



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

# EDUCATION & TRAINING DEVELOPMENT PROGRAM

## COURSE CATALOGUE FALL & WINTER 2021-2022



Gold Seal Accredited



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 two-time 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 a number of 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. In an effort to help members reach their Gold Seal accreditation.

WHY INVEST IN YOUR EMPLOYEES?

The Construction Association of Nova Scotia (CANS) Education and Training Development programs are focused on the leadership skills of project managers, project coordinators, administrative staff, lead hands, 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:

- 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.

NEEDS ASSESSMENT & TRAINING PLANS

CANS education team can provide needs assessments to help individuals and/or organizations to accomplish their goals and objectives, while looking at employee and organizational knowledges, skills, and abilities, to identify any gap between employee training and needs of training (publicly and privately). This assessment is free of charge to members and with no commitment to partake in any recommended training.

Looking for guidance in your professional development? CANS can help with individual training plans that can help you reach your professional goals.

YOUR CANS EDUCATION TEAM

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Courses may be subject to change.

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CANS Education regularly updates and adds to our course listings, so be sure to sign up for our weekly newsletter, or visit: [www.cans.ns.ca/education](http://www.cans.ns.ca/education) to register, or learn more!

INDUSTRY FUNDAMENTALS

Basics of Building Construction

**Duration:** Four three-and-a-half-hour sessions  
**Member Price:** \$550.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$715.00 + HST

**Overview:** Whether you are new to the industry or have many years of construction experience under your tool belt, or you are administrative staff, operations or site staff, or if you support the industry as an allied professional, this workshop provides a foundational approach to understanding the construction industry. Throughout the workshop you will understand how the pieces of a construction project all fit together and will gain valuable insight into the roles and responsibilities of the stakeholders as it all relates to the following topics:

- Topics:**
- Project Initiation & Design
  - Tendering, Bidding & Contract Award
  - Construction Documents
  - Contract Law
  - Project Delivery Methods
  - Project Management
  - Project Closeout
  - Risk Management

Exclusive to this workshop is a comprehensive manual that is used as a reference and guide throughout the sessions. The manual is based on accumulated knowledge gathered over 40 years in the construction industry. It is a valuable and effective tool that will be your construction knowledge go-to.

**Who Should Attend:** Subcontractors, general contractors, project managers/coordinators, superintendents, foremen, engineers, Owners, procurement professionals, operations and administration personnel in the construction industry.

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

Interpreting Construction Drawings and Format of Specifications

**Duration:** Four three-and-a-half-hour sessions  
**Member Price:** \$450.00 + HST

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

**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.

- Topics:**
- 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):** Derek Smith (constructionlab)



Construction Estimating: The Art of Estimating

**Duration:** Two full days  
**Member Price:** \$550.00 + HST

**Format:** In-person  
**Non-Member Price:** \$715.00 + HST



**Overview:** 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:**
- History of estimating and networking groups/designations available
  - Bid/No Bid process that all firms should have in deciding to bid or not to bid an opportunity
  - Overview of project documents (specs, drawings, instruction to bidders, bid forms, etc) and how to maneuver within these documents to be as efficient and thorough as possible. Hints/tricks, etc on what to look out for, previous experience, different versions, etc
  - Understanding/expectations of closing a bid
  - Intro to insurance/bonding
  - Types of estimates
  - Classes of budgets
  - Types of contracts
  - Types of take-offs
  - What makes up an estimate?
  - Importance of your proposal document
  - Numerous group activities throughout both days
  - Sample project with specifications and drawings that attendees will be working with while searching through specifications, performing quantity take-offs, applying unit rates to their quantities, etc.

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

**Facilitator(s):** Peter Riley (Lindsay Construction)

Construction Industry Ethics

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

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



**Overview:** Based on the Gold Seal Certification Guide, all candidates must take the Construction Industry Ethics courses (3 credits) which you may take either online or in the classroom. 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.

- Objectives:**
- 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:** For everyone in the construction industry. This workshop is for Construction Management Professionals pursuing their Gold Seal designation and owners/clients, contractors, superintendents, project managers, foremen, owner’s construction managers and anyone who must deal ethically and professionally with employees, subcontractors, owners, clients, consultants, employers and the public.

