CONSTRUCTION
ASSOCIATION OF NOVA SCOTIA

EDUCATION & TRAINING DEVELOPMENT PROGRAM

COURSE CATALOGUE

2026-2027



Canadian Constructior Association
Gold Seal Certification

Interactive industry training tailored to your needs and delivered in-person, online, or through blended learning, 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) award-winning Education and Training Development Program delivers high-impact learning tailored to the needs of the province's construction sector. Focused on career growth, skills development and industry advancement, our program helps build a stronger, more capable workforce.

Since 2005, CANS has been a recognized leader in industry education, offering a broad range of training designed to stay ahead of evolving trends, technologies, legislation and best practices. Flexible delivery options—including workshops, seminars, e-learning and industry trend sessions—make it easy for busy professionals to participate.

Courses are led by experienced industry professionals and grounded in practical application, equipping participants with real-world skills they can apply immediately. With a focus on measurable returns on investment, CANS Education supports performance, productivity and long-term success at every career stage.

Programs are designed for project managers, coordinators, administrative staff, lead hands, safety officers, forepersons and superintendents. By participating in CANS Education, teams gain access to tools, resources and insights that strengthen leadership, personal development, and self-management—helping organizations build for the future.

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Important: CANS is a peanut-free workplace. Peanut products are not permitted in any of our facilities. Please plan accordingly when visiting 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!

GOLD SEAL CERTIFICATION

SET A HIGHER STANDARD, BECOME GOLD SEAL CERTIFIED

Gold Seal Certified (GSC) construction management professionals meet the highest standard of excellence in the industry. Backed by proven experience and recognized expertise, they are leaders in their field. For employers, hiring Gold Seal professionals demonstrates a strong commitment to quality, training, and workforce development.

BENEFITS OF GOLD SEAL CERTIFICATION

Whether you are a construction professional, contractor, project manager or owner, Gold Seal Certification helps set a higher standard —the gold standard— on every project.

FOR INDIVIDUALS: Gold Seal Certification offers formal recognition of your experience and education. It supports career advancement, builds confidence, and helps you stand out in a competitive job market.

FOR CONTRACTORS AND SUBCONTRACTORS: Gold Seal Certification demonstrates a commitment to excellence in construction management and ongoing professional development. Investing in Gold Seal is an investment in your people, and a competitive advantage when bidding on projects.

FOR OWNERS: Gold Seal Certification supports successful project outcomes. Certified professionals bring practices, strengthen risk management, and contribute to consistent, high-quality project delivery.

CANS' ROLE IN GOLD SEAL CERTIFICATION

As an administrator of the Gold Seal program, CANS provides comprehensive support throughout the certification process, including:

- Personalized guidance and Gold Seal assessments
- Customized training plans
- Application support, including deadlines and application reminders
- Access to a full range of Gold Seal-approved courses, including special topic credits.

GOLD SEAL CERTIFICATION EXAM

The Gold Seal exam is offered four times annually—typically in March, June, September, and November. Refer to the QR code below for current exam dates and application deadlines.

GENERAL REQUIREMENTS

To be eligible to write the Gold Seal exam, candidates must meet the following education and experience requirements:

CREDITS:

- Most designations require 100 credits
- Foreperson designation requires 75 credits

EXPERIENCE:

- Minimum five years (50 credits) of experience in your designated role (e.g., project manager required for PM certification)
  - Up to two years of qualifying assistant experience may be applied
- Must currently be employed in the designation being pursued
- Minimum three years' experience in the Canadian construction industry

EDUCATION:

- Minimum 25 credits in education and training
- Completion of Construction Industry Ethics (3 credits) is required
- Completion of Construction 101 in Canada (4 credits) is required for the foreperson designation
- At least two credits must be in a recognized "special topic" course

REMAINING CREDITS:

- For all designations except foreperson, the remaining 25 credits may be earned through additional experience OR further education and training

ARE YOU WORKING ON YOUR GOLD SEAL CERTIFICATION THROUGH CANS?

