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**Blueprint Reading - The Basics**

**Dates offered in HRM:**
- September 19-21, 2012 (CANS - Dartmouth)
- January 23-25, 2013 (CANS - Dartmouth)

**Cost**
- **Member:** $595.00 + $89.25 HST = $684.25
- **Non-member:** $773.50 + $116.03 HST = $889.53

**Dates offered outside of HRM:**
- March 25-27, 2013 (Sydney, NS)

*check online for exact location of courses*

**Cost**
- **Member:** $650.00 + $97.50 HST = $747.50
- **Non-member:** $845.00 + $126.75 HST = $971.75

**Duration:** 3 days  
**Time:** 8:30 a.m. – 4:30 p.m.

**Description:** The ability to read blueprints is a primary function of the construction process. They are the pictures from which we calculate materials; derive labour needs and plan our work activities. This 3-day workshop introduces participants to the basic principles of blueprint reading.

**Who Should Attend:** Those who wish to improve their “print reading” skills.

**This course is Gold Seal accredited. (3 credits)**

**Learning Objectives:**
- Read and interpret drawings and specifications
- Understand and use referencing tools
- Understand and use scales
- Demonstrate knowledge of specifications as they relate to drawings
- Demonstrate basic quantity takeoff
- Understand the importance of drawings and specifications
- Demonstrate a knowledge of drawing relationships between trade disciplines

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

**Facilitator:** Paul Kelly  
CAT, Project Manager

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**Construction: The Basics**

**Dates offered:**
- January 31 - February 1, 2013

**Facilitator:** Julia MacPherson  
Project Manager, MEG Consulting & Project Management Inc.

**March 26-27, 2012**

**Facilitator:** Donna Hoar  
GSC Project Manager, Aecon Atlantic Group

**Cost**
- **Member:** $450.00 + $67.50 HST = $517.50
- **Non-member:** $585.50 + $87.83 HST = $673.33

**Duration:** 2 days  
**Time:** 9 a.m. – 4:30 p.m.

**Description:** This 2-day workshop will assist the participant in navigating through basic construction processes from how work is obtained to final project closeout.

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

**This course is Gold Seal accredited. (2 credits)**

**Learning Objectives:**
- Understand the need for construction
- Define the types of construction
- Identify the key players in the construction process
- Illustrate the tender process
- Define the different types of construction contracts
- Follow and complete the paper trail in project administration and closeout
- Build a construction vocabulary

**Content:**
- Construction industry overview
- Decision to build
- Types of construction
- The players
- Basis and forms of tender
- The tender call process
- The paper trail:
  - Contract
  - Managing the contract
  - Contract closeout

**Location:** Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
Construction Insurance: Bonding, Insurance and Liability

Date: February 22, 2013
Duration: 1 day  Time: 9 a.m. – 4:30 p.m.

Cost
Member: $275.00 + $41.25 HST = $316.25
Non-member: $357.50 + $53.63 HST = $411.13

Description: A standard practice of risk management is to incorporate construction bonds and insurance into the execution of a construction contract. The successful contractor understands construction insurance and takes practical steps to protect against and manage risks.

Who Should Attend: Those who wish to improve their construction insurance knowledge.

This course is Gold Seal accredited. (1 credit)

Content:
• Introduction to insurance
• Role of the insurance broker & obligations of the client
• Core coverages:
  Commercial general liability, commercial property, builders’ risk, wrap up liability, automobile, professional liability, environmental liability, aircraft & watercraft liability, umbrella & excess liability
• Factors that impact the cost of insurance
• Understanding and interpreting project specifications (what is being asked for, what is actually required, who is responsible for purchasing which coverages)
• Special exposures
• Lost control

Facilitator(s): Steven Bates, BBA, FCIP, CAIB, CRM
              Victoria Stanhope, BA, CIP

Location: Construction Association of Nova Scotia (CANS)
          260 Brownlow Avenue, Unit 3
          Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
CANSnet User Information Session

Dates and Times:

January 4, 2013 8:30 a.m. – 9:30 a.m.
February 11, 2013 3:00 p.m. – 4:00 p.m.
March 20, 2013 8:30 a.m. – 9:30 a.m.
April 22, 2013 3:00 p.m. – 4:00 p.m.

Duration: 1 hour

Cost
Member: FREE * But you must register on-line from our website.

Description: CANSnet offers an array of exclusive member services designed for business and professional development. This workshop will assist the participant in better navigating CANSnet and capitalizing on the benefits of their CANS membership.

Who Should Attend: Those who wish to improve their understanding of CANSnet.

Learning Objectives:
• Utilize the search engine to identify construction projects most applicable to the user
• Manage and optimize the use of My CANSnet
• Register and access information regarding Continuing Education courses and other development opportunities
• Register for upcoming special events and sponsorship opportunities
• Learn to access closed and upcoming construction projects

Content:
• Understanding and maximizing membership benefits
• The “Add to My Projects” feature
• Zipping files
• Categorizing construction projects
• Managing email notifications
• Reviewing “My Orders”

Facilitator(s): Antoinette JeBailey

Location: Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
Tendering: A Legal Perspective

Dates offered:
- September 7, 2012 (Sydney, Cape Breton)
  Time: 9 a.m. – 12 noon
  *check online for exact location of courses
- January 30, 2012 (CANS - Dartmouth)
  Time: 1 p.m. – 4 p.m.