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

Responding Successfully to a Request for Proposal (RFP)

**Duration:** Three three-hour sessions  
**Member Price:** \$550.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$715.00 + HST



**Overview:** More and more frequently private sector companies and government organizations are releasing RFPs as part of their procurement process and moving away from the traditional bid process. Construction companies often win or lose contracts based on their responses to an RFP. Answering a Request for Proposal (RFP) effectively requires knowledge, understanding and a proposed solution of the subject, while convincing the potential Owner that your company is the best suited to build their project.

- Objectives:**
- Understand the differences between a Request for Quotation (RFQ) and the typical pre-qualification in the bid process and how to respond to that RFQ.
  - Learn the fundamental differences between an RFP and the traditional bid process.
  - Understand the Owner’s requirements.
  - Learn how to analyze the RFP and create a successful strategy for developing a winning response.
  - Learn to prepare your written response effectively while following the guidelines set out in the RFP.
  - Learn how to create a strategy with respect to the Request for Information (RFI) process and Owner/Design meetings.
  - Understand the risk and opportunity within the RFP.
  - Learn how responses to RFP’s are evaluated and how best to address the criteria.
  - Learn engaging and effective presentation techniques.
  - Review a Case Study of an actual RFP.
  - Create an RFP response to the Case Study.
  - Present your RFP proposal.

**Who Should Attend:** Contractors, trade contractors and allied professionals in the construction industry..

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



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



Gold Seal  
Credits: 1

**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

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

**Facilitator(s):** CNCT & Associates

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



Gold Seal  
Credits: 1

**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

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.

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

**Facilitator(s):** CNCT & Associates

*“Definitely take this course even if you are very comfortable with excel. Everyone has the ability to learn something from this class.”*

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



Gold Seal  
Credits: 1

**Overview:** Its 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

**Who Should Attend:** Anyone who uses Microsoft Outlook daily and looking to manage their time more effectively as well as learning key functions to increase their skill level.

**Facilitator(s):** CNCT & Associates

*“I learned at least 10 specific things about MS Outlook that will make me significantly more efficient in my day-to-day use of Outlook.”*

MS Project: Establishing a Project Management Foundation

**Duration:** Four three-hour sessions  
**Member Price:** \$600.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$780.00 + HST



Gold Seal  
Credits: 2

**Overview:** This course delivers the fundamental scheduling skills that you need to manage projects successfully with Microsoft Office 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

**Who Should Attend:** Anyone who uses Microsoft Outlook daily and looking to manage their time more effectively as well as learning key functions to increase their skill level.

**Facilitator(s):** CNCT & Associates



PROJECT MANAGEMENT

Project Management Fundamentals



Gold Seal  
Credits: 1

**Duration:** Four two-hour sessions  
**Member Price:** \$550.00 + HST  
**Format:** Instructor-led live webinar  
**Non-Member Price:** \$715.00 + HST

**Overview:** This interactive introductory course in project management is intended to provide a standard knowledge base for anyone who is involved in construction related projects. Gain the skills you need to successfully manage projects from start to finish. Over the session(s), participants will learn what is unique and different about managing a construction project. Discuss the specific role of a Project Manager defining skills, attributes and personalities which best fit the role.

- Topics:**
- Introduction to Construction Project Management
  - Introduction to Cost Control
  - Introduction to Scheduling
  - Introduction to Quality Control
  - Introduction to Site Safety

**Who Should Attend:** Managers, supervisors, team leads, human resource managers, and project managers.

**Facilitator(s):** Chris Davison, CAT98, GSC, NSCC Faculty

Project Planning for Success



Gold Seal  
Credits: 1

**Duration:** Two three-hour sessions  
**Member Price:** \$350.00 + HST  
**Format:** Instructor-led live webinar  
**Non-Member Price:** \$455.00 + HST

**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

**Who Should Attend:** Subcontractors, general contractors, project managers, superintendents/foremen in the construction industry.