Designations	Special Topic Course Options*	
PROJECT MANAGER	Building with Confidence Build to Lead: Leadership and Professional Development for Women in Construction 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 Microsoft Project for Construction Presentations in Construction Project Management Fundamentals Project Planning for Success Solid Foundations
SUPERINTENDENT	Building with Confidence Build to Lead: Leadership and Professional Development for Women in Construction Certificate of Management in Lean Construction Close Out of a Construction Project Fundamentals of Lean Construction	Leadership Excellence Program Microsoft Project for Construction Microsoft Project for Construction (Advanced) Project Management Fundamentals Project Planning for Success Solid Foundations
ESTIMATOR	Blueprint Reading & Document Interpretation Build to Lead: Leadership and Professional Development for Women in Construction 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 Microsoft Project for Construction Microsoft Project for Construction (Advanced) Principles of Construction Documentation Solid Foundations
OWNER'S CONSTRUCTION MANAGER	Build to Lead: Leadership and Professional Development for Women in Construction 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 Microsoft Project for Construction Project Management Fundamentals Project Planning for Success Solid Foundations
FOREPERSON	Building Construction - Putting It All Together Build to Lead: Leadership and Professional Development for Women in Construction	Leadership Excellence Program Construction 101 Construction 102

Note: Two Special Topic credits are required. If a course is worth one credit, you must complete two courses to meet the requirement.

THINKING ABOUT GOLD SEAL?

Start your Gold Seal journey with a personalized assessment from CANS Education today.

To book your assessment, contact: agilbert@cans.ns.ca

CANS EDUCATION DISCOUNT PROGRAM

WIPSI FUNDING FOR CANS EDUCATION & TRAINING

Through a valued partnership with the Province of Nova Scotia's Workplace Innovation and Productivity Skills Incentive (WIPSI) Program, eligible CANS members can receive **50% off CANS Education & Training courses upfront**. CANS manages the application process on your behalf, making it easy to access available funding.

Please note: Some course restrictions apply.

CANCELLATION & PAYMENT

Please note the following guidelines for payment.

- Payment is required prior to the course start date
- 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.

QUESTIONS?

Contact CANS Education to learn more or get started.

Anna Swimm
Education & Training Specialist
aswimm@cans.ns.ca
902-468-2267 ext. 731

CUSTOMIZED TRAINING SOLUTIONS

ENHANCE YOUR TRAINING PROGRAM WITH TAILORED TRAINING PLANS

Investing in employee development strengthens retention, boosts morale, and builds a more capable workforce. For many companies, however, designing an effective training program can be time-consuming. CANS makes it easier.

As your training partner, CANS streamlines the process and helps you maximize return on investment by identifying training gaps and aligning them with proven, practical solutions.

TRAINING PLANS FOR SMALL BUSINESSES

No dedicated HR team? No problem. CANS offers a simple, structured approach to help you develop your workforce.

OUR SERVICES INCLUDE:

- Needs assessments and training plan development
- Facilitator sourcing
- Individual or team training strategies
- Comprehensive annual training plans

OUR FOUR-STEP PLAN:

1. Contact the CANS Education team to schedule an initial consultation
2. A need analysis is conducted to identify priority training areas (typically a 60-minute session)
3. CANS training experts source the appropriate training programs and facilitators
4. CANS provides a timely, detailed plan with recommended training options to meet your objectives

Take the first step toward strengthening your team's skills and improving business performance.

WHEN YOU INVEST IN YOUR TEAM, YOU'LL SEE:

1. Improved productivity and more efficient processes
2. Increased employee engagement and retention
3. Growth within your internal talent pipeline
4. Greater opportunities for recognition and advancement
5. Shared success across your organization

QUESTIONS?

To discuss a customized training plan, contact:

Adam Gilbert
Industry Education & Training Development Lead
agilbert@cans.ns.ca
902-809-2297

CORPORATE PRIVATE TRAINING

BE A LEADER IN WORKFORCE TRAINING AND DEVELOPMENT

Hiring talent is only the first step—developing and retaining that talent drives long-term success. CANS offers private, flexible, and fully customized training solutions designed to help your team grow together and perform at a higher level.

WHY CHOOSE PRIVATE TRAINING?

- Any CANS course can be delivered exclusively for your organization
- Available at your workplace, online, or at CANS' Dartmouth office
- Need something specific? CANS can source or develop custom training to meet your needs

ADVANTAGES OF CORPORATE PRIVATE TRAINING

CONVENIENCE: Schedule training at a time and location that suits your business.

