



CONSTRUCTION
ASSOCIATION OF NOVA SCOTIA

EDUCATION & TRAINING DEVELOPMENT PROGRAM

COURSE CATALOGUE 2025-2026



Canadian Construction
Association
Gold Seal Certification

Interactive industry training delivered
through in-person, online, and blended
formats — at CANS office, or yours!

THE CONSTRUCTION ASSOCIATION OF NOVA SCOTIA'S EDUCATION & TRAINING DEVELOPMENT PROGRAM

CAREER DEVELOPMENT AND SKILL BUILDING FOR THE CONSTRUCTION INDUSTRY

The Construction Association of Nova Scotia's (CANS) 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 stays current with 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 trend sessions. CANS engages industry experts and uses real-life examples and practical activities to support learning and improve participant's skills, ensuring members return on investment and continued success.

CANS Education is focused on developing the skills of project managers, project coordinators, administrative staff, lead hands, safety personnel, forepersons, and superintendents. Attending CANS Education courses provides participants with the resources, tools, and information to develop, enhance, and improve their knowledge and skills, building your organization's future by increasing professional competencies in personal development, leadership, management, and self-management.

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NEW FOR THE 2025-2026 TRAINING SEASON!

We've been listening to your feedback and have adjusted our offerings to better meet members' needs. This year, CANS Education is proud to offer over 80 public programs — nearly all of which are Gold Seal accredited, making it easier for our members to achieve their certifications.



IMPORTANT! Please be advised that CANS is a peanut-free workplace. No peanut products are allowed anywhere within our facility, this includes CANS Business Centre and training spaces. Please plan accordingly when attending meetings and/or in-person training at CANS. Thank you for your cooperation.

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*Courses may be subject to change.

BROWSE OUR COURSES ONLINE



Scan me with your phone!





SET A HIGHER STANDARD, BECOME GOLD SEAL CERTIFIED

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.

CANS ROLE IN GOLD SEAL CERTIFICATION

CANS is an administrator of the Gold Seal Program, assisting member employees with obtaining their Gold Seal Certification. CANS role in Gold Seal Certification is to:

- Help you navigate the process,
- Provide Gold Seal assessments,
- Develop personalized training plans, and
- Provide exam deadlines and application reminders.

Nearly all of CANS courses are Gold Seal Certified and have specific number of credits allocated. CANS also offers courses that meet the applicants' mandatory special topic requirements.

GOLD SEAL CERTIFICATION EXAM

The Gold Seal exam is offered four times throughout the year, typically in:

- March,
- June,
- September,
- November.



To view a list of upcoming exam dates and enrollment deadlines, please scan the QR code above.

GENERAL REQUIREMENTS

All applicants (except for foreperson) require a total of 100 credits to be approved to write the Gold Seal exam. Foreperson only requires a total of 75 credits. These credits come from:

EXPERIENCE:

- A minimum of five years (50 credits) of industry experience in the desired designation (i.e., five years of experience as a project manager required for project manager certification).
- Must currently be employed in the designation applied for.
- At least three years of work in the Canadian industry.
- Up to two years can be in an assistant role applicable to the designation.

REMAINING CREDITS:

- For all designations other than foreperson, the remaining 25 credits can come from additional experience OR education and training.

EDUCATION:

- A minimum of 25 credits required in education and training.
- Applicants must successfully complete:
 - Construction Industry Ethics (3 credits).
 - Applicants must have a minimum of two credits in what Gold Seal deems a “special topic” course. On the next page is a list of the courses CANS offers in these categories, broken down by designation.

ARE YOU WORKING ON YOUR GOLD SEAL CERTIFICATION THROUGH CANS?

Designations

Special Topic Course Options*

PROJECT MANAGER

Building with Confidence;
CCDC Series;
Certificate of Management in Lean Construction;
Close Out of a Construction Project;
Construction Law Full Program;
Contractor's Guide to Change Order Pricing & Management;

Effective Construction Meetings & Minutes;
Leadership Excellence Program;
Mastering Tough Conversations;
Microsoft Project for Construction;
Project Management Fundamentals;
Project Planning for Success;
Solid Foundations.

SUPERINTENDENT

Building with Confidence;
Certificate of Management in Lean Construction;
Close Out of a Construction Project;
Leadership Excellence Program;

Microsoft Project for Construction;
Project Management Fundamentals;
Project Planning for Success;
Solid Foundations.

