take the Construction Industry Ethics courses (3 credits) which includes online and classroom/virtual components. This course has been designed to help you understand ethics as it relates to the construction industry. The course contains interactive elements, case studies, practical examples, videos, and a course glossary.

### **Upon Completing This Course, You Will:**

- Understand what is included in “ethical behaviour”
- Be aware of the importance of ethics in business
- Know how to make ethical decisions
- Recognize ethics in the context of the law
- Understand the direct link between ethics and a company’s success

**Who Should Attend:** Owner/clients, contractors, supervisors, project managers, etc. who must deal effectively and professionally with employees, sub-trades, owners, clients, engineers, employers, and the public.

**Facilitator(s):** Lee Kelly, M.A.A.T.O., P.GSC (Constructing Minds Inc)

## Effective Construction Meetings & Meeting Minutes

**Duration:** One three-hour session  
**Member Price:** \$200.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$260.00 + HST

**This course is Gold Seal accredited (0.5 Credit)**

**Overview:** Construction meetings are an important part of the successful management of construction projects. Regular site meetings on a project with well documented minutes can facilitate better communication and produce better results making it more likely that the project will be completed successfully. Proper meeting minutes require effective listening, accurate recording and most importantly, the understanding of the risk involved if an action item is not completed as promised. A manual will be provided with this workshop.

### **Topics:**

- Conducting effective and efficient construction meetings
- Types of construction meetings and when to have them
- Recording accurate and factual construction meeting minutes
- Understanding what standard topics and other topics to discuss and document
- Importance of construction meeting minutes to manage deliverables and risk
- Engaging project stakeholders to deliver as recorded (promised)
- Managing actionable items
- Understanding how construction meeting minutes become permanent records
- Distribution and follow-up

**Who Should Attend:** General contractor and subcontractor project managers, project co-ordinators and field staff.

**Facilitator(s):** Lee Kelly, M.A.A.T.O., P.GSC (Constructing Minds Inc)

## Writing Strategies for Winning Proposals

**Duration:** Two three-hour sessions  
**Member Price:** \$450.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$585.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** This course will look at the components of a successful proposal and common problem areas. It will also highlight trends in proposal writing and how expectations and requirements have changed. Successful proposals are founded on information that resonates with readers and language that brings this content to life. This course will also look at how you can write to engage audiences and give you an opportunity to test your rewriting skills. A format for persuasive writing will be discussed.

### **Topics:**

- Structuring material so it flows logically and smoothly
- Deciding what information to include
- Defining your audience appropriately
- Preparing a table of contents to guide structure and flow
- Writing to engage
- Using jargon, or not
- Developing a persuasive tone
- Using images to best advantage

**Facilitator(s):** Quantum Communications





## **Effective Work Planning for Foremen**

**Duration:** Two four-hour sessions  
**Member Price:** \$400.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$520.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** This course aims to provide foremen with a strong model that will improve their crews' and company's performance. The course focuses on providing a strong foundational knowledge of task planning that can be applied to any work and is equally applicable to the foremen of trade and general contractors. Using an interactive on-line presentation and practical individual and group exercises, attendees are taken through a back-to-basics approach to work planning. Coming out of the course, attendees will have built their own plan and two week lookahead schedule for an example activity. Learners will strengthen their skills by gaining a strong foundation in practical task planning. Working with hands-on, practical exercises, they work through the various elements needed to put together a complete activity plan for their crew. Course topics include calculating manpower needs, determining material and equipment needs, building quality and safety into the plan and much more!

### **Topics:**

- Understand what is included in "ethical behaviour"
- Be aware of the importance of ethics in business
- Know how to make ethical decisions
- Recognize ethics in the context of the law
- Understand the direct link between ethics and a company's success

**Facilitator(s):** Mark Taylor, P.Eng., G.S.C., Construction Advisory Services

## **Human Resources: Developments in Labour and Employment Law**

**Duration:** One four-hour session  
**Member Price:** \$120.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$160.00 + HST

**Overview:** This course is intended for anyone who is interested in learning about emerging labour and employment law trends.

### **Topics:**

- Emerging trends
- Managing absences
- Investigations
- Drugs & alcohol in the workplace
- Determining reasonable notice
- Effective human resources practices

**Who Should Attend:** Business owners, operation managers, general managers and human resource professionals.

**Facilitator(s):** Wickwire Holm



# MICROSOFT OFFICE

## Excel with Excel: Fundamentals

**Duration:** Two three-hour sessions  
**Member Price:** \$250.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$325.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** This level of skill 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 can enter and correct data, create and modify a workbook, format a worksheet, and learn how to print with ease.