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

Closeout of a Construction Project



Gold Seal  
Credits: 1

**Duration:** Two three-hour sessions  
**Member Price:** \$350.00 + HST  
**Format:** Instructor-led live webinar  
**Non-Member Price:** \$455.00 + HST

**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.)

CONSTRUCTION DOCUMENTATION

Principles of Construction Documentation (PCD)



Gold Seal  
Credits: 5

**Duration:** Five six-hour sessions  
**Member Price:** \$1000.00 + HST  
**Format:** Blend of in-person and/or virtual  
**Non-Member Price:** \$1000.00 + HST

**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:** 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 instructor presented the materials in a very practical and understandable manner. Real life examples were very valuable.”*

Construction Contract Administration (CCA)



Gold Seal  
Credits: 5

**Duration:** Five six-hour sessions  
**Member Price:** \$1000.00 + HST  
**Format:** Blend of in-person and/or virtual  
**Non-Member Price:** \$1000.00 + HST

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

**Overview:** 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

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

CANS Construction Documentation Courses are presented jointly with Construction Specifications Canada - Atlantic Chapter



LEAN CONSTRUCTION

Certificate of Management in Lean Construction (CM-LEAN)

Duration: Four full days  
Member Price: \$2000.00 + HST

Format: Instructor-led live webinar  
Non-Member Price: \$2000.00 + HST



**Overview:** The AGC Certificate of Management-Lean Construction (CM-Lean) 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-Lean exam to receive the CM- Lean 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 seven (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-Lean exam.

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

*“The group exercises we got to take part in during this course were great for exemplifying the effectiveness of the techniques being taught.”*

Implementing Lean Construction

Duration: Two three-and-a-half-hour sessions  
Member Price: \$550.00 + HST

Format: Instructor-led live webinar  
Non-Member Price: \$715.00 + HST



**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 throughout the life of a project
  - Intro to the Last Planner® System

Participants will leave with the ability to begin implementing Lean tools on your projects immediately.

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

A Subcontractors' Guide to Lean Construction

Duration: Two three-and-a-half-hour sessions  
Member Price: \$550.00 + HST

Format: Instructor-led live webinar  
Non-Member Price: \$715.00 + HST



**Overview:** Construction is becoming more competitive every day and many general contractors are turning to Lean Construction as a way to deliver quality projects on time and on budget – sometimes with varying degrees of success. If you've even been part of one of these projects, maybe you were a bit frustrated by the process, had a hard time seeing how it could help you or weren't given much guidance. If Lean is new to you, now is the time to find out what it's all about.

In any case, this dynamic, informative and fun one-day workshop is an absolute must for all subcontractors and will help you understand what Lean Construction is, where subcontractors fit into the equation and how you can really make Lean work for you.

- Topics:**
- History of Lean – how it applies to construction
  - Waste in Construction – learn to see hidden waste
  - Workflow – why smooth is way more important than fast
  - Last Planner® System – what it is, how it helps projects (and subs) and how to use it

You'll be able to start using Lean on your projects immediately and will quickly become a subcontractor of choice for Lean projects.

**Who should attend:** All members of a construction project team, including: trade company owners, project managers, superintendents and foremen.

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

Last Planner System: Why it Works & How to Ensure Success

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

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



**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-Lean, (Quality Dynamics Inc.)

CANS is in the process of building a community of practice (COP) of Lean construction.



**JOIN CANS LEAN COMMUNITY!**

For more information about Lean construction, contact:  
Chantal Arsenault,  
Manager, Education & Training Development  
carsenault@cans.ns.ca

FINANCIAL MANAGEMENT

Financial Management for Contractors Program

**Duration:** Three two-hour sessions  
**Member Price:** \$350.00 + HST

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



**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.**

- Modules:**
- Module 1: Getting more out of your financial statements
  - Module 2: Financial forecasts, job analysis and cash flow management
  - Module 3: Cost reports, risk management and strategic planning

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

*“The information was presented in a manner that was easy to understand. The instructor was very knowledgeable.”*

*“This course provided hands on practice and analysis.”*



CONSTRUCTION LAW

Construction Law Full Program

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

**Format:** Blend of in-person and/or virtual  
**Non-Member Price:** \$1,950.00 + HST



**Please Note: This program is 30 hours in total. Participants must complete all modules in order to receive 5 Gold Seal 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.