ESTIMATOR

Blueprint Reading & Document Interpretation;
CCDC Series;
Construction Contract Administration;
Construction Estimating: The Art of Estimating;
Construction Law Full Program;
Contractor's Guide to Change Order Pricing &

Management;
Leadership Excellence Program;
Mastering Tough Conversations;
Microsoft Project for Construction;
Principles of Construction Documentation;
Solid Foundations.

OWNER'S CONSTRUCTION MANAGER

CCDC Series;
Certificate of Management in Lean Construction;
Close Out of a Construction Project;
Construction Law Full Program;
Contractor's Guide to Change Order Pricing & Management;
Effective Construction Meetings & Minutes;

Leadership Excellence Program;
Mastering Tough Conversations;
Microsoft Project for Construction;
Project Management Fundamentals;
Project Planning for Success;
Solid Foundations.

FOREPERSON

Building Construction - Putting It All Together;
Leadership Excellence Program.

*Note that you must take two (2) credits in the special topic. If a chosen course is worth one (1) credit, you will need two (2) courses to fulfill this requirement.

THINKING ABOUT GOLD SEAL?

Get started with your personalized assessment from CANS Education! To book your assessment, contact:

Adam Gilbert
Manager, Education & Training
agilbert@cans.ns.ca
902-809-2297

CANS EDUCATION DISCOUNT PROGRAM



WORKPLACE INNOVATION AND PRODUCTIVITY SKILLS INCENTIVE (WIPSI)

Through our longstanding partnership with the Province of Nova Scotia's WIPSI Program, eligible CANS members can receive 50% off CANS Education and Training courses upfront — not only that, but we take care of all the paperwork! (Please note: This offer is available only during the training season. Some course restrictions apply.)

ELIGIBILITY AT A GLANCE —

Key items required for eligibility:

- Company is located in Nova Scotia;
- Company has an active status in the Nova Scotia Registry of Joint Stocks;
- Company has been in existence for more than one calendar year;
- Company has at least \$25,000 in wages or owner remuneration; and
- Company works in the commercial construction industry.

HOW DO I APPLY FOR WIPSI?

- Step 1: Fill out the WIPSI Eligibility Form ([click here](#), or scan the QR code below).
- Step 2: Send it to our Education Team (see below).
- Step 3: CANS will notify you once approved; instantly enjoy CANS Education programs at a 50% discount for the entire calendar year.



Scan me to download the WIPSI Eligibility Form!



FAQS —

IF MY COMPANY IS ELIGIBLE DOES THIS MEAN ALL EMPLOYEES ARE ELIGIBLE?

No, only employees who are permanent residents of Nova Scotia can be eligible for the discount.

WHAT IS REQUIRED FROM MY COMPANY ONCE WE COMPLETE THE BUSINESS INFORMATION FORM AND ARE CONSIDERED ELIGIBLE?

The attendee participating in the course is required to fill out the following:

- Start of training - sign in sheet
- Completion of training - trainee declaration form
- End of training season - survey

CANCELLATION & PAYMENT

Please note the following guidelines for payment.

- The invoice must be paid prior to the course start date.
- If the attendee is absent without notice or cancels after the 10 business day cancellation policy deadline, the company will be responsible to pay the full amount of the course (this includes the discounted 50%).



QUESTIONS?

For more information on accessing WIPSI, please contact:

Reid Allen
Education & Training Lead
rallen@cans.ns.ca
902-830-9491

CUSTOMIZED TRAINING SOLUTIONS

ENHANCE YOUR TRAINING PROGRAM WITH TAILORED TRAINING PLANS

Investing in employee development is a proven strategy for boosting retention. When employees feel valued through continuous learning opportunities, they are more likely to remain loyal and motivated.

Recognizing the importance of training, yet lacking the time or expertise to implement it effectively? We're here to assist. As experts in training solutions, we excel at everything from identifying the right training programs to ensuring the best return on investment for your organization.

TRAINING PLANS FOR SMALL BUSINESSES

We understand that small and medium-sized businesses often lack a dedicated human resources team to manage training and development. That's why we've crafted a simple, four-step plan to support you in nurturing your staff.

OUR SERVICES INCLUDE:

- Identifying your training needs;
- Sourcing the appropriate training programs and facilitators;
- Conducting needs analyses and asking the right questions;
- Developing tailored training plans for individual employees or your entire team;
- Creating comprehensive annual training plans.

Take the first step towards enhancing your team's skills and boosting your business performance!