Duration: 1/2 day

Cost
- Member: $275.00 + $41.25 HST = $316.25
- Non-member: $357.50 + $53.63 HST = $411.13

Description: The lump sum tender call is the most common form of obtaining work in the construction industry. The specific rights and obligations imposed on both the Owner and the Bidder are provided for in the documents of the bid package. It is best to be aware of the potential problems and unnecessary expense that often flow from problems with the tender. This seminar will highlight areas of potential risk and discuss the legal framework developed by the various Canadian jurisdictions.

Who Should Attend: Those who wish to improve their knowledge of the tendering process.

Course Topics:
- The lump sum contract
- Contract formation
- Methods of tendering: public & invitational
- Contract documents: bid package, contents of bid package
- Tendering process: basics of competitive bidding, traditional law of bidding, Ron Engineering, Formation Contract A & B
- Owner’s duties and responsibilities in the tender call
- Contractors duties and responsibilities in the bid submission
- Requests for proposals

Facilitator: Harvey Morrison, QC, LL.B
McInnes Cooper Lawyers

Occupational Health and Safety and the Construction Industry

Dates offered:
- September 7, 2012 (Sydney, Cape Breton)
  Time: 1 p.m. – 4 p.m.
  *check online for exact location of courses
- January 9, 2013 (CANS - Dartmouth)
  Time: 1 p.m. – 4 p.m.

Duration: 1/2 day

Cost
- Member: $275.00 + $41.25 HST = $316.25
- Non-member: $357.50 + $53.63 HST = $411.13

Description: 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.


Course Topics:
- NS 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 Supervisors

Facilitator: Kyle MacIsaac
McInnes Cooper Lawyers

Brad Proctor, LLB, MBA, B Sc. – Partner
McInnes Cooper

Additional course details available at cans.ns.ca/education
 Builders’ Liens: Holdbacks and Claims

**Dates offered:** October 3, 2012
February 14, 2013

**Duration:** 1/2 day  **Time:** 9 a.m. – 12 noon

**Cost**
- **Member:** $275.00 + $41.25 HST = $316.25
- **Non-member:** $357.50 + $53.63 HST = $411.13

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

**Who Should Attend:** Those who wish to improve their knowledge of the tendering process.

**Learning Objectives:**
- Demonstrate a working knowledge of the lien process
- Understand the importance of timelines defined in the Act
- Build a lien vocabulary
- Follow and complete the paper trail in the lien process
- Demonstrate a knowledge of the project holdback and its application
- Identify the players in the lien process

**Course Topics:**
- Introduction and general principles
- Who is an Owner?
- Holdback
- Ranking of claims
- Property to which a lien may attach
- Amount of a lien
- Application to Provincial Crown
- Registering the lien
- Discharge of lien
- Trust provisions

**Facilitator:** John Kulik QC, LL.B
McInnes Cooper Lawyers

**Location:** Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

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Labour Law and the Construction Industry

**Date:** January 9, 2013

**Duration:** 1/2 day  **Time:** 9 a.m. – 12 noon

**Cost**
- **Member:** $275.00 + $41.25 HST = $316.25
- **Non-member:** $357.50 + $53.63 HST = $411.13

**Description:** The largest factor on any construction project are its people. Knowing labour laws and their 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.

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

**Course Topics:**
- Labour Standards
- Human Rights
- Workers’ Compensation Act
- Drug & Alcohol Testing Policies
- Discrimination and Harassment
- Hours of Work – Overtime

**Facilitator:** Malcolm Boyle,
McInnes Cooper

**Location:** Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
Delay Claims and Change Orders

Date: January 16, 2013  
Duration: 1/2 day  
Time: 1 p.m. – 4 p.m.

Cost
Member: $275.00 + $41.25 HST = $316.25  
Non-member: $357.50 + $53.63 HST = $411.13

Description: 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 them will not be encompassed by the contract price!

This 1/2 day seminar will provide a high level overview of delay claims, 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!

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

Course Topics:
• Introduction
• Delay Claims
  - Generally
  - 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
  - Generally
  - Changes in the Scope of Work
  - Proceeding in the Absence of a Signed Change Order
  - Valuation and Payment of Change Orders
  - Impact Costs

Facilitator: Aidan Meade  
McInnes Cooper

Location: Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

Document Retention: What You Should Know

Date: February 14, 2013  
Duration: 1/2 day  
Time: 1 p.m. – 4 p.m.

Cost
Member: $275.00 + $41.25 HST = $316.25  
Non-member: $357.50 + $53.63 HST = $411.13

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

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

Course Topics:
• Legal Requirements: Statutory & Regulatory
• Retention Policies
• Electronic Documents & Hand Held Devices
• Email
• Proper Document Destruction
• Privacy

Facilitator(s): Construction Law Group – McInnes Cooper Lawyers
  
Jane O’Neill, LLB, BA - Partner  
David Fraser, LLB - Partner

Location: Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
Construction Claims: Debts, Bonds and Bankruptcy

Date: February 21, 2013
Duration: 1/2 day  Time: 1 a.m. – 4 p.m.

Cost
Member: $275.00 + $41.25 HST = $316.25
Non-member: $357.50 + $53.63 HST = $411.13

Description: 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?