CUSTOMIZATION: Tailor content to your organization's unique, including integration with your internal systems, tools and procedures.

LEARNING TRANSFER: Teams that learn together retain more—building a stronger culture of collaboration and shared knowledge.

EFFECIENCY: Train multiple employees at once, reducing per-person costs and minimizing time away from the job.

Private training is designed around your team—delivered where and how you need it, with content that aligns directly to your business goals.

WHAT MEMBERS ARE SAYING

IRON DOG: "We engaged CANS Private Training to assist us in providing leadership development training for our IronDog team leads. The CANS team supported us through a course selection process to meet our requirements and then implemented a series of seven full day training sessions spread out over a 6-month period. In addition, the CANS team led the process to enable us to secure WIPSI funding to offset a portion of the cost.

The participants constantly returned to the office following one of the training sessions excited by the learnings and enthusiastic to implement new skills.

As small business owner, the support of the CANS team to assist us in meeting our leadership development goals, quite simply was the difference in getting it done or not. Highly recommend the CANS team."

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, contact:

Adam Gilbert
Industry Education & Training Development Lead
agilbert@cans.ns.ca
902-809-2297



INDUSTRY FUNDAMENTALS

Construction 101 in Canada

Dates: October 14–15 and 21–22, 2026

Time: 8:30 a.m. – 12 p.m.

Duration: Four sessions (3.5 hours each)

Format: Virtual

Gold Seal credits: 4

Member price: $895 + HST

Non-Member price: $1,070 + HST

Overview:

Construction 101 in Canada provides a comprehensive introduction to the industrial, commercial, institutional, and civil (ICI+C) construction industry. This course explores how construction projects are planned, delivered, and managed from concept through completion. Participants gain practical insight into project teams, delivery methods, procurement, contracts, regulations, and project close-out, enabling them to contribute more effectively to project success.

Construction 102 in Canada

Dates: February 4–5, 2027

Time: 8:30 a.m. – 12 p.m.

Duration: Two sessions (3.5 hours each)

Format: Virtual

Gold Seal credits: 2

Member price: $695 + HST

Non-Member price: $870 + HST

Overview:

Building on Construction 101 in Canada, Construction 102 introduces participants to a deeper understanding of advanced procurement, contract administration and industry best practices. The course will discuss emerging trends, technology in use today and tomorrow, their impacts and potential. This course is designed for those who administer, support, and contribute to the construction process and want to understand the full picture of how all the stakeholders, processes, and decisions come together to build an ICI+C project.

Building Construction – Putting It All Together

Dates: January 26–27 and February 2–3, 2027

Time: 8:30 a.m. – 12 p.m.

Duration: Four sessions (3.5 hours each)

Format: Virtual

Gold Seal credits: 4

Member price: $795 + HST

Non-Member price: $995 + HST

Overview:

This workshop provides a practical overview of construction projects, from initiation through to closeout. It examines the roles and responsibilities of key stakeholders at each stage. Participants gain a clear understanding of industry, building confidence in navigating construction processes, workflows, terminology, and collaboration.

Blueprint Reading & Document Interpretation

Dates:

- October 28–29, 2026
- April 13–14, 2027

Time: 8:30 a.m. – 4 p.m.

Duration: Two sessions (7.5 hours each)

Format: In person

Gold Seal credits: 4

Member price: $995 + HST

Non-Member price: $1,295 + HST

Overview:

Interpreting construction drawings is a critical skill across project management, estimating and site supervision. This course builds participants' ability to read and understand drawings across structural, civil, architectural, mechanical and electrical disciplines, improving communication and decision-making across project teams.

Construction Estimating – The Art of Estimating

Dates:

- November 25 and December 3, 2026
- May 5 and May 12, 2027

Time: 8:30 a.m. – 4 p.m.

Duration: Two sessions (7.5 hours each)

Format: In person

Gold Seal credits: 4

Member price: $995 + HST

Non-Member price: $1,295 + HST

Overview:

This course introduces practical tools and techniques for estimating construction projects from a general contractor's perspective. It focuses on the competitive bid process and strategies to bid success rates, while providing context on industry practices and standards.

Construction Industry Ethics

Dates:

- October 7–8, 2026
- February 10–11, 2027

Time: 8:30 a.m. – 12 p.m.