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, which ultimately furthers the success of your organization.



QUESTIONS?

To discuss your customized training plan, please contact:

Adam Gilbert
Manager, Education & Training
agilbert@cans.ns.ca
902-809-2297

CORPORATE PRIVATE TRAINING

BE A LEADER IN WORKFORCE TRAINING AND DEVELOPMENT

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.

CANS Education Team can help! Here are just a few of the ways:

- All courses can be delivered privately just for your company — at your location, online or at CANS,
- Our programs can be customized to address your specific learning objectives,
- Don't see what you need in our course listing? We can source or develop a course unique to your organization!

ADVANTAGES OF CORPORATE PRIVATE TRAINING

CONVENIENCE: Training can be delivered directly at your place of business, eliminating the need to coordinate travel. Remote employees can also participate virtually through CANS Connect, ensuring accessible and consistent training across locations.

CUSTOMIZATION: Private training can be tailored to meet your organization's specific needs, including incorporating your internal processes, policies, and documentation. This ensures the content is relevant and immediately applicable.

LEARNING TRANSFER: Employees are more likely to retain and apply new skills when training in a familiar environment with their colleagues. Private training sessions foster greater engagement and participation compared to public courses.

COST-EFFECTIVENESS: On a per-employee basis, customized corporate training is often more cost-effective than public training sessions—delivering greater value while targeting your organization's unique goals.

WHAT MEMBERS ARE SAYING



MARID INDUSTRIES: "As part of the management team at Marid Industries, I was given the opportunity

to attend Leadership Excellence for Managers and Supervisors Program through CANS — this course is top-notch!

"It taught me how effective coaching will inspire greater performance within a team, and I gained new tools to understand each team member. I left the course with new friends, feeling positive and inspired to lead my team with confidence."



DURON: "CANS could not have been a better partner. They were flexible, professional, clear in their expectations and delivery, plus an absolute pleasure to work with. We will be doing further work with CANS, on that, you can be sure."

Enjoy private training tailored for your team. Conducted at your location or ours, and fully customizable to meet your group's needs!



QUESTIONS?

To learn more about private training opportunities, please contact:

Adam Gilbert
Manager, Education & Training
agilbert@cans.ns.ca
902-809-2297



INDUSTRY FUNDAMENTALS

Building Construction – Putting It All Together

Course Duration: Four 3-hour sessions

Delivery Format: Virtual

Member Price: \$770 + HST

Non-Member Price: \$1,000 + HST

Gold Seal Credits: 4

Overview:

This workshop provides a practical look at managing a construction project from start to finish. It explores the roles and responsibilities of project owners, architects, contractors, and subcontractors at every stage, from project initiation to closeout. Participants will learn strategies to keep projects on track, learn the fundamentals of project delivery methods and contract law, and understand how each phase contributes to a successful outcome.

Blueprint Reading & Document Interpretation

Course Duration: Two 8-hour sessions

Delivery Format: In-person

Member Price: \$1,000 + HST

Non-Member Price: \$1,285 + HST

Gold Seal Credits: 4

Overview:

Understanding blueprints is an essential skill for anyone working in construction—whether in project management, estimating, or on-site supervision. Blueprints are the main way technical information is shared between designers, builders, owners, and regulators. This workshop will teach participants to read and understand construction drawings from structural, civil, architectural, mechanical and electrical design areas.

Construction Estimating – The Art of Estimating

Course Duration: Two 8-hour sessions

Delivery Format: In-person

Member Price: \$1,000 + HST

Non-Member Price: \$1,285 + HST

Gold Seal Credits: 4

Overview:

This course will provide practical tools and techniques for estimating construction projects from a general contractor's perspective. It focuses on the competitive bid process and how to improve chances of success. The course will describe the evolution of construction estimating and identify key industry groups and designations.

Construction Industry Ethics

Course Duration: Two 4-hour sessions

Delivery Format: Virtual

Member Price: \$715 + HST

Non-Member Price: \$930 + HST

Gold Seal Credits: 3

Overview:

This course will help participants understand ethical decision-making at work, recognize common ethical issues, and learn how to handle them. Acting ethically builds trust and strengthens both personal reputation and company success.