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

Course Topics:
- Debt Claims - Court Actions
  - Supreme Court of NS
  - Small Claims Court
- Debt Claims - Enforcement of Judgments
- Bankruptcy
  - Secured Creditors
  - Proving Your Claim
  - Common Claim Errors
  - Property Claims
  - Discharge
  - Proposals
- Bond Claims
  - General Information
  - Payment Bonds / Labour & Material Bonds
    - Benefits
    - Conditions
    - Proving Claims
    - Defences of Bonding Companies
    - Bid Bonds
    - Performance Bonds

Facilitator: Jeff Aucoin
McInnes Cooper Lawyers

Location: Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
**LUNCH AND LEARNS**

**Bidding and Tendering: Understand the Documents and Risks**

**Dates offered:** September 13, 2012  
March 25, 2013

**Duration:** 1.5 hrs  
**Time:** 12 noon – 1:30 p.m.

**Cost**  
**Member:** $40.00 + $6.00 HST = $46.00  
**Non-member Cost:** $52.00 + $7.80 HST = $59.80

Lunch is provided

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

**Who Should Attend:** Owners and bidding contractors seeking an update on procurement law and methods.

**Content:**
- 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 can a non compliant bid stay in the game?
- Duties of fairness and good faith - the unwritten terms.

**Facilitator:** Harry Thurlow, Partner  
Cox & Palmer

**Location:** Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

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**Employment Relations: The Good, The Bad & The Ugly**

**Date:** November 23, 2012

**Duration:** 1.5 hrs  
**Time:** 12 noon – 1:30 p.m.

**Cost**
- **Member:** $40.00 + $6.00 HST = $46.00  
- **Non-member:** $52.00 + $7.80 HST = $59.80

Lunch is provided

**Description:** This workshop will explore the employment relationship from the moment of hiring, through discipline and termination.

**Who Should Attend:** Those who wish to improve their knowledge of employment relationships.

**Content:**
- Employers’ use of good hiring practices
- Duty to accommodate in the workplace
- Proper use of progressive warning
- Avoiding liability in terminations

**Facilitator:** Terry Roane and Alison Bird  
Cox & Palmer

**Location:** Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
How to not “lose your shirt”: Incorporations and Partnerships Versus Sole Proprietorship

Date: February 27, 2013
Duration: 1.5 hrs    Time: 12 noon – 1:30 p.m.
Cost
Member: $40.00 + $6.00 HST = $46.00
Non-member: $52.00 + $7.80 HST = $59.80

Lunch is provided

Description: Are you a proprietor, but interested in learning more about the advantages and disadvantages associated with a business becoming incorporated? Learn about the tax opportunities associated with incorporation.

Who Should Attend: Small business owners.

Content Topics:
- Tax planning opportunities associated with becoming incorporated
- Proprietorship: Advantages and Disadvantages
- Partnership: Advantages and Disadvantages
- Advantages of incorporation:
  - The small business deduction
  - Tax savings
  - Tax deferral
  - Tax deferral on corporate bonuses
  - Employee benefits

Facilitator: Jennifer Forster
Cox & Palmer

Location: Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

How to Get Paid: Collection of Unpaid Accounts

Date: March 13, 2013
Duration: 1.5 hrs    Time: 12 noon – 1:30 p.m.
Cost
Member: $40.00 + $6.00 HST = $46.00
Non-member: $52.00 + $7.80 HST = $59.80

Lunch is provided

Description: Collection of unpaid accounts can be frustrating and time consuming. Learn more about the legal actions you can take to get payment.

Who Should Attend: Small business owners, and managers.

Content Topics:
- Procedure for pursuing unpaid accounts in Small Claims Court
- Procedure for pursuing unpaid accounts in Supreme Court
- Options available for collection once judgement is obtained
  - Bankruptcy
  - Bond Claims

Facilitator: Andrew Sowerby
Cox & Palmer

Joseph Herschorn
Cox & Palmer

Location: Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
Advanced Supervisor Training Program (ASTP)

(1 day per week over 6 weeks)

Duration: 6 days Time: 9 a.m. – 4 p.m.

Cost
Member: $1500.00 + $225.00 HST = $1725.00
Non-member: $1950.00 + $292.50 HST = $2242.50

Description: A follow up to the popular Supervisor Training Program, this course offers further study into human resources management with a focus on developing strong interpersonal skills.

Who Should Attend: The ASTP is designed for experienced foremen, superintendents and new project managers.

This course is Gold Seal accredited. (5 credits)

Content:
• Module 1: Motivation and Leadership 1 & 2
• Module 2: Decision Making & Problem Solving
• Module 3: Interviewing, Hiring and Terminating
• Module 4: Conflict Management
• Module 5: Records, Documents and Report Writing
• Module 6: Team Building
• Module 7: Drug and Alcohol Awareness
• Module 8: Labour Law / Employment Standards
• Module 9: Change Order Management

Facilitator(s): Rick Fair, BA, B Ed - Fairwinds Training & Development;
Donna Hoar, GSC Project Manager - AECON Atlantic Group;
Nadine Wentzell, BSC, MAdEd;
Malcolm Boyle, BA, MA, LL.B - McInnes Cooper Lawyers

Location: Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

This course was developed by
Merit Contractors Association of Alberta

Additional course details available at cans.ns.ca/education
Business Writing

Dates offered:
September 26, 2012 (CANS Dartmouth)
November 19, 2012 (Coldbrook, NS)
February 28, 2013 (CANS Dartmouth)
*check online for exact location of courses

Duration: 1 day  Time: 9 a.m. – 4 p.m.
Cost
Member: $295.00 + $44.25 HST = $339.25
Non-member: $383.50 + $57.53 HST = $441.03

This course is Gold Seal accredited. (1 credit)

Description: Writing proposals, reports, emails and other written communications are important skills for both business and personal life. Writing great documents, letters and reports help to get results internally with your team and externally with the client, where poor letters and reports fail. People judge others on the quality of their writing, so it's helpful to be able to write well.