Duration: Two sessions (3.5 hours each)

Format: Virtual

Gold Seal credits: 3

Member price: $695 + HST

Non-Member price: $895 + HST

Overview:

This course strengthens participants ability to recognize and address ethical challenges in the workplace. It explores ethical decision-making, corporate responsibility and the connection between ethics, the law and long-term business success.



Financial Management for Contractors – Full Program

Dates:

- November 24, 2026
- June 3, 2027

Time: 8:30 a.m. – 4 p.m.

Duration: One session (7.5 hours)

Format: In person

Gold Seal credits: 2

Member price: $695 + HST

Non-Member price: $895 + HST

Overview:

Designed for non-accounting professionals, this course covers the fundamentals of construction financial management for small and mid-sized contractors and subcontractors. Participants learn how to interpret financial data, monitor profit performance, and support informed decision-making. Participants will build a SWOT analysis relevant to their company, set key performance indicators (KPIs), and create an action plan to put these ideas into practice.



CONSTRUCTION DOCUMENTATION

Principles of Construction Documentation (PCD)

Dates: October 27, November 3, 10, 17 and 23, 2026

Time: 8:30 a.m. – 4 p.m.

Duration: Five sessions (7.5 hours each)

Format: Virtual or in person

Gold Seal credits: 10

Member price: $1,995 + HST

Non-member price: $2,595 + HST

Overview:

This foundational course explains the construction processes, how to recognize legal considerations and apply basic risk management principles. The program provides a comprehensive understanding of construction documentation and contract administration concepts, and how they support successful project delivery.

Note: This course is required for anyone pursuing Construction Specifications Canada (CSC) designations. Completion may also contribute toward the experience requirement for the RSW designation.

An Owner's Guide to Construction Procurement

Dates:

- September 8, 2026 (virtual)
- June 8, 2027 (in person)

Time: 8:30 a.m. – 12 p.m.

Duration: One session (3.5 hours)

Format: Virtual or in person

Gold Seal credits: 1

Member price: $445 + HST

Non-Member price: $575 + HST

Overview:

This course helps participants evaluate appropriate project delivery method and contract pricing strategies. It also examines the key legal framework governing competitive construction procurement in the Canadian construction industry. Participants explore at the characteristics of various traditional construction project delivery models and discusses how to select the right delivery, model, pricing option, and procurement method, for a given construction project.

CCDC Series: Foundational Guide to Navigating CCDC Contracts and Subcontracts

Dates:

- November 3, 10 and 17, 2026
- May 11, 19 and 25, 2027

Time: 9 a.m. – 1 p.m.
Duration: Three sessions (4 hours each)
Format: Virtual
Gold Seal credits: 3
Member price: $995 + HST
Non-Member price: $1,295 + HST

Overview:

This introductory course series is designed for general contractors, subcontractors, owners, procurement professionals and consultants involved in competitively procured construction projects. While focused on the Design-Bid-Build delivery model using stipulated price contracts, the content is applicable to a range of project delivery and pricing approaches.

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

Module 1: A Guide to Construction Subcontracts and Subcontracting

Dates:

- November 3, 2026
- May 11, 2027

Time: 9 a.m. – 1 p.m.
Duration: One session (4 hours)
Format: Virtual
Gold Seal credits: 1
Member price: $445 + HST
Non-Member price: $575 + HST

Overview:

This session examines construction subcontracts from the perspective 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 2: A Guide to Construction Contracts

Dates:

- November 10, 2026
- May 19, 2027

Time: 9 a.m. – 1 p.m.
Duration: One session (4 hours)
Format: Virtual
Gold Seal credits: 1
Member price: $445 + HST
Non-Member price: $575 + HST

Overview:

This session introduces construction contracts from the perspective of owners and general contractors. It examines standard contract structure, common clauses and key legal principles, with a focus on 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 3: A Guide to CCDC 2 2020 – Standard Stipulated Price Contract Form for Construction

Dates:

- November 17, 2026
- May 25, 2027

Time: 9 a.m. – 1 p.m.
Duration: One session (4 hours)
Format: Virtual
Gold Seal credits: 1
Member price: $445 + HST
Non-Member price: $575 + HST

Overview:

This session focuses on the Canadian Construction Document Committee's standard stipulated price contract, CCDC 2 (2020). It reviews the structure, key clauses and updates introduced in the 2020 version.