Module 1: Occupational Health & Safety in the Construction Industry

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

**Format:** Blend of in-person and/or virtual  
**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):** Melissa Pike (McInnis Cooper)

Module 2: Delay Claims and Change Orders

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

**Format:** Blend of in-person and/or virtual  
**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)

*“It was great to hear the perspectives from both GC’s and Sub-trades.”*

*“This course used real job site situations or scenario’s that are seen on a day to day basis in the industry”*



Module 3: Bidding and Tendering

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

**Format:** Blend of in-person and/or virtual  
**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 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):** Joe Herschorn (Cox & Palmer)

Module 4: Builders’ Liens – Holdbacks and Claims

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

**Format:** Blend of in-person and/or virtual  
**Non-Member Price:** \$390.00 + HST

**Overview:** A Builders Lien is a form of creditors right available to suppliers of labor, 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 labor 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):** Jeff Aucoin (McInnis Cooper)

Module 5: CCA Documents

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

**Format:** Blend of in-person and/or virtual  
**Non-Member Price:** \$390.00 + HST

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

- |  |  |
|--|--|
| Hiring Subcontractors  | Payment issues                               |
| • Price quotations binding or non-binding  | • Holdback and release                       |
| • Subcontractors in a tender process   | • Liens discharging and vacating             |
| • Subcontractors in a Request For Proposal (RFP) process                             | • Labour and material payment bonds          |
| The Subcontract  | Change Management and Claims                 |
| • The standard form CCA1 Stipulated Price Subcontract                                | • Change directives and change order process |
| • Relevant provisions in CCDC2 2008 Stipulated Price Contract (the General Contract) | • Notice requirements                        |
| • Flow through terms from the General Contract to the Subcontract                    | • 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:** Blend of in-person and/or virtual  
**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
  - Drug & Alcohol Testing Policies
  - Workers Compensation Act
  - 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)

Module 7: Avoid Litigation and Collect Unpaid Accounts

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

**Format:** Blend of in-person and/or virtual  
**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)

Module 8: Construction Claims – Debts, Bonds and Bankruptcy

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

**Format:** Blend of in-person and/or virtual  
**Non-Member Price:** \$390.00 + HST

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

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

Module 9: Mediation and Alternative Dispute Resolution

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

**Format:** Blend of in-person and/or virtual  
**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:** Blend of in-person and/or virtual  
**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
  - Easy steps to ensure your culture is welcoming and healthy and functioning better as a result

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

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

*“The information that the facilitator presented was very current and applicable to my role.”*



LEADERSHIP DEVELOPMENT

Leadership Excellence for Managers & Supervisors Program

**Duration:** Ten half-day sessions  
**Member Price:** \$1,500.00 + HST

**Format:** Instructor-led live webinar  
**Non-Member Price:** \$1,950.00 + HST

**Please Note:** This program is 30 hours in total. Participants MUST complete all modules in order to receive 5 credits.

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

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

**This module 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 behavior 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 behaviors
  - 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  
**Member Price:** \$450.00 + HST

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

**This module 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 teamwork 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 frontline 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:**
- Define the role of a manager and supervisor
  - Discuss management competencies and effective behaviors
  - 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



**Gold Seal  
Credits: 5\***

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 module 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 frontline 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:**
- Define the role of a manager and supervisor
  - Discuss management competencies and effective behaviors
  - 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 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 module 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:**
- Define the role of a manager and supervisor
  - Discuss management competencies and effective behaviors
  - 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 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 module 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 the role of a manager and supervisor
  - Discuss management competencies and effective behaviors
  - 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

Program Testimonials:

*"I learned a lot about myself - I have taken similar courses, but this is the first one that opened my eyes to what type of leader I really am."*

*"New managers should take this course! Great to equip them with the tools they will need before entering the role."*

*"I could put these tools to use immediately after a class in my work - not sure I could have handled some stressful situations the way I did without this training."*

*"Great program to learn about self-awareness."*

*"Advantage not only to managers but anyone dealing with customers, clients, working in teams etc."*

Mastering Tough Conversations for Frontline Leaders

Duration: Two half-day sessions  
Member Price: \$350.00 + HST

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

**Overview:** Being able to masterfully prepare for and engage in tough conversations is an essential workplace skill. It is invaluable in maintaining positive team relationships, managing interpersonal conflict, and boosting your confidence to speak up.