For those who must write as part of their job, being able to write well is a real career boost. Learn how to enhance your organizational profile and capture your thoughts on paper so they are strong and persuasive, but at the same time clear, concise, complete and correct.

Who Should Attend: All those who are interested in improving their business writing competency.

Facilitator: Sylvie Thibault, MBA
Fairwinds Training & Development

Will You Be Ready When the $*#$ Hits the Fan?

Dates offered: February 20, 2013
March 7, 2013

Duration: 1/2 day  Time: 9 a.m. – 12 noon

Cost
Member: $225.00 + $33.75 HST = $258.75
Non-member: $292.50 + $43.88 HST = $336.38

Description: Ask yourself this: When the s#&% hits the fan, what will your company say and do to maintain trust, control and cash flow in order to survive?

Safety programs, honesty and common sense only go so far in averting a crisis: equipment fails, injuries happen, and sometimes employees bend rules and cover up evidence. So it’s not a question of if you will experience an issue or emergency, but when. And it’s only a “crisis” when you lose control of the outcome.

When emergencies happen, your staff, clients, stakeholders, media and the public will judge you based on:
• The concern you show for those affected
• How quickly, competently, willingly you respond
• How proactive, regular, accessible and transparent you are with communication
• Your reputation and track record
• How well you tried to prevent and prepare for the issue
• How you adapt and learn from the experience

How you act will influence their decisions to continue working with you – or not. So, your response is really about earning and maintaining trust. It’s a currency you earn daily that allows you to work and make a living, and a currency you spend in emergencies.

Who Should Attend: Business owners, senior executives, planners, risk managers, and spokespeople.

Facilitator: Michael Dunn, BSc, BPR
President, Dunn & Associates Communications and Public Affairs Inc.

Location: Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
Effective Communication

**Date:** April 4, 2013  
**Duration:** 1 day  
**Time:** 9 a.m. – 4 p.m.

**Cost**  
**Member:** $225.00 + $33.75 HST = $258.75  
**Non-member:** $225.00 + $33.75 HST = $258.75

**Description:** This workshop is designed to improve communication at all levels within an organization. Learn how to apply communication styles to build effective working relationships. Communication starts with active listening, where you listen to understand before you are understood.

**Who Should Attend:** Front Line Team Leaders, Managers and Supervisors

**This course is Gold Seal accredited. (1 credit)**

**Learning Objectives:**
- Learn the key competencies of: personal awareness, coaching and feedback, courage, self control and acceptance, active listening and responding
- Demonstrate accountability and courage when executing decisions and communication with staff
- Improve staff performance by identifying and overcoming the causes that block achievements
- Accept others and their opinions to combine their skills for the most effective team environment

**Content:**
- Working with difficult people
- Sender-receive communication
- Communication cycle:  
  - 5 steps of effective communication
  - Using the 5 steps in discussions
  - Making clear, concise and complete communications
  - Note taking
- Active listening skills

**Facilitator:** Rick Fair, BA, BEd  
Fairwinds Training & Development

**Location:** Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
Finance for Non-Financial Managers

Date: October 25-26, 2012  
Duration: 2 days  
Time: 9 a.m. – 4 p.m.

Cost  
Member: $450.00 + $67.50 HST = $517.50  
Non-member: $585.00 + $87.75 HST = $672.75

Description: Sharpen your financial skills with this two-day interactive training event. Learn the vocabulary required to properly understand financial reports. Participate in financial analyses so you can control overhead costs, produce effective job cost reports and discover opportunities for improvement. Bridge the knowledge gap for non-financial managers and improve the financial status of your company.

This is not a sit and listen event. There are hands-on exercises that walk you through each step of the financial process and you’ll take home a comprehensive course manual filled with the paperwork you need to improve your business.

Who Should Attend: Project managers, estimators, field superintendents, team leaders, owners, senior managers and those who wish to increase their financial and accounting knowledge.

This course is Gold Seal accredited. (2 credits)

Learning Objectives:
• Learn fundamentals of finance and accounting  
• Learn the accounting process and cycle – including how transactions are recorded  
• Financial statement analysis – interpret and react to financial signals  
• Review, calculate and discuss financial performance tools that assist decision making  
• Examine, demystify and critique business and project finances  
• Gain a new sense of confidence when dealing with financial professionals  
• Take the guesswork out of decision making and deliver better bottom-line results

Content: Terms and definitions, general ledger, accounting cycle, financial statement analysis, net present value (NPV), business financing, buy versus lease, types of contracts, gross profit factors, job costing, small jobs accounting, budget misconceptions, financial statement ratios, bonding

Facilitator: Wayne Newell, CMA

Location: Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
Business Development for the Construction Industry (BDCI) Program

Dates/Times:
Module 1: December 5, 2012 9 a.m. – 12 noon
Module 2: December 5, 2012 1 p.m. – 4 p.m.
Module 3: December 6, 2012 9 a.m. – 12 noon
Module 4: December 6, 2012 1 p.m. – 4 p.m.
Module 5: December 17, 2012 9 a.m. – 12 noon
Module 6: December 17, 2012 1 p.m. – 4 p.m.
Module 7: December 19, 2012 9 a.m. – 12 noon
Module 8: December 19, 2012 1 p.m. – 4 p.m.