LEADERSHIP DEVELOPMENT

Leadership Excellence for Managers & Supervisors

Dates:

- September 24, October 1, 8 and 15, 2026
- January 28, February 4, 11 and 18, 2027

Time: 8:30 a.m – 4 p.m.

Course Duration: Four sessions (7.5 hours each)

Delivery Format: In person

Gold Seal credits: 8

Member Price: $1,995 + HST

Non-Member Price: $2,595 + HST

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, gain communication skills, 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.

This interactive course will build skills and confidence to lead effective orientations, team discussions, or training sessions. This course will help to understand conflict, recognize own conflict style, and use practical strategies to resolve disputes in a positive, respectful way.

Effective Construction Meetings & Minutes

Date: February 12, 2027
Time: 8:30 a.m. – 12 p.m.
Duration: One session (3.5 hours)
Format: Virtual
Gold Seal credits: 1
Member price: $495 + HST
Non-Member price: $645 + HST

Overview:

Effective construction meetings and clear documentation are critical to keeping construction projects on track. This course introduces practical strategies to plan, lead and document meetings that support accountability, communication and project success. Participants will learn to recognize the importance of meeting minutes as formal project records and understand their role in project communication, risk management, contract administration, and dispute prevention.

Solid Foundations: Workplace Wellbeing, Masculinity and Leadership in Construction

Dates:

- December 1–2, 2026
- April 6–7, 2027

Time: 8:30 a.m. – 4 p.m.
Duration: Two sessions (7.5 hours each)
Format: In person
Gold Seal credits: 4
Member price: $1,995 + HST
Non-Member price: $2,595 + HST

Overview:

This course supports participants in navigating the realities of working in a male-dominated industry. It provides practical strategies to foster healthier workplaces, strengthen leadership approaches and improve communication. The interactive Delivery format encourages experience and knowledge-sharing, and the immediate application of skills.

Built to Lead: Leadership and Professional Development for Women in Construction

Dates:

- October 21, November 4 and 18, 2026
- March 17, 31 and April 15, 2027

Time: 8:30 a.m. – 4 p.m.
Duration: Three sessions (7.5 hours each)
Format: In person
Gold Seal credits: 6
Member price: $1,495 + HST
Non-Member price: $1,945 + HST

Overview:

This course is a cohort-based leadership development program designed specifically for women working across the construction industry. Participants learn and apply new skills between classes, returning to reflect on experiences, share insights, and deepen their learning.

Participants build practical skills in communication, confidence, negotiation, conflict resolution, and leadership presence. The program combines peer learning, self-reflection, and real-world application to help participants strengthen their influence, navigate workplace challenges, and lead with greater confidence and credibility.



LEAN CONSTRUCTION

Certificate of Management in Lean Construction

Dates:

- October 20–21 and 27–28, 2026
- March 23–24 and 30–31, 2027

Time: 8:30 a.m. – 4 p.m.

Duration: Four sessions (7.5 hours each)

Format: Virtual

Gold Seal credits: 8

Member price: $2,795 + HST

Non-member price: $3,595 + HST

** Please note: Program fees do not include the CM-Lean exam fee. Upon successful completion of all program units, participants must register for and pay the examination fee directly to AGC.*

Overview:

Lean Construction focuses on reducing costs and increasing value by improving how construction projects are managed. This updated AGC Edge Lean Construction program introduces participants to core lean principles and demonstrates how they can be applied to construction projects through practical, hands-on learning.

Key exercises include the Parade of Trades, which illustrates the impact of workflow reliability on project success, and a simulation of the Last Planner® System, which reinforces predictable planning and continuous improvement.

Completion of all program units makes participants eligible to pursue the exam for the Certificate of Management – Lean Construction (CM-Lean).



MICROSOFT OFFICE

Microsoft Excel: Complete Series

Dates:

- September 29, October 6 and 13, 2026
- March 9,16 and 24, 2027

Time: 8:30 a.m. – 4 p.m.

Duration: Three sessions (7.5 hours each)

Format: In person

Gold Seal credits: 6

Member price: $1,195 + HST

Non-Member price: $1,595 + HST

Overview:

This comprehensive series builds practical Excel skills to help participants work more efficiently and confidently with data. Across three modules, participants develop skills in data entry, formatting, formulas and tools for analysis and reporting.