### **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

**Facilitator(s):** CNCT

## Excel with Excel: Advanced

**Duration:** Two three-hour sessions  
**Member Price:** \$250.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$325.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** This level of skill is required to use advanced techniques for analyzing and manipulating data in Excel. A person with this level of skill can automate some operations, manage and use macro commands, and create and manage pivot tables. Prerequisite: Excel with Excel Fundamentals.

### **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):** CNCT

## Using MS Outlook for Time Management

**Duration:** Two three-hour sessions  
**Member Price:** \$250.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$325.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** It is simple, time is money. This course will help you use Microsoft Outlook to not only organize and schedule your workday but also learn tips and tricks to help manage your time more efficiently.

### **Topics:**

- Understanding and customizing the outlook interface
- Information management (the calendar, contact folder, tasks etc.)
- Organizing your emails
- Setting a ritual
- The four d's (do, dump, delay or delegate)
- Organizing your workspace/files

**Facilitator(s):** CNCT



## Microsoft Project for Construction

**Duration:** Four three-hour sessions  
**Member Price:** \$1000.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$1300.00 + HST

**This course is Gold Seal accredited (2 Credits)**

**Overview:** Microsoft Project for Construction is a powerful course that will show you how to plan, monitor, and schedule projects using resources such as people, equipment, time, and money. This course will provide you with the skills to effectively track and analyze projects with a better understanding of the schedule and impact of changes.

### Topics:

- Project planning and scheduling
- Managing scope, time, resources and cost
- Tasks: work breakdown structure
- Network diagram
- Allocating labour
- Trade tracking
- Float or slack
- Early and late starts and finishes
- Handling multiple projects
- Managing change orders
- Managing unexpected events and delays
- Snow days, rain days, wind delays
- Tracking gantt
- Financial reports
- Manage costs and cash flow
- Closeout

**Facilitator(s):** ESCTT Inc. (ES Computer Technologies & Training)

## PROJECT MANAGEMENT

### Project Planning for Success

**Duration:** Two three-hour sessions  
**Member Price:** \$350.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$455.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** This seminar will discuss the elements of creating an efficient and organized construction execution plan. This plan can be used to provide information to others about how the project will be managed and constructed, and as a “road map” for the project team members to identify how the project will be constructed.

Learners will be engaged in creating a plan using “Milestone Success Planning”

### Topics:

- Understanding scope
- Contractual requirements and budget
- Assigning the best project team
- Site logistics
- Sequence of work and scheduling
- Identifying risk and opportunity

**Facilitator(s):** Lee Kelly, M.A.A.T.O., P.GSC (Constructing Minds Inc.)



## **Closeout of a Construction Project**

**Duration:** Two three-hour sessions  
**Member Price:** \$350.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$455.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** This course will discuss how the principles of organizing early, teamwork and communication work together to achieve a successful project close out. Construction Project Close Out is organized into 5 basic phases: Pre-Construction Close Out, Construction Close Out, Post Construction Close Out, Organizational Close Out, Subcontractor Close Out and Financial Close Out. Each phase has its own processes and procedures that must be organized, put into place and executed. Using a manual, which includes spreadsheets, checklists and how-to's, participants will learn all of the steps in setting up a project to close it out successfully.

**Topics:**

- O&M manual development and tracking
- Pre-construction meetings
- Commissioning planning
- QA/QC management
- Substantial performance
- Final completion

**Who Should Attend:** Trade Contractors, owners, contract administration and allied professionals in the construction industry.

**Facilitator(s):** Lee Kelly, M.A.A.T.O., P.GSC (Constructing Minds Inc.)

## **Mastering Change Order Management**

**Duration:** Two three-hour sessions  
**Member Price:** \$350.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$455.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** Changes in construction projects are the most significant source of financial increases and schedule delays for general contractors, subcontractors, owners, and consultants. Are changes affecting your profitability and your ability to meet the construction delivery schedule? This workshop will provide participants with the knowledge to implement change management processes to minimize the impact of changes on construction projects.