Cost to Purchase All 8 Modules:
Member: $1300.00 + $195.00 HST = $1495.00
Non-member: $1690.00 + $253.50 HST = $1943.50

Description: Many people within the Construction Industry are uneasy with the role of being responsible for Business Development and getting necessary future business.

This 8 module program (totaling 24 hours) is much more than steps to follow just to make a sale or get an agreement that is profitable for both parties. It’s about employing all of your creative strengths; addressing your skill shortcomings. It is also about learning to place your clients’ interests before your own and then using professional problem solving techniques to create a mutually beneficial win/win long term business relationship.

Module 1: Business Development Strategies
The “game” of selling can be exhilarating, fun and financially rewarding when it is played with knowledge, skill and professionalism. But many business developers set themselves up to lose that game! This is most obvious when business developer choose who they want to do business with. Analysis of your client base will show that approximately 20% of your clients provide 80% of your revenues, and that the reverse is also true – 80% of your clients are providing only 20% of your revenues, despite the fact that you spend most of your time with them! Imagine for a moment how different your business – and your life – would be if you set yourself up to win by focusing more time on your Profitable Clients, your profitable products and your profitable activities. Figure out who your Profitable Clients are and how to get more clients like them, and you’re ahead of the game.

Module 2: Creating Customer Connections
If your business requires an ongoing flow of new prospects, it’s your job to research, identify, qualify and call on them. This can be time consuming, but it can also be fun if you take the right attitude towards it. Prospecting can be a game – set up your rules, and reward yourself by winning! There are a large number of methods for prospecting, some more effective than others. Try a number of different methods, since some work better for some people and not as well for others. And make sure you capitalize on all of your opportunities. Keep track of your leads, qualify them properly, and follow up on the ones that are going to be more likely to pay off without wasting time on those that aren’t going to be interested. Then get on the phone!

Module 3: Needs Analysis
Great business developers are great question-askers. They are great listeners and they know what to listen for and how to read between the lines. They ask for feelings, opinions, facts, and stories. They believe they can learn something from everyone they meet. Asking questions keeps you in control in the interview, so that you’re getting the information you need and keeping the prospect engaged. There are key questions and a multitude of industry specific questions that will open opportunities to work with the prospect. Remember, if you don’t ask, you won’t really know what the prospect’s reason for being interested in your product is. Skillful questioning can help you unlock the prospect’s emotional core, so you can discover their real reason for wanting to buy your product.

Who Should Attend: The BDCI is designed for those who want to take an active role in business development for their companies.

This program is Gold Seal accredited.
(4 credits)

Facilitator: Rick Fair, BA, BEd
Fairwinds Training & Development

Location: Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

continued on p.16
Module 4: The Solution Presentation
You’ve spent time prospecting, building the relationship, and asking enough questions to figure out the answers you need to be able to match your products or services to the prospects’ needs. Now it’s time to answer the prospect’s questions. “The Presentation Gears” provide the body of your presentation, and “bridges” ease the transition to what’s really important to the prospect. Rather than memorizing a canned presentation and spitting it back out at the prospect, the Presentation Gears and bridges provide you with key phrases to help you remember what you want to say next. They provide smooth power and persuasive pull to help the prospect see your product in the best light possible. With this technique, you easily answer the prospect’s most important question: “What’s in it for me?”

Module 5: Profitable Agreement
The secret to closing, is knowing when to close. Don’t fumble through your entire presentation and try to close without really knowing how the prospect feels about what you’re presenting. Take the blindfold off and ask some checking questions. Checking questions take the prospect’s temperature to determine if you’ve got buy-in for your ideas. Buying signals, both verbal and physical are indicators you can watch for that let you know it’s time to ask a checking question and move to the next step. Prospects start to behave in certain ways when they’re ready to buy. While asking for the next step is a minor piece of the process in terms of time, it is a critical piece in terms of results. “If you don’t ask, you don’t get.” Learning a confident, relaxed way of asking for action will help you to open new accounts and do it faster by being in tune with the prospect’s readiness to buy.

Module 6: Handling Objections
While many business developer fear objections, they aren’t necessarily the “no” they’re often taken for. They may be a request for more information, or even a buying signal in disguise! If you were a mountain climber, you wouldn’t give up at the first tree blocking your path. With a mountaineering approach to objections, you can figure out what the real objection is, and see if there’s a way to resolve the issue that satisfies your client. Don’t let a misunderstanding get in the way of helping a prospect. Using simple steps can turn a potential conflict into a calm, rational, problem-solving process that lets the prospect save face and still buy for the right reasons.

Module 7: Negotiation Selling
In today’s competitive business world all selling is becoming negotiation selling. Company representatives are facing demanding customers with increased opportunities who possess an inordinate amount of power. To succeed you must be able to justify your prices, programs, policies and conditions and provide the customer with increased value. The person responsible to negotiate must know when to make concessions, how to control concessions and how to achieve win/win profitability for both parties.

Negotiating is the process by which two or more parties with different needs and goals work to find a mutually acceptable solution to an issue. Because negotiating is an inter-personal process, each negotiating situation is different, and influenced by each party’s skills, attitudes and style. Understanding more about the negotiation process allows us to manage our negotiations with confidence increasing the chance that the outcomes will be positive for both parties.