- 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.

Microsoft Excel: Beginner

Dates:

- September 29, 2026
- March 9, 2027

Time: 8:30 a.m. – 4 p.m.

Duration: One session (7.5 hours)

Format: In person

Gold Seal credits: 2

Member price: $445 + HST

Non-Member price: $575 + HST

Overview:

This introductory course builds foundational Excel skills for new users. Participants learn how to create, format and manage basic worksheets, and develop confidence in organizing and presenting data.

MICROSOFT OFFICE

Microsoft Excel: Intermediate

Dates:

- October 6, 2026
- March 16, 2027

Time: 8:30 a.m. – 4 p.m.
Duration: One session (7.5 hours)
Format: In person
Gold Seal credits: 2
Member price: $445 + HST
Non-Member price: $575 + HST

Overview:

This course builds on foundational knowledge to enhance data analysis and reporting skills. Participants learn to use formulas, functions and visualization tools to manage and interpret larger data sets.

Microsoft Excel: Advanced

Dates:

- October 13, 2026
- March 24, 2027

Time: 8:30 a.m. – 4 p.m.
Duration: One session (7.5 hours)
Format: In person
Gold Seal credits: 2
Member price: $445 + HST
Non-Member price: $575 + HST

Overview:

Designed for experienced users, this course introduces advanced Excel tools for managing complex data and improving workflow efficiency. Participants learn to build dynamic reports and automate processes.

Using Microsoft Outlook for Time Management

Date: November 6, 2026
Time: 8:30 a.m. – 4 p.m.
Duration: One session (7.5 hours)
Format: In person
Gold Seal credits: 2
Member price: $445 + HST
Non-Member price: $575 + HST

Overview:

This course provides practical strategies for using Microsoft Outlook to improve organization and time management. Participants learn how to manage email, calendars and tasks while reducing digital clutter and improving daily workflows. The course also introduces techniques like the Four D's—Do, Dump, Delay, or Delegate—to help prioritize tasks.

Microsoft Project for Construction: Beginner

Dates:

- December 1–2, 2026
- February 16–17, 2027

Time: 9:30 a.m. – 12:30 p.m.
Duration: Two sessions (3 hours each)
Format: Virtual
Gold Seal credits: 2
Member price: $595 + HST
Non-Member price: $775 + HST

Overview:

This introductory course teaches participants how to read, interpret, and update project schedules using Microsoft Project. Participants will learn how to identify key project information, including tasks, dates, resources, and critical activities, while maintaining the integrity of the original schedule. The course also covers schedule updates, delays, float, and the impact of project changes.

Microsoft Project for Construction: Intermediate

Date:

- December 8–9, and 15–16, 2026
- February 23–24 and March 2–3, 2027

Time: 9:30 a.m. – 12:30 p.m.

Duration: Four sessions (3 hours each)

Format: Virtual

Gold Seal credits: 4

Member price: $1,195 + HST

Non-Member price: $1,555 + HST

Overview:

This course teaches project managers how to develop, manage, and control construction schedules using Microsoft Project. Participants will learn industry best practices for scheduling, resource management, project tracking, and cost control, including how to incorporate labour, equipment, time, and budget data into project plans. The course also covers schedule updates, change management, delay analysis, resource optimization, and performance reporting to support informed decision-making throughout the project lifecycle.

Microsoft Project for Construction: Advanced

Date: April 6–8, 2027

Time: 9:30 a.m. – 12:30 p.m.

Duration: Three sessions (3 hours each)

Format: Virtual

Gold Seal credits: 3

Member price: $995 + HST

Non-Member price: $1,195 + HST

Overview:

This course provides practical, advanced scheduling and project controls techniques to help construction professionals improve project outcomes. Participants will learn how to identify and analyze schedule impacts, document delays and change orders, develop effective reporting tools, and standardize project plans for improved communication and consistency.

The course also explores industry best practices for creating as-built schedules, managing inherited and multiple project schedules, optimizing resource allocation, and implementing early warning systems such as earned value and cash flow analysis to support proactive project management and informed decision-making.