**Topics:**

- Sources of changes on a construction site
- Types of change documents
- Change order management process
- Change order management documentation
- Change order pricing: evaluation and verification of costs
- Schedule impact of changes and evaluation of delays
- Contract obligations
- Cumulative effect of changes

**Who Should Attend:** General Contractor and subcontractor Project Managers, Project Co-ordinators and field staff.

**Facilitator(s):** Lee Kelly, M.A.A.T.O., P.GSC (Constructing Minds Inc.)



# CONSTRUCTION DOCUMENTATION

## Principles of Construction Documentation (PCD)

**Duration:** Five six-hour sessions  
**Member Price:** \$1000.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$1000.00 + HST

**This course is Gold Seal accredited (5 Credits)**

**Overview:** The PCD course is a prerequisite for all other CSC courses and for the Certified Technical Representative (CTR), Certified Construction Contract Administrator (C 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 managements issues
- Legal issues
- Building science
- Contract administration
- Communications
- Trends in the construction industry

**Who Should Attend:** Owner/clients, contractors, supervisors, project managers, etc. who must deal effectively and professionally with employees, sub-trades, owners, clients, engineers, employers, and the public.

## Construction Contract Administration (CCA)

**Duration:** Five six-hour sessions  
**Member Price:** \$1000.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$1000.00 + HST

**Prerequisite:** Successful completion of the Principles of Construction Documentation

**This course is Gold Seal accredited (5 Credits)**

**Overview:** Today subcontracts are becoming more and more confusing and onerous with the general contractors pushing more and more risk, responsibility and liability onto the trade contractor, so it behooves the trade contractor to have a greater understanding of the contract before a problem threatens your business rather than after. This course will discuss the Trade Contractor's contractual responsibilities and will examine the guide and checklist of significant clauses identified in the CCA 53 document.

### **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

**Who Should Attend:** Designers, consultants, contractors, and suppliers.

**These courses are presented jointly with  
Construction Specifications Canada - Atlantic Chapter**



## **Trade Contracts – A Double-edged Sword**

**Duration:** Two three-hour sessions  
**Member Price:** \$350.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$455.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** Today subcontracts are becoming more and more confusing and onerous with the general contractors pushing more and more risk, responsibility and liability onto the trade contractor, so it behooves the trade contractor to have a greater understanding of the contract before a problem threatens your business rather than after. This course will discuss the Trade Contractor's contractual responsibilities and will examine the guide and checklist of significant clauses identified in the CCA 53 document.

### **Topics:**

- Design responsibility
- Performance specifications
- Conduit or flow-down provisions
- Scope of subcontract work, payment and insurance
- Protection of work
- Warranties, and more!

**Who Should Attend:** Trade Contractors, owners, contract administration and allied professionals in the construction industry.

**Facilitator(s):** Lee Kelly, M.A.A.T.O., P.GSC (Constructing Minds Inc)

## **LEAN CONSTRUCTION**

### **Implementation of Lean Construction**

**Duration:** Two three-and-a-half-hour sessions  
**Member Price:** \$500.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$650.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** The implementation of Lean tools and methods in a project-based environment – Lean Construction has the potential to significantly improve budget, schedule and quality outcomes on construction projects. Projects with a variety of contracting arrangements carry significant risk to the project stakeholders in terms of both cost and schedule. The potential for strained relationships developing between the owner, contractor and sub-trades exists which often results in conflicts. When this occurs, we see an increased level of waste on the project and adversely affected schedules and budgets.

To mitigate these issues, a disciplined and consistent effort to control workflow variation, reduce waste, increase productivity and drive continuous improvement is required. As part of an overall program to implement Lean strategies across a large organization, providing key members of the Project Execution teams with a workshop on the fundamentals of site level Lean tools is critical.

### **Topics:**

- History and evolution of lean construction
- How to apply lean principles throughout the life of a project
- Intro to the last planner system

**Participants will leave with the ability to begin implementing Lean tools on their projects immediately**

**Facilitator(s):** James Johnston, P. Eng., CM-Lean, (Quality Dynamics Inc.)



## **Last Planner System: How to Achieve True Success**

**Duration:** Two three-hour sessions

**Format:** Instructor-led live webinar

**Member Price:** \$400.00 + HST

**Non-Member Price:** \$520.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** The Last Planner® System is a lean production planning system designed to produce predictable workflow and continuous improvement in construction. The system has proven to help teams deliver better projects in less time at a lower cost – but why is implementation so hard?

We will discuss why productivity in construction struggles to improve so we understand the problem that Last Planner System is designed to solve and do a deep dive into the levels of the System with a focus on roadblocks you might encounter. This course will also provide you with strategies to deal with difficult behaviours in planning meetings and show you how to create the culture necessary to support Lean and make it successful in your business and on your project site.