Module 8: Developing the Service Support Team
Today, it has been said, that if you are not serving the customer, you better be serving someone who is. More than ever, your competitors are vying for the attention of your customers. They may try it with flashy slogans and advertising, or even low prices. This has resulted in customers who want things better, quicker, and cheaper. In fact today’s customers are often quite demanding as a result of all this competition. Therefore, having exceptional customer service is no longer just an option it is essential. It is equally critical in your company that people not only focus on the external customer, but the internal customer as well. Everyone on the service team that has contact either directly or indirectly with the customer must be striving to ensure satisfaction. The team members from the front line forward must be assisted or served internally to help the business developer meet the growing needs and expectations of the customer.
Coaching for High Performance

Date: February 6, 2013  
Duration: 1/2 day  
Time: 9 a.m. – 12 noon

Cost  
Member: $175.00 + $26.25 HST = $201.25  
Non-member: $227.50 + $34.12 HST = $261.62

Description: All managers, supervisors or team leaders must accept the responsibility for coaching their team members. For people to perform to their potential, working as a cohesive team, total employee involvement must be stressed. Discover the importance of coaching. This individually offered module is part of the Action Oriented Leadership Course.

Who Should Attend: Team Leaders, Managers and Supervisors.

Learning Objectives:  
• Coaching and counselling  
• Conducting one-on-one meetings  
• Coaching for success relationship  
• On the job training  
• Mentorship or buddy system

Facilitator: Rick Fair, BA, BEd  
Fairwinds Training & Development

Location: Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

Problem Solving and Decision Making

Date: February 7, 2013  
Duration: 1 day  
Time: 9 a.m. – 4 p.m.

Cost  
Member: $225.00 + $33.75 HST = $258.75  
Non-member: $292.50 + $43.88 HST = $336.38

Description: Problem solving and decision making are important skills for both business and life. Problem solving often involves decision making, and decision making is especially important for both management and persons in the field.

Who Should Attend: Front Line Team Leaders, Managers and Supervisors

This course is Gold Seal accredited. (1 credit)

Course Outline:  
• Work on the right problem. Be careful in stating the problem and avoid unwanted assumptions and option limiting prejudices. Specify your objectives.  
• Determine what you want to accomplish, and which of your interests, values, concerns, fears, and aspirations are most relevant  
• Create imaginative alternatives. Alternatives represent different courses of actions, and your decision can be no better than the best alternative.  
• Understand the consequences. Determine how well different alternatives satisfy all of your objectives.  
• Grapple with your tradeoffs or the need for internal negotiations.  
• Clarify your uncertainties. Confront uncertainty by judging likelihood of different outcomes and assessing their possible impacts.  
• Consider linked decisions – many decisions are linked over time.

Facilitator: Rick Fair, BA, BEd  
Fairwinds Training & Development

Location: Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
Time Management and Increasing Productivity

Date: February 13, 2013  
Duration: 1/2 day  
Time: 9 a.m. – 12 noon  

Cost  
Member: $175.00 + $26.25 HST = $201.25  
Non-member: $227.50 + $34.12 HST = $261.62  

Description: Project leaders, site managers and supervisors are expected to achieve more and more as well as being more involved with their people. It is imperative that the Leader develops their personal capabilities. To be more succinct, today’s leader must commit to continuous learning.  

This individually offered module is part of the Action Oriented Leadership Course.  

Who Should Attend: Team Leaders, Managers and Supervisors.  

Course Topics:  
• Essential vs time-critical  
• Weekly planning  
• Delegation  
• Dealing with interruptions / meeting  
• Helping others improve their personal productivity  

Facilitator: Rick Fair, BA, BEd  
Fairwinds Training & Development  

Location: Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia  

Leading Change and Managing Stress

Date: February 13, 2013  
Duration: 1/2 day  
Time: 1 p.m. – 4 p.m.  

Cost  
Member: $175.00 + $26.25 HST = $201.25  
Non-member: $227.50 + $34.12 HST = $261.62  

Description: If dealt with effectively change acts a stimulant that instills a lively sense of accomplishment and enthusiasm for those who know with change also comes positive outcomes. Learn tips for mastering changing and managing stress.  

This individually offered module is part of the Action Oriented Leadership Course.  

Who Should Attend: Team Leaders, Managers and Supervisors.  

Course Topics:  
• The role of the leader in the change process  
• Resistance to change  
• How to lead change and making change successful  
• Stress – what causes it?  
• Determining the key causes of stress on the job  
• Responses to stress / managing stress  
• Responsibility as a leader to help others handle stress  

Facilitator: Rick Fair, BA, BEd  
Fairwinds Training & Development  

Location: Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia  

Additional course details available at cans.ns.ca/education
**Motivating Your Team**

**Date:** April 9, 2013  
**Duration:** 1/2 day  
**Time:** 9 a.m. – 12 p.m.

**Cost**  
**Member:** $175.00 + $26.25 HST = $201.25  
**Non-member:** $227.50 + $34.12 HST = $261.62

**Description:** To provide someone with a motive is to give them a reason to "make me want to do it". Learn how to motivate individuals to willingly expend effort on a task. Develop a toolbox of motivational skills.

This individually offered module is part of the Action Oriented Leadership Course.