PROJECT MANAGEMENT

Project Management Fundamentals

Date: March 18, 2027
Time: 8:30 a.m. – 4 p.m.
Duration: One session (7.5 hours)
Format: In person
Gold Seal credits: 2
Member price: $995 + HST
Non-Member price: $1,295 + HST

Overview:

This interactive course introduces the basics of construction project management. Participants gain an understanding of key processes, roles and responsibilities needed to manage a project from initiation through completion. This course also explores core competencies needed to support effective project leadership

Blueprint for Success: Construction Project Planning

Date: December 15–16, 2026
Time: 8:30 a.m. – 12 p.m.
Duration: Two sessions (3.5 hours each)
Format: Virtual
Gold Seal credits: 2
Member: $695 + HST
Non-Member: $895 + HST

Overview:

This course focusses on developing an effective Construction Execution Plan to guide projects from start to finish. Participants learn how to define scope, manage timelines, allocate resources and address risks to support successful project delivery. Practical tools, templates, and checklists—developed from industry experience—are provided for immediate application.

Contractor's Practical Guide to Change Order Pricing and Management

Date: January 19–20, 2027
Time: 8:30 a.m. – 12 p.m.
Duration: Two sessions (3.5 hours each)
Format: Virtual
Gold Seal credits: 2
Member price: $695 + HST
Non-Member price: $895 + HST

Overview:

This course provides practical tools to help contractors manage change orders effectively—one of the most critical aspects of project success. Participants learn how to prepare, price, submit and negotiate change orders to improve approval rates and ensure proper compensation. A detailed manual with templates and sample documents are provided for immediate application.

Closeout of a Construction Project

Date: November 18–19, 2026
Time: 8:30 a.m. – 12 p.m.
Duration: Two sessions (3.5 hours each)
Format: Virtual
Gold Seal credits: 2
Member price: $695 + HST
Non-Member price: $895 + HST

Overview:

This course provides a structured approach to managing the construction close-out process, with a focus on efficient turnover, clear documentation, and meeting contractual requirements. Participants learn how to plan, track and complete key closeout activities across all project phases, supported by practical tools, templates and checklists to ensure a smooth and organized transition to project completion.

Mastering Subcontracts: Maximizing Opportunities and Minimizing Risk

Date: March 24–25, 2027
Time: 8:30 a.m. – 12 p.m.
Duration: Two sessions (3.5 hours each)
Format: Virtual
Gold Seal credits: 2
Member price: $695 + HST
Non-Member price: $895 + HST

Overview:

This workshop provides practical strategies to help identify opportunities while effectively managing risk. Designed for both new and experienced subcontractors, this course builds confidence in reviewing, negotiating and managing subcontract agreements.

Participants work with a detailed manual featuring checklists, templates and tools, and develop a customized "Subcontract Handbook" to support future work. A structured review approach helps participants identify and assess high-risk subcontract clauses.

Building with Confidence: Site Supervisor Practical Skills Workshop

Date: January 6–7, 13–14, 20–21 and 27–28, 2027
Time: 12:30 – 4:30 p.m.
Duration: Eight sessions (4 hours each)
Format: Virtual
Gold Seal credits: 10
Member price: $2,795 + HST
Non-Member price: $3,595 + HST

Overview:

This workshop equips site supervisors with the practical skills needed to manage construction sites, coordinate trades, and support successful project delivery. Participants will gain a stronger understanding of construction processes, project delivery methods, site planning, and supervisory responsibilities while developing the leadership and communication skills needed to lead crews effectively. The course focuses on practical strategies for managing daily site operations, supporting project milestones, and fostering a safe, productive, and collaborative work environment.



CONSTRUCTION LAW

Construction Law: Full Program

Dates:

- September – December (virtual)
- March – June (in person)

Time: 8:30 a.m. – 12 p.m

Duration: Ten sessions (3.5 hours each)

Format: Virtual or in person

Gold Seal credits: 10

Member price: $2,495 + HST

Non-Member price: $3,245 + HST

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: CCA Documents

Date:

- September 3, 2026 (virtual)
- March 4, 2027 (in person)

Time: 8:30 a.m. – 12 p.m

Duration: One session (3.5 hours)

Format: Virtual or in person

Gold Seal credits: 1

Member price: $445 + HST

Non-Member price: $575 + HST

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 2: Avoid Litigation and Collect Unpaid Accounts

Date:

- September 17, 2026 (virtual)
- March 19, 2027 (in person)