### **Topics:**

- Production system comparisons
- Lean principles - flow, waste and variation
- Detailed Last Planner® System Analysis
- Common implementation challenges
- Speed, quality and budget – how to get all three
- The culture of lean and team behaviours
- Assertively dealing with difficult personalities

**Facilitator(s):** James Johnston, P. Eng., CM-Learn, (Quality Dynamics Inc.)

## **Certificate of Management in Lean Construction (CM-LEAN)**

**Duration:** Eight three-hour sessions

**Format:** Instructor-led live webinar

**Price:** \$2,000.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** The AGC Certificate of Management-Lean Construction (CM-Learn) is an assessment-based certificate credential that denotes knowledge and understanding of concepts related to lean adoption, practice and process transformation outlined in AGC's Lean Construction Education Program. Successful candidates will be eligible to challenge the AGC's CM-Learn exam to receive the CM-Learn designation.

Lean Construction is based on the holistic pursuit of continuous improvements aimed at minimizing costs and maximizing value on a construction project: planning, design, construction, activation, operations, maintenance, salvaging, and recycling.

To help contractors develop the knowledge needed to build lean, the Associated General Contractors of America developed the Lean Construction Education Program. Construction professionals at all experience levels, will learn the building blocks necessary to transform their projects and companies into a lean operating system.

### **This Program is Delivered Over 7 Units:**

- Variation in Production Systems
- Pull in Production
- Lean Work-structuring
- The Last Planner® System
- Lean Supply Chain and Assembly
- Lean Design and Pre-construction
- Problem-solving Principles and Tools

**Successful participants of all seven units can apply to challenge the CM-Learn exam.**

**Facilitator(s):** James Johnston, P. Eng., CM-Learn, (Quality Dynamics Inc.)

## FINANCIAL MANAGEMENT

### Financial Management for Contractors Program

**Duration:** Three two-hour sessions  
**Member Price:** \$300.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$390.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** This program was designed for non-accounting personnel who are responsible for reviewing and monitoring small and medium sized contractor and subcontractor projects. Covering the basics of construction financial statements; break-even, set profit targets, analyze, create cash flows, and financial forecasts. Reviewing cost reports and ways to identify red flags, making sense out of the contract status report, and identify ways to mitigate and manage risk.

Attendees will develop a SWOT of their company, set KPI's based on the topics learned in the course, and an action plan to deliver on it.

**Units:**

- Module 1: Getting More Out Of Your Financial Statements
- Module 2: Financial Forecasts, Job Analysis & Cash Flow Management
- Module 3: Cost Reports, Risk Management and Strategic Planning

**Facilitator(s):** David Bortolussi, DMB Consulting Inc.

## CONSTRUCTION LAW

### Construction Law Full Program

**Member Price:** \$1500.00 + HST

**Non-Member Price:** \$1950.00 + HST

**Please Note: This program is 30 hours in total.**

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

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.

**Program Testimonials:**

*“Knowledgeable instructors who used case law adeptly resulting in a high-value workshop!”*

*“James is very knowledgeable and speaks from experience. Very fun to listen too!”*

*“Excellent and detailed presentation of a complex legal subject. Friendly, easy-going tone and responsive.”*

*“I really enjoyed the open conversation, tailored to participants questions.”*

### Module 1: Occupational Health & Safety in the Construction Industry

**Duration:** One three-hour session  
**Member Price:** \$300.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$390.00 + HST

**Overview:** 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. McInnis Cooper



## **Module 2: Delay Claims and Change Orders**

**Duration:** One three-hour session

**Member Price:** \$300.00 + HST

**Format:** Instructor-led live webinar

**Non-Member Price:** \$390.00 + HST

**Overview:** 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 MacNeil, BoyneClarke

## **Module 3: Bidding & Tendering**

**Duration:** One three-hour session

**Member Price:** \$300.00 + HST

**Format:** Instructor-led live webinar

**Non-Member Price:** \$390.00 + HST

**Overview:** 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 obligation 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):** Caitlin Regan-Cottreau, Cox & Palmer

## **Module 4: Builders' Liens - Holdbacks and Claims**

**Duration:** One three-hour session

**Member Price:** \$300.00 + HST

**Format:** Instructor-led live webinar

**Non-Member Price:** \$390.00 + HST

**Overview:** 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 benefited 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 hold back and how to identify the players in the lien process.