**Who Should Attend:** Team Leaders, Managers and Supervisors.

**Course Topics:**  
- Types of motivation  
- Motivation through needs / Maslow  
- Motivation through job satisfaction / Herzberg  
- Developing and maintaining job satisfaction  
- Performance and appropriate behaviour

**Facilitator:** Rick Fair, BA, BEd  
Fairwinds Training & Development

**Location:** Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

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**Management and Personnel**

**Date:** April 9, 2013  
**Duration:** 1/2 day  
**Time:** 1 p.m. – 4 p.m.

**Cost**  
**Member:** $175.00 + $26.25 HST = $201.25  
**Non-member:** $227.50 + $34.12 HST = $261.62

**Description:** This session is ideal for those who need some human resources skills, but are not necessarily an HR employee. Learn about succession planning, talent management and get tips on interviewing.

This individually offered module is part of the Action Oriented Leadership Course.

**Who Should Attend:** Team Leaders, Managers and Supervisors.

**Course Topics:**  
- Finding and hiring good people  
- Behaviour based interviews  
- Developing others through professional development planning  
- Developing the organization

**Facilitator:** Rick Fair, BA, BEd  
Fairwinds Training & Development

**Location:** Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

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Additional course details available at cans.ns.ca/education
Tell me about Gold Seal

Dates: September 25, 2012
January 28, 2013
Duration: 1.5 hrs    Time: 12 noon – 1:30 p.m.
Cost
Member: $35.00 + $5.25 HST = $40.25
Non-member: $45.50 + $6.82 HST = $52.32
Lunch is provided

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

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

Content Topics:
• Why apply for Gold Seal? How can this benefit me?
• Who is eligible?
• The process: how to start, timelines, etc
• How CANS can help
Facilitator: Juanita MacDonald, CHRP
Construction Association of Nova Scotia
Location: Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

How to Get Money From the Government: An Introduction to the Industrial Research Assistance Program (IRAP)

Date: January 14, 2013
Duration: 1.5 hrs    Time: 12 noon – 1:30 p.m.
Cost
Member: $35.00 + $5.25 HST = $40.25
Non-member: $45.50 + $6.75 HST = $52.25
Lunch is provided

Description: The National Research Council of Canada’s Industrial Research Assistance Program (NRC-IRAP), on behalf of the Government of Canada, has announced the Digital Technology Adoption Pilot Program (DTAPP). The purpose of this program is to accelerate Information and Communications Technology (ICT) adoption and investment among all business sectors to increase the productivity and competitiveness of SMEs. This program is targeted at firms with 500 employees or less willing to pursue the adoption of digital technologies and make the necessary changes to improve their production. Eligible firms will be able to access 50% funding up to $100,000 for eligible costs.

The Nova Scotia Construction Sector Council (NSCSC) is pleased to be working with CANS and NRC to raise awareness of DTAPP and the opportunities that exist for firms in the construction industry.

Facilitator: Trent Soholt
Nova Scotia Construction Sector Council – ICI
Location: Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
HUMAN RESOURCES FOR THE NON-HR PROFESSIONAL

Beyond Peeing in a Cup: Addressing the Risks and Consequences of Drugs and Alcohol in the Workplace

Date: February 15, 2013
Duration: 1 day       Time:  9 a.m. – 4 p.m.
Cost
Member: $275.00 + $41.25 HST = $316.25
Non-member: $357.50 + $53.62 HST = $411.12

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


This course is Gold Seal accredited. (1 credit)

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

Facilitator: Nadine Wentzell, BSc(Pharm), MAdEd
Location: Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

Mentoring in the Workplace

Date: March 1, 2013
Duration: 1 day       Time:  8:30 a.m. – 3:30 p.m.
Cost
Member: $225.00 + $33.75 HST = $258.75
Non-member: $292.50 + $43.88 HST = $336.38

Description: What are you doing to increase employee retention and the ‘bottom line’? Every company needs to promote effective on-the-job transference of technical knowledge, trade skills, and workplace ethics and culture from experienced people to a new employee. This workshop will assist in developing appropriate, applicable and practical skills in mentoring.

Who Should Attend: Foreman, Front Line Team Leaders, HR personnel, Managers and Supervisors.

This course is Gold Seal accredited. (1 credit)

Learning Objectives:
• Begin to develop a successful mentor program, with practical tips and resources
• Identify barriers and solutions when dealing with the differences between generations
• Learn effective strategies for transferring knowledge, tracking success and developing performance evaluation tools

Content:
• Are you ready to be a Mentor?
• Choosing a Mentor
• Generational Diversity
• Dealing with Difficult People
• Conflict Resolution
• Effective Mentoring
• Learning/Training plan development

Facilitator: Juanita MacDonald, CHRP
Construction Association of NS
Location: Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
Human Resources
Management Skills for
Supervisors, Managers, and
Team Leads: HR for the Non-HR

Date: March 6, 2013
Duration: 1 day   Time:  9 a.m. – 4 p.m.

Cost
Member: $225.00 + $33.75 HST = $258.75
Non-member: $292.50 + $43.88 HST = $336.38

Description: This one-day program is designed for supervisors and team leads wanting to explore key issues in managing and developing their people. Leaders in all departments play multiple roles including Human Resources without having formal HR education or orientation. This program will introduce HR management and specifically where HR intersects the role of the front line manager to the supervisor and team lead. Whether in every organization, the functions of Human Resources will be a part of your everyday life and this course aims to de-mistify HR for the non HR manager. The course will be a lively, interactive session where participants will share their own experiences and learn from each other.