This interactive and highly practical virtual workshop will give you valuable techniques and strategies that will make it easier for you to handle tough conversations. You will learn how to prepare for a tough conversation, get the conversation off to the best possible start and manage your emotions.

- Learning Outcomes:**
- Discuss what makes a conversation difficult.
  - Explore how to best manage your and others' emotions successfully.
  - Describe how to effectively structure the opening of a tough conversation.
  - Apply effective listening and questioning skills to gain agreement and commitment.
  - Explain the importance of body language in the listening process.
  - Distinguish between passive, assertive, and aggressive behaviours.
  - Apply assertive communication techniques to express your feelings, needs and wants in an open and non-threatening way.
  - Describe how to plan effectively prior to delivering feedback
  - Identify personal goals for speaking up with confidence.

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



Gold Seal  
Credits: 1



# HEALTHCARE CONSTRUCTION

## CSA Infection Control – (CSA Z317.17)



**Duration:** Four three-hour sessions  
**Format:** Instructor-led Live Webinar  
**Price:** \$1,500.00 + HST

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

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 Z317.17 standard, participants will learn how to address necessary measures and help control infection risk in health care facilities.

#### Learning Objectives:

- 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
- 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

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 2017 version of CSA Z317.17 - 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.

#### Learning Objectives:

- 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

Presented jointly with CSA Group

*“This course was a good way to get the reasoning and background information on infection control.”*

*“Exceptionally knowledgeable trainer with practical experience.”*

# E-LEARNING

## Construction Industry Ethics



**Duration:** Self paced - approximately 3.5 hours  
**Price:** \$350.00 + HST  
**Format:** e-Learning (Computer Based)

**Overview:** The Construction Industry Ethics course has been designed to help you understand ethics as it relates to the construction industry through practical examples of ethical decision making. The course contains interactive elements, case studies, practical examples and videos. This course is mandatory for those applying for gold seal certification

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

- 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: Buildforce Canada

## Construction Law



**Duration:** Self paced - approximately 4 hours  
**Price:** \$150.00 + HST  
**Format:** e-Learning (Computer Based)

**Overview:** 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.

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

- Understand the origins of law
- Understand what a contract is and what makes a contract valid or invalid
- Understand the roles in the construction industry as they apply to contract law
- Know the different types of construction contracts
- Interpret contracts
- Understand what a custom contract consists of
- Understand the principles of surety and the different types of bonds that are used
- Know what type of insurance is required in the construction industry
- Understand claims, the reasons for claims and the process of making a claim
- Know the acts and regulations that are relevant to the construction industry

Facilitator: Buildforce Canada

## Communication, Negotiation and Conflict Resolution



**Duration:** Self paced - approximately 4 hours  
**Price:** \$150.00 + HST  
**Format:** e-Learning (Computer Based)

**Overview:** 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 Communication, Negotiation and Conflict Resolution course has been designed to help improve written, oral and negotiating skills within the construction industry. The course contains interactive elements, case studies, practical examples, a search function, course glossary and reference library.

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

- Define a conflict
- Identify the stages of conflict
- Describe the importance of communication
- Apply assertiveness techniques to get a point across
- Deal with difficult people more effectively
- Recognize the criteria for an effective negotiator
- Describe how power can be used/abused in negotiation
- Identify when to close negotiations

Facilitator: Buildforce Canada

Construction Project Management



**Duration:** Self paced - approximately 4 hours  
**Price:** \$150.00 + HST  
**Format:** e-Learning (Computer Based)

**Overview:** 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.

- Topics:**
- Develop business cases
  - Develop scope of projects
  - Manage project procurement
  - Manage project risk
  - Manage change process

**Facilitator:** Buildforce Canada

Introduction to Construction Estimating



**Duration:** Self paced - approximately 4 hours  
**Price:** \$150.00 + HST  
**Format:** e-Learning (Computer Based)

**Overview:** 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. This is accomplished by reviewing drawings through various phases of a project with the aim of determining the quantity and type of materials required for the project.