### **Topics:**

- Introduction and general principles
- Hold backs
- 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):** Jeff Aucoin, McInnis Cooper

**Module 5: CCA Documents**

**Duration:** One three-hour session  
**Member Price:** \$300.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$390.00 + HST

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

**Topics:****Hiring Subcontractors**

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

**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 Payment Issues**

- Hold back and release
- Liens – discharging and vacating
- Labour and material payment bonds

**Change Management and Claims**

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

**Facilitator(s):** Chris Wilson, McInnis Cooper

**Module 6: Labour Law and the Construction Industry**

**Duration:** One three-hour session  
**Member Price:** \$300.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$390.00 + HST

**Overview:** 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, McInnis Cooper

*"I really enjoyed the open conversation, tailored to participants questions." - Course Graduate*

**Module 7: Avoid Litigation and Collect Unpaid Accounts**

**Duration:** One three-hour session  
**Member Price:** \$300.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$390.00 + HST

**Overview:** 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 MacNeil, BoyneClarke

*"James is very knowledgeable and speaks from experience. Very fun to listen too!" - Course Graduate*

## **Module 8: Construction Claims - Debts, Bonds and Bankruptcy**

**Duration:** One three-hour session  
**Member Price:** \$300.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$390.00 + HST

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

### **Topics:**

#### **Debt Claims - Court Actions**

- Supreme Court of NS
- Small Claims Court

#### **Debt Claims - 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
- Defenses of bonding companies
- Bid bonds
- Performance bonds

**Facilitator(s):** Melanie Gillis, McInnis Cooper

*"The information that the facilitator presented was very current and applicable to my role." - Course Graduate*

## **Module 9: Mediation and Alternate Dispute Resolution**

**Duration:** One three-hour session  
**Member Price:** \$300.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$390.00 + HST

**Overview:** 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):** Dillon Trider and Matt McEwen, Wickwire Holm

## **Module 10: Successful Integration of Diverse Populations in Your Workplace**

**Duration:** One three-hour session  
**Member Price:** \$300.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$390.00 + HST

**Overview:** This fast paced, high energy presentation is committed to answer all concerns in relation to inclusion at work. By dispelling myths and providing concrete facts and stats learners will be treated to the business argument for inclusion like they have never heard. This training commits to the concept of right person for the right job – no pie in the sky. Applying an interactive, multi-media approach means bringing together experts in the field of inclusion including legal, medical and corporate voices from across Canada to join in on the discussion.

### **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
- Simple steps to ensure your culture is welcoming and healthy and functioning better as a result

**Facilitator(s):** Tova Sherman, CEO, reachability Association

*"The information that the facilitator presented was very current and applicable to my role." - Course Graduate*

# LEADERSHIP DEVELOPMENT

## Leadership Excellence for Managers and Supervisors

**Member Price:** \$1500.00 + HST

**Non-Member Price:** \$1950.00 + HST

**Please Note:** This program is 30 hours in total.

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

This program provides knowledge building and practical skill development for those in leadership positions and who are currently managing others. Providing an opportunity to build confidence and skills to take on management roles. Covering 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/or groups.

**Facilitator(s):** Gerard Murphy, Barefoot Facilitation Inc.

### Module 1: Leading on the Frontline

**Duration:** Two half-day sessions

**Format:** Instructor-led live webinar

**Member Price:** \$450.00 + HST

**Non-Member Price:** \$585.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** In the modern work era, the role of the manager and supervisor has shifted. Today, effective frontline leaders understand what motivates behaviour in themselves and others and have the skills to coach others to perform. In this interactive course you will explore what it means to be a successful manager/supervisor. You will leave with increased self-awareness about your individual approach to leadership and with new strategies for optimizing staff performance, compliance and productivity.

#### **Topics:**

- Define the role of a manager and supervisor
- Discuss management competencies and effective behaviours
- Assess your leadership style and how it impacts your approach to supervision
- Complete the Personality Dimensions® self-assessment process
- Recognize your own unique blend of strengths and qualities as a frontline manager, and appreciate others' differences
- Explore strategies to relate to, communicate with, teach, motivate, lead and engage project staff
- Use your knowledge of self and others to build strong, cohesive project teams

### Module 2: Communicating with Confidence

**Duration:** Two half-day sessions

**Format:** Instructor-led live webinar

**Member Price:** \$450.00 + HST

**Non-Member Price:** \$585.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** In today's competitive business world and team-based work environment, interpersonal communication is a critical element for success. How well you communicate as a front line manager/supervisor can make or break how others view your performance, your approach to team-work and even your chances for career advancement. Communication and listening skills are at the core of preventing interpersonal conflict and dealing with difficult personalities. A highly communicative work environment promotes productivity, creativity, morale and team building. Effective communication is one of the inherent responsibilities of being a successful front line leader. You'll leave this course with new tips and techniques to help you communicate with professionalism and respect, listen to understand and speak to be heard.