Financial Management for Contractors - Full Program

Course Duration: One 8-hour session

Delivery Format: In-person

Member Price: \$715 + HST

Non-Member Price: \$930 + HST

Gold Seal Credits: 2

Overview:

This course is for non-accounting staff who review and monitor projects for small and medium-sized contractors and subcontractors. Participants learn the basics of construction financials, including how to read financial statements, set profit targets, create cash flow forecasts, and spot risks in cost reports. Participants will build a SWOT analysis for relevant to their company, set key performance indicators (KPIs), and create an action plan to put these ideas into practice.



CONSTRUCTION DOCUMENTATION

Crafting Winning Proposals: Strategies for Successful RFPs

Course Duration: Three 4-hour sessions

Delivery Format: Virtual

Member Price: \$935 + HST

Non-Member Price: \$1,215 + HST

Gold Seal Credits: 4

Overview:

More private companies and government organizations are using Requests for Proposals (RFPs) instead of traditional bids. Construction companies often win or lose work based on how well they respond. This course will teach participants how to read and analyze an RFP, build a strong strategy, and write a clear, convincing proposal that shows why your company is the right fit for the job.

Participants will learn how to manage RFPs and meetings, develop presentation skills, and apply what they've learned by working on a real RFP case study—writing and presenting a proposal in class.

Principles of Construction Documentation (PCD)

Course Duration: Five 8-hour sessions

Delivery Format: In-person or virtual

Price: \$1,925 + HST

Gold Seal Credits: 10

Overview:

The PCD course is the foundation for all other CSC courses and is required for anyone pursuing CSC's professional designations, including Certified Technical Representative (CTR), Certified Construction Contract Administrator (CCCA), Certified Specification Practitioner (CSP), and Registered Specification Writer (RSW). Completing this course may also count toward the experience requirement for the RSW designation.

Presented jointly with Construction Specifications Canada - Atlantic Chapter

CONSTRUCTION DOCUMENTATION

Construction Contract Administration (CCA)

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

Course Duration: Five 8-hour sessions

Delivery Format: In-person or virtual

Price: \$1,925 + HST

Gold Seal Credits: 10

Overview:

Contract administration is about making decisions, sharing information, and keeping projects moving according to the contract. This advanced course builds on what was introduced in the PCD course, focusing on how to properly manage and enforce contract requirements during construction. Participants will cover project submittals, warranties, commissioning, and other key tasks needed to successfully complete a construction project.

Presented jointly with Construction Specifications Canada - Atlantic Chapter

CCDC Series: Foundational Guide to Navigating CCDC Contracts and Subcontracts

Course Duration: Three 4-hour sessions

Delivery Format: Virtual

Member Price: \$770 + HST

Non-Member Price: \$1,000 + HST

Gold Seal Credits: 3

Note: This series can be taken in full, or you can register for any of the individual modules listed. Individual modules are priced as follows:

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Overview:

This introductory course series is designed for general contractors, subcontractors, owners, procurement staff, and consultants involved in competitively procured construction projects. While it focuses on the Design-Bid-Build method with stipulated or fixed pricing, the content is also useful for other project delivery and pricing models.

- **Module 1 – A Guide to Construction Contracts:** This session offers an introduction to construction contracts from the viewpoint of owners and general contractors. It covers the structure and common clauses in standard contracts, focusing on contract law basics and key parts of managing owner-contractor relationships. The session uses the CCDC 2 (2020) contract as the main example, along with samples from public and government contracts
- **Module 2 – Contractor/Subcontractor Guide to Construction Subcontracts:** This session covers construction subcontracts from the viewpoints of general contractors and subcontractors. It provides a basic guide to reading and understanding subcontract agreements, focusing on contract law and key subcontract provisions. Using the CCA 1 (2021) Standard Stipulated Price Subcontract as a reference, the session highlights important parts of the contractor-subcontractor relationship and common clauses found in subcontracts.
- **Module 3 – A Guide to CCDC 2 2020:** This session focuses on, the Canadian Construction Document Committee's standard Stipulated Price Contract (CCDC 2 (2020)). Most construction contracts in Canada today are based on CCDC 2. The course also explains the key changes made in the 2020 update.

An Owner's Guide to Construction Procurement

Course Duration: One 4-hour sessions

Delivery Format: Virtual

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 1

Overview:

This course helps participants assess whether the right project delivery method and contract pricing have been chosen. It also covers the key legal principles and rules that apply to competitive construction procurement in Canada



LEADERSHIP DEVELOPMENT

Leadership Excellence for Managers & Supervisors

Course Duration: Five 8-hour sessions

Delivery Format: In-person

Member Price: \$2,500 + HST

Non-Member Price: \$3,190 + HST

Gold Seal Credits: 10

Overview:

This program builds practical leadership skills for those currently managing others or preparing for management roles. It helps participants build confidence, develop leadership abilities, and learn how to lead and motivate teams effectively. The course covers the fundamentals of team leadership and provides tools to strengthen skills in managing people and groups.