- Upon completion of this course, you will be able to:**
- Have a good understanding of estimating practices
  - Know site-specific conditions and regulatory requirements
  - Know how to handle the purchasing and logistics associated with materials on the job
  - Know how to manage materials on site
  - Have the ability to keep historical information related to costs (including those associated with labour, material, overhead, equipment and availability of required items)
  - Know how and when to update historical information related to costs
  - Assemble bids and meet bid closure deadlines
  - Provide on-site solutions to work-related problems in relation to equipment and material placement

**Facilitator:** Buildforce Canada

Working in a Respectful and Inclusive Workplace



**Duration:** Self paced - approximately 4 hours  
**Price:** \$100.00 + HST  
**Format:** e-Learning (Computer Based)

**Overview:** This course is intended to equip you to be successful and participate in creating a respectful and inclusive workplace.

**Topics:** 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.

- Upon completion of this course, you will be able to:**
- Understand industry expectations for respectful and inclusive workplaces
  - Know how to lead by example to help create a respectful and inclusive workplace.
  - Know how to communicate more effectively with team members of different genders, backgrounds and circumstances.
  - Know how to include the perspectives of team members of different genders, backgrounds and circumstances into decision-making and problem-solving.
  - Work more effectively in mentorship relationships with team members of different genders, backgrounds and circumstances to transfer trade and workplace knowledge to the next generation.

**Facilitator:** Buildforce Canada

First Level Supervisor Training Program



**Duration:** Self paced - approximately 14 hours  
**Price:** \$400.00 + HST  
**Format:** e-Learning (Computer Based)

**Overview:** 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 a discussion of the supervisor's role and the skills required. Then, the supervision basics are covered: leadership vs. management, due diligence, communication skills, meetings, and handling disagreements and problems. The course then examines the supervisor's role with respect to safety, looking at inspections, investigations and training. Human resource management comes next, including addressing personal problems and performance issues.

The course introduces you to planning and scheduling, followed by 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.

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





# CORPORATE PRIVATE TRAINING

Talent development is vital to growth and success. With the recent war on talent in the construction industry, many organizations are working hard to recruit and onboard qualified employees. Too often, the emphasis stops there — organizations disregard the importance of developing their employees and retaining their potential.

Continue to invest in your team with CANS Education Corporate Private Training. Our team can provide customized private training solutions, tailoring any course offerings/programs (and more) to suit your organization’s needs.

## 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.

## 2020-2021 CANS Corporate Private Training Results:

11 programs hosted / 9 member companies invested / 175 individuals trained

Programs Included:

- CSA Infection Control
- Business Development
- The Last Planner System
- Proactive Service
- Interpreting Construction Drawings & Specifications
- Mastering Tough Conversations
- Leadership Excellence for Managers and Supervisors
- Financial Management for Contractors

## 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.

# GOLD SEAL CERTIFICATION

## SET A HIGHER STANDARD, BECOME GOLD SEAL CERTIFIED

The Canadian Construction Association’s (CCA) Gold Seal Certification program establishes, administers and continuously improves national professional certification standards for construction management; certifies construction management professionals working in the industrial, commercial, institutional and civil infrastructure sectors against these national standards; AND promotes accredited education and training for construction management professionals.

Gold Seal Certified (GSC) construction management professionals have attained the highest standard of excellence in the industry, have proven industry experience and are held in the highest regard. Companies that employ GSC professionals are seen as leaders for their commitment to quality and excellence through education, training, and continual skill development.

## 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, providing gold seal assessment, developing personalized training plans and supporting the submission of applications. 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

The exam is offered four times each year: in January, April, June and October. Contact our education team for more information on applying for your exam.