#### **Topics:**

- Discuss how effective communication builds team morale
- Describe the elements of successful communication within project teams
- Describe the importance and power of positive non-verbal communication in coaching staff
- Explain the importance of body language in the listening process
- Apply techniques to enhance communication with project staff
- Assess your active listening skill
- Identify personal goals for enhanced interpersonal communication

### **Module 3: Dealing with Difficult Behaviours**

**Duration:** Two half-day sessions

**Member Price:** \$450.00 + HST

**Format:** Instructor-led live webinar

**Non-Member Price:** \$585.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** Project teams experience conflict. It is expected and normal! However, the word conflict has a negative connotation for many people. If properly understood and managed, interpersonal conflict may have constructive and positive outcomes for you and your team. Conflict resolution is a critical competency for front line leaders to effectively deal with staff, clients and customers. In this interactive course you will learn how to turn conflict into an opportunity to strengthen working relationships and build a respectful workplace. You'll discover the benefits of resolving disputes in your work environment using approaches that focus on interests rather than positions, you'll also determine your typical conflict resolution style by completing the Thomas-Kilmann Conflict Mode Instrument.

**Topics:**

- Differentiate between constructive and destructive conflict
- Describe the 5 most commonly used conflict resolution styles
- Determine your typical conflict resolution style by completing the Thomas-Kilmann Conflict Mode Instrument (TKI)
- Identify the characteristics of an interest-based approach to conflict resolution
- Describe how to adopt an interest-based approach to resolving conflict
- Distinguish between passive, assertive and aggressive behaviours

### **Module 4: Training and Coaching People to Perform**

**Duration:** Two half-day sessions

**Member Price:** \$450.00 + HST

**Format:** Instructor-led live webinar

**Non-Member Price:** \$585.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** A new challenge for today's employee requires that they manage multiple tasks. As a frontline leader you are expected to facilitate training and orientation programs for workers. All adults learn differently. Whether it's learning how to use heavy equipment, operate a computer or listen effectively, we all have preferred methods. The best frontline leaders know their own learning styles and use different strategies to appeal to different learning styles during training and one-to-one coaching. An effective trainer or coach also understands the learning process and the importance of designing learning that sticks. This interactive course will help you to increase your knowledge, skills and confidence to prepare for and deliver an effective orientation, team discussion or learning experience

**Topics:**

- Understand the characteristics of an adult learner and the implications for effective training and orientation
- Discuss the experiential learning cycle and its importance for adult learners
- Describe what makes up a person's individual learning style
- Assess your own personal style of learning and how it impacts your approach to training and coaching
- Explore strategies for how to address different learning styles before and during training or orientation
- Discuss the characteristics of the modern learner and the implications for designing and delivering training
- Explore strategies to enhance learning transfer following the delivery of a training program



**Module 5: Building Personal and Team Accountability**

**Duration:** Two half-day sessions  
**Member Price:** \$450.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$585.00 + HST

**This course is Gold Seal accredited (1 Credit)**

**Overview:** The concepts of self-responsibility and personal accountability are not new. However, within some teams they are not well understood. Personal accountability is a core foundation to build employee morale, improve employee and team productivity, and enhance customers' experiences. 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. This course will help you develop a high degree of personal accountability and a more highly accountable and responsible staff team.

**Topics:**

- Define self-awareness and personal responsibility, as they relate to teamwork
- Understand the essential mechanics of personal accountability within teams
- Describe the 5 roadblocks to personal accountability
- Discuss the 'pack mentality' and implications for personal accountability
- Reflect on your personal assumptions and belief systems, and how they impact your role as a frontline leader and your approach to supervision
- Discuss strategies to enhance shared accountability within teams

**HEALTHCARE CONSTRUCTION****CSA Infection Control – (CSA Z317.17)**

**Duration:** Four three-hour sessions  
**Price:** \$1,500.00 + HST

**Format:** Instructor-led live webinar

**This course is Gold Seal accredited (2 Credits)**

**Overview:** This course is offered through CSA certified training persons. In order to meet the requirements, persons are required to attend all four sessions.