- **Module 1: Leading on the Frontline:** Today's leaders need to understand what drives behaviour—both in themselves and their teams—and know how to coach others to succeed. This interactive course will help build self-awareness, strengthen leadership skills, and develop strategies to boost staff performance, compliance, and productivity.
- **Module 2: Communicating with Confidence:** Strong communication skills are essential for managers and supervisors. How one communicates affects teamwork, productivity, and even career growth. Good communication also helps prevent conflict, manage difficult personalities, and build a positive, productive workplace. This course will give practical tools to communicate with clarity, listen actively, and lead with professionalism and respect.
- **Module 3: Dealing with Difficult Behaviours:** Conflict happens in all project teams. When managed properly, conflict may lead to stronger working relationships and a healthier workplace. This course will help to understand conflict, recognize own conflict style, and use practical strategies to resolve disputes in a positive, respectful way.
- **Module 4: Training and Coaching People to Perform:** Today's frontline leaders often need to manage multiple tasks, including training and orienting new workers. Adults don't all learn the same way, and good leaders know how to adapt their training to different learning styles. This interactive course will build skills and confidence to lead effective orientations, team discussions, or training sessions.
- **Module 5: Building Personal and Team Accountability:** Personal accountability is key to building strong teams, improving retention and productivity, and delivering better customer service. While the idea isn't new, many teams still struggle with putting it into practice. This course will help strengthen personal accountability as a leader and provide practical tools to build a more responsible, engaged team.

LEADERSHIP DEVELOPMENT

Mastering Tough Conversations for Frontline Leaders

Course Duration: One 8-hour session

Delivery Format: In-person or virtual

Member Price: \$715 + HST

Non-Member Price: \$930 + HST

Gold Seal Credits: 2

Overview:

Handling tough conversations is a key skill for building strong teams, managing conflict, and feeling confident speaking up at work. This practical, hands-on workshop will provide tools to prepare, start difficult conversations the right way, and manage emotions throughout.

Solid Foundations: Workplace Wellbeing, Masculinity and Leadership in Construction

Course Duration: Two 8-hour sessions

Delivery Format: In-person

Member Price: \$2,000 + HST

Non-Member Price: \$2,500 + HST

Gold Seal Credits: 4

Overview:

This course is designed to help navigate the challenges of working in a male-dominated industry. Participants will gain practical tools to build a healthier work environment, while also having the chance to share their own experiences and learn from others. This interactive course teaches strategies that can be implemented right away.

Effective Construction Meetings & Minutes

Course Duration: One 3.5-hour session

Delivery Format: Virtual

Member Price: \$495 + HST

Non-Member Price: \$640 + HST

Gold Seal Credits: 1

Overview:

Effective construction meetings and clear meeting minutes are key to keeping projects on track and meeting goals. This course will teach practical strategies and best practices to manage meetings and boost overall project management skills.



LEAN CONSTRUCTION

Certificate of Management in Lean Construction

Course Duration: Four 8-hour sessions

Delivery Format: Virtual

Price: \$2,800 + HST*

Gold Seal Credits: 8

**Please note this price does not include the exam fee. The exam fee must be paid directly to the AGC after successful completion of all units.*

Overview:

Lean Construction is a collaborative approach that aims to minimize costs and maximize value across all phases of construction. It challenges every project stakeholder to continuously improve processes and eliminate inefficiencies. The updated AGC Edge Lean Construction Education Program empowers participants to apply Lean principles through hands-on activities, simulations, and dynamic group discussions.

Throughout this five-unit program, participants explore key Lean Construction concepts such as waste reduction, continuous improvement, and reliable workflow. The program features immersive learning exercises like the Parade of Trades, which demonstrates the impact of workflow reliability, and a simulation of the Last Planner® System, which helps participants develop predictable, efficient planning strategies.

- Unit 1: Introduction to Lean Construction
- Unit 2: Process and Production Basics
- Unit 3: Production Systems
- Unit 4: Lean Thinking in Field Production – Last Planner® System
- Unit 5: Lean Thinking Beyond Field Production

Upon successful completion of all five units, participants are eligible to sit for the Certificate of Management – Lean Construction (CM-Lean) exam, a nationally recognized credential.