Time: 8:30 a.m. – 12 p.m

Duration: One session (3.5 hours)

Format: Virtual or in person

Gold Seal credits: 1

Member price: $445 + HST

Non-Member price: $575 + HST

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 3: Construction Claims: Debts, Bonds and Bankruptcy

Date:

- September 24, 2026 (virtual)
- March 25, 2027 (in person)

Time: 8:30 a.m. – 12 p.m

Duration: One session (3.5 hours)

Format: Virtual or in person

Gold Seal credits: 1

Member price: $445 + HST

Non-Member price: $575 + HST

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 ors, 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 4: Delay Claims and Change Orders

Date:

- October 8, 2026 (virtual)
- April 1, 2027 (in person)

Time: 8:30 a.m. – 12 p.m

Duration: One session (3.5 hours)

Format: Virtual or in person

Gold Seal credits: 1

Member price: $445 + HST

Non-Member price: $575 + HST

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 cause by delays.

Module 5: Mediation and Alternate Dispute Resolution

Date:

- October 22, 2026 (virtual)
- April 22, 2027 (in person)

Time: 8:30 a.m. – 12 p.m

Duration: One session (3.5 hours)

Format: Virtual or in person

Gold Seal credits: 1

Member price: $445 + HST

Non-Member price: $575 + HST

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 6: Labour Law and the Construction Industry

Date:

- October 29, 2026 (virtual)
- April 29, 2027 (in person)

Time: 8:30 a.m. – 12 p.m

Duration: One session (3.5 hours)

Format: Virtual or in person

Gold Seal credits: 1

Member price: $445 + HST

Non-Member price: $575 + HST

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: Occupational Health & Safety in the Construction Industry

Date:

- November 16, 2026 (virtual)
- May 13, 2027 (in person)

Time: 8:30 a.m. – 12 p.m

Duration: One session (3.5 hours)

Format: Virtual or in person

Gold Seal credits: 1

Member price: $445 + HST

Non-Member price: $575 + HST

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 8: Builders' Liens, Holdbacks and Claims

Date:

- November 23, 2026 (virtual)
- May 20, 2027 (in person)

Time: 8:30 a.m. – 12 p.m

Duration: One session (3.5 hours)

Format: Virtual or in person

Gold Seal credits: 1

Member price: $445 + HST

Non-Member price: $575 + HST

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 9: Bidding and Tendering

Date:

- December 3, 2026 (virtual)
- June 10, 2027 (in person)

Time: 8:30 a.m. – 12 p.m

Duration: One session (3.5 hours)

Format: Virtual or in person

Gold Seal credits: 1

Member price: $445 + HST

Non-Member price: $575 + HST

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 10: Successful Integration of Diverse Populations in the Workplace

Date:

- December 10, 2026 (virtual)
- June 17, 2027 (in person)

Time: 8:30 a.m. – 12 p.m

Duration: One session (3.5 hours)

Format: Virtual or in person

Gold Seal credits: 1

Member price: $445 + HST

Non-Member price: $575 + HST

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 delivery 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

Dates:

- August 17–18, 2026 (virtual)
- September 8–11, 2026 (virtual)
- October 19–22, 2026 (virtual)
- November 9–10, 2026 (virtual)
- December 14–17, 2026 (virtual)
- January 18–19, 2027 (virtual)
- February 8–11, 2027 (virtual)
- March 22–23, 2027 (in person)
- April 19–22, 2027 (virtual)
- May 17–18, 2027 (virtual)
- June 21–22, 2027 (virtual)

Times: 8:30 a.m. – 5 p.m., or 8:30 a.m. – 12:30 p.m.

Duration: Two sessions (8.5 hours each) or four sessions (3.5 hours each)

Format: Virtual or in person

Gold Seal credits: 4

Price: $1,995 + HST

Overview:

Construction, renovation, and maintenance in healthcare facilities present unique risks of infection that can impact patients, staff and visitors. This course focuses on the CSA Z317.13:22 standard and best practices required to manage infection prevention and control throughout healthcare construction.

Participants learn how to identify contamination risks, conduct risk assessments and implement effective infection control strategies before, during and after construction activities. Practical applications—including dust containment, mold remediation and water system risk management—are explored to support safe and compliant healthcare environments.

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



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