**Fundamentals of Infection Control During Construction, Renovation and Maintenance of Healthcare Facilities**

- Gain a general understanding of CSA Z317.17
- 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

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

- Review and understand all new components that have been added to the 2017 edition of the CSA Z317.17
- 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 measure for new construction projects and/or significant additions

**This course is presented jointly with CSA Group**



# E-LEARNING

Delivered in partnership with **BuildForce Canada**, CANS' Education and Training Development 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.

## **Construction Industry Ethics**

**Duration:** Approximately 4 hours    **Member Price:** \$200.00 + HST    **This course is Gold Seal accredited (1 Credit)**

Ethical behaviour is paramount in the construction industry. By maintaining high ethical standards, and being consistent in our practices, we thrive both personally and professionally. The Construction Industry Ethics course can help your employees navigate the ethical grey areas they face every day.

## **Introduction to BIM (Building Information Modeling)**

**Duration:** Approximately 2 hours    **Member Price:** \$150.00 + HST    **This course is Gold Seal accredited (1 Credit)**

As an emerging technology, Building Information Modeling (BIM) is generating a lot of buzz in the construction industry. As Building Information Modeling (BIM) is adopted by more and more companies in the construction industry, its usefulness has expanded beyond the original design phase activities. This course provides an overview of how this technology positively impacts the construction process.

## **Construction Law**

**Duration:** Approximately 4 hours    **Member Price:** \$150.00 + HST    **This course is Gold Seal accredited (2 Credits)**

This course is designed to teach and familiarize owners, managers, supervisors and project managers with construction contracts and contract 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.

## **Communication, Negotiation and Conflict Resolution**

**Duration:** Approximately 4 hours    **Member Price:** \$150.00 + HST    **This course is Gold Seal accredited (2 Credits)**

The information presented in this course will help you to improve your communication skills both written and oral, your negotiating skills and conflict resolution abilities alongside co-workers and on the job site every day. The course contains interactive elements, case studies, practical examples, a search function, course glossary and reference library.

## **Construction Project Management**

**Duration:** Approximately 4 hours    **Member Price:** \$150.00 + HST    **This course is Gold Seal accredited (3 Credits)**

The information presented in this course will help you to understand what you can do to successfully administer projects and will provide you with the necessary tools to help manage a project. This training program will provide you with the knowledge and skills to help you plan and administer projects from start to finish.

## **Introduction to Construction Estimating**

**Duration:** Approximately 4 hours    **Member Price:** \$150.00 + HST    **This course is Gold Seal accredited (2 Credits)**

Accurate and precise estimating is critical to the financial viability of a construction firm. This course provides an introduction to the field of construction estimating and covers all aspects of the production of an accurate estimate. This training program will provide you with the knowledge and skills to visualize the scope and magnitude of a construction project and produce reliable estimates.

## **First Level Supervisor Training Program**

**Duration:** Approximately 14 hours    **Member Price:** \$400.00 + HST    **This course is Gold Seal accredited (5 Credits)**

This course offers the critical basic skills and concepts needed to supervise a crew in the residential, institutional, commercial, industrial and civil construction sectors. Supervisors play a key role in ensuring the job gets done on time, on budget and safely. This course will introduce you to all aspects of supervision, beginning with planning and scheduling, productivity and quality, including problem solving for quality outcomes. The final section teaches you how to lead an effective work team by discussing concepts, motivation and team performance.

## **Working in a Respectful and Inclusive Workplace**

**Duration:** Approximately 3 hours    **Member Price:** \$100.00 + HST    **This course is Gold Seal accredited (1 Credit)**

This course looks at how a respectful and inclusive workplace can benefit everyone by eliminating discrimination and harassment, and how everyone can create respect through inclusive communication, teamwork, and mentorship. The course uses interactive elements, scenarios, videos, and quizzes to reinforce the learning.

## CORPORATE PRIVATE TRAINING

CANS moves beyond its Education and Training courses to provide customized corporate private training solutions, tailoring any course offerings/programs (and more) to suit your organization needs. Training can be delivered at CANS in one of three classrooms, or at a location of your choice.

### Advantages of Corporate Private Training

- **Convenience:** Training can be delivered at your place of business, eliminating the need to coordinate travel. Employees located remotely can also participate via CANS Connect.
- **Learning Transfer:** Participants are more likely to transfer skills learned through training when they are engaged and fully participating. Employees are more likely to participate and are often more engaged when training amongst colleagues versus public.
- **Efficiency:** Private training is tailored to your organization's specific needs, goals and area of business. Training can even be customized to include your business's internal processes and documents.
- **Cost:** Customized corporate private training is typically less expensive than public training on a per employee basis.