This program is ideal for construction professionals seeking to lead and contribute to more efficient, predictable, and collaborative project environments.



MICROSOFT OFFICE

Excel Complete Series

Course Duration: Three 8-hour sessions

Delivery Format: In-person

Member Price: \$1,200 + HST

Non-Member Price: \$1,485 + HST

Gold Seal Credits: 6

Overview:

This course will teach tips and techniques to work faster and smarter in Excel. Participants will learn how to enter and correct data, create and edit workbooks, format sheets, and print with confidence.

- Module 1: Excel basics, tables, formatting, data management, auto-fill, simple formulas, charts, and printing.
- Module 2: More complex formulas and functions, charts, advanced formatting, sparklines, data tools, exports and shortcuts.
- Module 3: More complex formulas and functions, pivot tables, macros, power queries, what-if analysis, and other advanced data tools.

Excel: Beginner

Course Duration: One 8-hour session

Delivery Format: In-person

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 2

Overview:

This course will teach the basics of Microsoft Excel, teaching shortcuts, how to understand and interpret basic worksheets, utilize the basic functionality of Excel, and learn how to properly format and print worksheets to properly summarize and visual data sets.

Excel: Intermediate

Course Duration: One 8-hour session

Delivery Format: In-person

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 2

Overview:

This course is for those who already know the basics of Excel but want to take their skills further. Participants will learn how to use formulas and built-in functions—like Math, Logic, Financial, and Lookups—to work with data more effectively. Tools like conditional formatting, sparklines, charts, and data tools will be explored to help make large data sets easier to manage and understand.

Excel: Advanced

Course Duration: One 8-hour session

Delivery Format: In-person

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 2

Overview:

This course is designed for experienced Excel users ready to move beyond basic and intermediate functions. Participants will learn advanced tools for handling large datasets, including how to build flexible, visual reports using Pivot Tables. The course also introduces time-saving features like Macros for automating tasks and Power Queries for importing and shaping external data.

Using Microsoft Outlook for Time Management

Course Duration: One 8-hour session

Delivery Format: In-person

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 2

Overview:

This course provides practical strategies for using Microsoft Outlook to stay organized and manage time more effectively. Participants will learn how to customize the Outlook interface, manage emails, calendars, and tasks, and build routines to reduce daily clutter. The course also introduces techniques like the Four D's—Do, Dump, Delay, or Delegate—to help prioritize tasks.

Microsoft Project for Construction

Course Duration: Three 4-hour sessions

Delivery Format: Virtual

Member Price: \$1,925 + HST

Non-Member Price: \$2,500 + HST

Gold Seal Credits: 4

Overview:

Microsoft Project for Construction is a hands-on course focused on using project management software to plan, schedule, and track construction projects. Participants will learn how to manage resources—including people, equipment, and budgets—while monitoring progress, handling changes, and managing the impact of delays.



PROJECT MANAGEMENT

Project Management Fundamentals

Course Duration: One 8-hour session

Delivery Format: In-person or virtual

Member Price: \$935 + HST

Non-Member Price: \$1,215 + HST

Gold Seal Credits: 2

Overview:

This interactive course introduces the basics of project management for anyone involved in construction projects. Participants will learn the key skills needed to manage a project from start to finish. The course also explores the role of a Project Manager and the skills and qualities that help them succeed.

Blueprint for Success: Construction Project Planning

Course Duration: Two 3-hour sessions

Delivery Format: Virtual

Member Price: \$715 + HST

Non-Member Price: \$930.00 + HST

Gold Seal Credits: 2

Overview:

This course teaches participants how to build an effective Construction Execution Plan—a key document for guiding construction projects from start to finish. It covers essential areas like project scope, budget, scheduling, and risk management. A well-developed plan clearly explains the steps to complete the project and hit key milestones, using straightforward language to keep the entire team on track.

Participants will receive a comprehensive manual, developed from more than 40 years of industry experience. It includes practical how-to guides, checklists, and templates to support planning efforts both in the office and on site.

Contractor's Guide to Change Order Pricing and Management

Course Duration: Two 3-hour sessions

Delivery Format: Virtual

Member Price: \$715 + HST

Non-Member Price: \$930.00 + HST

Gold Seal Credits: 2

Overview:

This course gives contractors practical tools to better manage change orders—one of the most critical parts of construction projects. Participants will learn how to prepare, price, submit, and negotiate change orders to increase approval rates and get paid for changes. A detailed manual with over 25 sample checklists, forms, and letters will be provided to make the process easier and more successful.