- **Exam Date:** October 22, 2021. (Enroll by September 10, 2021)
- **Exam Date:** Winter 2022 TBD
- **Exam Date:** Spring 2022 TBD
- **Exam Date:** Summer 2022 TBD

## For more information, please contact:

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## 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 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.

## WORKPLACE INNOVATION AND PRODUCTIVITY SKILLS INCENTIVE (WIPSI)



### 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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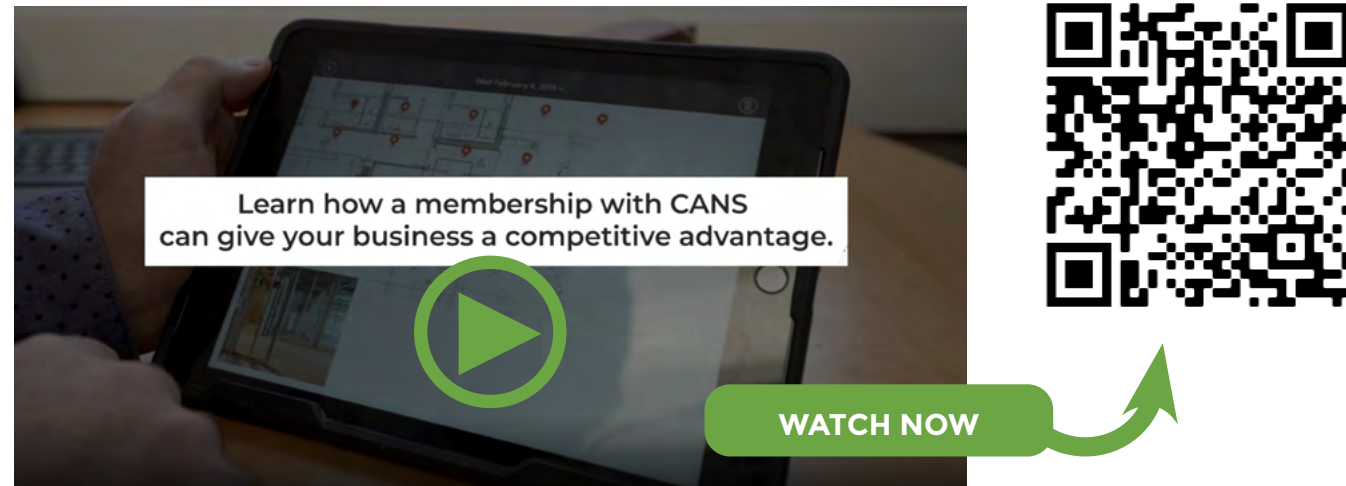
## THE CONSTRUCTION ASSOCIATION OF NOVA SCOTIA

### CANS MEMBER BENEFITS

**MEMBERSHIP WITH CANS WILL GIVE YOUR BUSINESS A COMPETITIVE ADVANTAGE**

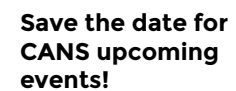
Are you taking advantage of all the services and savings available to you as a CANS member? Whether you're a full member or an associate member, we have the resources, expertise and knowledge to help save on your company's bottom line. We offer exclusive membership discounts, great events, and access to the most robust tender library in Atlantic Canada, in addition to our two-time award-winning Industry Education and Training program.

**VIDEO: How can a membership with CANS support my business? WATCH NOW!**



## EXPAND YOUR NETWORK AND RECONNECT WITH THE INDUSTRY

Expand your network by connecting with the right people. CANS hosts several events each year, creating a venue for employees of member companies to make contacts and involve themselves in the construction community. Sponsoring or advertising CANS can help your company reach your ideal target market. Find new opportunities to connect to your audience at one of CANS upcoming events.



**Scan me for CANS  
Event Listings!**



CANSTech Trade Show



CANS De-Icer



## CANS Golf Tournaments

## MY EDUCATION TRAINING PLAN

Fall & Winter 2021-2022

[illegible]



# 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 760 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**