### CANS members who've taken advantage of CANS Corporate Private Training:

- Nova Scotia Power Inc.
- Lindsay Construction
- rcs construction
- Trane Atlantic
- Duron Atlantic
- Dalhousie Facilities Management
- Iron Dog (formerly Metro Burner Services)
- GroundForce Property Services
- The Shaw Group
- BCL-Buildon Construction Limited
- Ocean Contractors Limited
- Bird Construction
- Black & McDonald
- Atlantica Mechanical

### What Other Companies Are Saying

*"The CANS' team worked closely with us to customize and deliver MS Project® training that worked for our organization. CANS helped identify and assess our training need, then tailored content and facilitation to fit our culture and demanding schedule. CANS provided all of the services and support needed to help us meet our intended outcomes. Thanks to the training provided, we were able to enhance our work processes and increase the competitiveness of our organization."*

*~ Dena Hueston - Director, Human Resources, rcs Construction*

### 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 Education and Training team can help your organization reduce barriers and provide a seamless application process. Organizations could be eligible for between 50% and 100% funding for training. These funding options are available for both group experience applications and individual training plans.

For more information:

**Chantal Arsenault**  
**Manager, Education & Training Development**  
 carsenault@cans.ns.ca  
 902-468-2267 ext 706

# 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, Foreman, 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 is 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, Foremen and Superintendents is three times as important to economic growth as investment in physical capital.

## UPCOMING GOLD SEAL CERTIFICATION EXAM DATES & APPLICATION DEADLINES

- **January 22, 2021, apply by December 11**
- **April 23, 2021, apply by March 12**
- **October 22, 2021, apply by September 10**



## WIPSI FUNDING



### 1. Summary

The Workplace Innovation and Productivity Skills Incentive (WIPSI), an initiative of the Canada-Nova Scotia Job Grant, provides eligible employers with a funding incentive to invest in employee skills through workforce training to:

- Improve productivity
- Increase innovation
- Support the introduction of new technology, machinery and equipment, or work processes
- Provide employees with transferable skills
- Upgrade skills
- Increase inter-provincial and international competitiveness
- Foster workplace diversity

### 2. Eligibility

Training must be based on a valid business case. The training incentive is available for employees permanently located in Nova Scotia. Each application is reviewed on its own merit and assessed against how well it meets eligibility, training fit and return on investment (both for applicant and the Province).

### 3. WIPSI Incentive Streams

#### Stream 1: Small business/social enterprise and revenue-generating not-for-profit (50 or fewer employees)

- Minimum application \$5000
- \$5,000 to \$10,000: - No cash contribution is necessary with respect to the applicant's first application per fiscal year. (Applicants provide in-kind contribution (e.g., employee time release).
- Over \$10,000: - Applicants are required to contribute 50% of eligible costs that exceed \$10,000. - Maximum WIPSI contribution is \$10,000 per employee.

#### Stream 2: Medium & large businesses/social enterprise and revenue-generating not-for-profits (More than 50 employees)

- Minimum application \$10,000.
- WIPSI contribution is 50 % of eligible costs.
- Maximum WIPSI contribution is \$10,000 per employee.

#### Stream 3: Business Industry and Sector Organizations and Associations, and Private Sector Unions, representing industry and business in the Province

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For more information on eligible training, application process, information requirements and payment schedule contact:

**Chantal Arsenault**  
**Manager, Education & Training Development**  
 carsenault@cans.ns.ca  
 902-468-2267 ext 706

# POLICIES & 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 2017.

## Intellectual Property

Materials used in the delivery of the Education and Training Development Program are provided to CANS for use by members / non-members. Unless, as otherwise noted, these materials may be the subject of copyright ownership. Infringement of copyright and other intellectual property rights is strictly prohibited.

## Disclaimer

CANS makes no warranties or representations, express or implied, including without limitation, conditions of merchantability, or fitness for a particular purpose of the information and materials provided by CANS. The Education and Training Development Program may contain information provided by third-party sources. Efforts have been made to ensure the accuracy of the information provided. No warranty, express or implied, is offered as to the accuracy of the information available.











# 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 800 large and small companies throughout Atlantic Canada that build, renovate and restore non-residential buildings, roads, bridges and other engineering projects.**

**CANS Education & Training Development Program Supported By Workplace Innovation and Productivity Skills Incentive (WIPSI)**

**Canada** 

  
**NOVA SCOTIA**