Closeout of a Construction Project

Course Duration: Two 3-hour sessions

Delivery Format: Virtual

Member Price: \$715 + HST

Non-Member Price: \$930.00 + HST

Gold Seal Credits: 2

Overview:

This course breaks down the close-out process into key phases: pre-construction, construction, post-construction, organizational, subcontractor, and financial. Each phase has its own steps that need to be planned, tracked, and completed.

Using a practical manual with checklists, templates, and how-to guides, participants will learn how to set up projects for an organized close-out.

Mastering Subcontracts: Maximizing Opportunities and Minimizing Risk

Course Duration: Two 3.5-hour sessions

Delivery Format: Virtual

Member Price: \$715 + HST

Non-Member Price: \$930.00 + HST

Gold Seal Credits: 2

Overview:

This workshop provides practical strategies to help subcontractors take full advantage of project opportunities while managing risks. Whether experienced in subcontracting or just starting out, participants will gain valuable insights and tools to strengthen their approach to contract work.

Using a detailed manual filled with practical checklists, templates, and spreadsheets, participants will explore key responsibilities under subcontract agreements. Working together, participants will build a "Subcontract Handbook" to help guide future work. Using a green, amber, and red-light system, the workshop will also teach participants how to identify and flag risky subcontract clauses before signing, making the review process easier and more effective.

Building with Confidence: Site Supervisor Practical Skills Workshop

Course Duration: Eight 4-hour sessions

Delivery Format: Virtual

Member Price: \$2,750 + HST

Non-Member Price: \$3,575 + HST

Gold Seal Credits: 10

Overview:

This workshop offers practical strategies, tools, and insights to help supervisors manage worksites, coordinate subcontractors, and meet project goals. Participants will gain the skills and confidence to lead effectively, improve project efficiency, and build a positive, productive site culture.



CONSTRUCTION LAW

Construction Law: Full Program

Course Duration: Ten 3.5-hour sessions

Delivery Format: In-person or virtual

Member Price: \$2,500 + HST

Non-Member Price: \$3,190 + HST

Gold Seal Credits: 10

Overview:

Construction professionals must navigate contracts, regulations, disputes and claims on a daily basis. Understanding the law is essential to meet industry standards and best practices, safeguarding your organization's legal and professional credibility.

Over ten sessions, you will explore fundamental legal principles tailored for the construction industry. This program will equip you with the knowledge and skills to effectively manage legal challenges, ensuring your projects run smoothly and your company stays protected.

Note: This program can be taken in full, or you can register for individual modules. See below for individual module descriptions and take the sessions that are right for your team!

Module 1: Occupational Health & Safety in the Construction Industry

Course Duration: One 3.5-hour session

Delivery Format: In-person or virtual

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 1

Overview:

Construction projects are complex and can be hazardous, making compliance with occupational health and safety laws essential but challenging. This workshop offers a legal perspective on safety in construction, including recent court rulings that affect the industry. Participants will review the Nova Scotia Occupational Health and Safety Act and regulations and Bill C-45 (the Westray Act) and its impact.

Module 2: Delay Claims and Change Orders

Course Duration: One 3.5-hour session

Delivery Format: In-person or virtual

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 1

Overview:

Because delays and changes are often not accounted for in the original contract price, managing delay claims and change orders properly is essential to protect the project's budget and schedule. This seminar offers a high-level overview of how to handle and respond to these challenges effectively and cost-efficiently. Participants will learn strategies to mitigate damages caused by delays.

Module 3: Bidding and Tendering

Course Duration: One 3.5-hour session

Delivery Format: In-person or virtual

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 1

Overview:

Stay up to date on the latest legal rules affecting owners and bidders during the tendering process. Learn how standard bid document clauses impact responsibilities and rights. The course will explore the role and importance of privilege clauses, and duties of fairness and good faith in bidding. .

Module 4: Mediation and Alternate Dispute Resolution

Course Duration: One 3.5-hour session

Delivery Format: In-person or virtual

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 1

Overview:

This course introduces the main types of ADR—mediation, arbitration, and settlement negotiation—and when and how to use them effectively. It will equip participants with tools to resolve disputes efficiently while reducing time and costs.

Module 5: CCA Documents

Course Duration: One 3.5-hour session

Delivery Format: In-person or virtual

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 1

Overview:

This course covers essential aspects of subcontractor management in construction projects. Participants will learn how subcontractors are hired through tenders and RFPs, and the key contracts involved, primarily the CCA1 Subcontract and its relationship to the CCDC2 General Contract. The course addresses critical payment issues like holdbacks, lien management, and payment bonds.

Module 6: Labour Law and the Construction Industry

Course Duration: One 3.5-hour session

Delivery Format: In-person or virtual

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 1

Overview:

People are the biggest factor in any construction project. Knowing labour laws that apply specifically to construction is key to project success. This workshop offers a legal perspective and shares insights from recent rulings. This workshop provides a legal perspective on essential topics such as labour standards, human rights in the workplace, drug and alcohol policies, and workers' compensation. Participants will also explore union-related laws, certification processes, and what constitutes unfair labour practices, alongside insights from recent rulings affecting the industry.

Module 7: Avoid Litigation and Collect Unpaid Accounts

Course Duration: One 3.5-hour session

Delivery Format: In-person or virtual

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 1

Overview:

Collecting overdue accounts in construction can be complex and challenging. Laws protect both creditors and debtors, so it's important to follow the correct legal process. This course teaches the proper steps to pursue unpaid accounts and the legal actions available to secure payment.

Module 8: Construction Claims - Debts, Bonds and Bankruptcy

Course Duration: One 3.5-hour session

Delivery Format: In-person or virtual

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 1

Overview:

When payment requests fail, sending a formal demand letter is a crucial step to protect rights and prompt payment. This module covers legal remedies for unpaid debts, including how to pursue claims and enforce judgments.

It also explains bankruptcy basics, such as the rights of secured creditors, common claim errors, and how to prove a claim. Finally, participants learn about bond claims, including payment, labour & material, bid and performance bonds, and the defenses bonding companies may raise.

Module 9: Builders' Liens - Hold Backs and Claims

Course Duration: One 3.5-hour session

Delivery Format: In-person or virtual

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 1

Overview:

A Builders' Lien is a legal right that protects suppliers of labour, materials, or services involved in construction or land improvement. Under Nova Scotia's Builders' Lien Act, lien holders can recover money owed from the property owner who benefited from the work, even without a direct contract with the owner. This session will deepen the understanding of the lien process, introduce key terminology, and guide participants through the necessary paperwork. Participants will learn about project holdbacks and how to identify the main parties involved in lien claims.

Module 10: Successful Integration of Diverse Populations in Your Workplace

Course Duration: One 3.5-hour session

Delivery Format: In-person or virtual

Member Price: \$440 + HST

Non-Member Price: \$575 + HST

Gold Seal Credits: 1

Overview:

Participants will gain a shared understanding through clear language and real-world case studies demonstrating successful, industry-specific inclusion strategies. Using an interactive, multimedia format, the session brings together experts from legal, medical, and corporate fields across Canada to provide practical insights. Participants will examine case studies on industry-specific inclusion successes and conflict avoidance.



HEALTHCARE CONSTRUCTION

CSA: Infection Control - CSA Z317.13:22

Course Duration: Two 8-hour sessions

Delivery Format: In-person or virtual

Price: \$2,000 + HST

Gold Seal Credits: 4

Overview:

Construction, renovation, and maintenance in healthcare facilities carry unique risks of infection that can seriously harm patients, staff, and visitors. This course focuses on the CSA Z317.13:22 standard, which sets out best practices for infection control during these activities. Participants will learn how to identify contamination risks, apply prevention measures, conduct risk assessments, and implement effective infection control strategies before, during, and after construction. Practical applications, including dust control, mold remediation, and water system management, will also be covered to ensure a safe healthcare environment.

- Part 1: Fundamentals of Infection Control During Construction, Renovation and Maintenance of Healthcare Facilities
- Part 2: Effective Implementation and Practical Applications of Infection Control During Construction, Renovation and Maintenance of Healthcare Facilities

Note: This course is mandatory to bid on healthcare construction work.



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- Construction Project Management
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- Working in a Respectful and Inclusive Workplace
- First Level Supervisor Training Program
- Construction Industry Ethics
- Construction Law
- Communication, Negotiation, and Conflict Resolution
- Canadian Construction Contract Essentials
- Introduction to Understanding Systemic Racism: A Guide for Leaders and Managers



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CONSTRUCTION

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