Who Should Attend: Managers, Supervisors and Team Leads.

This course is Gold Seal accredited. (1 credit)

Learning Objectives:
• Understand the main functions of Human Resource Management in each managers role
• Differentiating between the HR Department and the HR Role
• Legal and ethical responsibilities in managing people
• Explain why ‘HR Management’ is every manager’s basic responsibility.
• Learn how effective managers take on the role of ‘Employee Champion’ and ‘talent manager’ within their respective departments.
• Working with the HR department to be able to build the department you need.
• Developing a Personal Action Plan for Human Resource Management

Facilitator: Brenda Fair
Fairwinds Training & Development

Location: Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
**Effective Performance Appraisals**

**Date:** September 27, 2013  
**Duration:** 1.5 hrs  
**Time:** 12 noon – 1:30 p.m.  
**Cost**  
- **Member:** $35.00 + $5.25 HST = $40.25  
- **Non-member:** $45.50 + $6.82 HST = $52.32  

**Description:** Holding an effective performance discussion is no easy task for the person that is either giving or receiving the appraisal. If all goes well, it usually involves a fair and objective discussion of where the employee should be heading, along with assessing where they currently are versus the standards the company utilizes to determine acceptable performance. Part of a successful "Performance Appraisal" process is also determining what knowledge, skills and abilities the employee will need to meet the growing needs of the organization, and the succession plan to be used to help get them there. This presentation will provide those that attend with the knowledge and skills they need to conduct effective performance appraisals.

**Who Should Attend:** Managers, Supervisors, Team Leads, and those who need to conduct performance appraisals.

**Content:**
- Why performance reviews and appraisals are important
- Understanding the performance review and appraisals process
- The 5 steps of effective reviews
- The importance of working to a performance standard
- Using a rating system that means something to the person being appraised
- Do’s and Don’ts of effective reviews
- Leaving with a plan of action and a commitment to improve

**Facilitator:** Rick Fair, BA, BEd  
Fairwinds Training & Development

**Location:** Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

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**Recruitment and Retention: Finding, Hiring and Keeping the Best Employees**

**Date:** April 17, 2013  
**Duration:** 1.5 hours  
**Time:** 12:00 noon – 1:30 p.m.  
**Cost**  
- **Member:** $35.00 + $5.25 HST = $40.25  
- **Non-member:** $45.50 + $6.82 HST = $52.32  

**Description:** Did you ever wonder if there was a secret to recruiting the best employees? How do you keep them? How much money could your company save if you did it right the first time? This workshop will be an introduction to the strategies that will keep your company competitive for the best talent in our industry.

**Who Should Attend:** Team Leaders, HR personnel, Managers and Supervisors

**Content:**
- How much is turnover costing you? Do the math and save
- Do’s & Don’ts
- Success stories
- Leading strategies and how to adapt them to your company

**Facilitator:** Juanita MacDonald, CHRP  
Construction Association of NS

**Location:** Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

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Additional course details available at cans.ns.ca/education
Healthcare Construction: Towards Infection Control Compliance

**Date:** February 13, 2013  
**Duration:** 1 day  
**Time:** 8:30 a.m. – 4:30 p.m.  
**Cost**  
- **Member:** $475.00 + $71.25 HST = $546.25  
- **Non-member:** $617.50 + $92.63 HST = $710.13  

**Description:** This workshop will provide participants with an understanding of why infection control during construction is important in health care buildings. It will also give them practical tools to help them become compliant with CSA Z317.13-07 in their day to day work.

**Who Should Attend:** Those providing construction services or carrying out construction activities in healthcare facilities. Those in facility management and maintenance personnel would also benefit from this workshop.

**This course is Gold Seal accredited. (1 credit)**

**Content:**
- Know why infection control is important to hospitals / health care facilities
- Infection control from the construction industry perspective: why should we be concerned, industry impacts, legal liabilities
- Know the content of the CSA Z317.13-07 at a high level: application to health care facilities, risk analysis matrix and its component, role of multidisciplinary team and the role of the contractor
- Evaluate a project specification: review a "real project" specification and determine potential hotspots
- Actions items for the workplace
- Hands on demonstrations of enclosure construction
- Equipment use and care demonstration

**Facilitator(s):** Gordon Burrill, P.Eng, FASHE, CHC  
Teegor Consulting Inc.  
Donna Hoar, GSC Project Manager  
Aecon Atlantic Group

**Location:** Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

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Principles of Construction Documentation

**Dates:** November 14, 2012  
November 21, 2012  
November 28, 2012  
December 4, 2012  
December 12, 2012  
(1 day per week over 5 weeks)

**Duration:** 5 days  
**Time:** 8:30 a.m. – 4:30 p.m.

**Cost:** $600.00 + $90.00 HST = $690.00

**Description:** Principles of Construction Documentation is an introductory course that will enable the student to have a better understanding of construction documentation (specifications, drawings and schedules), products, bidding procedures and contracts. The PCD course is a pre-requisite for the Certified Technical Representative (CTR) and the Certified Construction Contract Administrator (CCCA) designations from CSC. Successful completion of the PCD may be credited towards the experience component requirements for the Registered Specification Writer (RSW) designation.

**Who Should Attend:** Designers, Consultants, Contractors or Suppliers.

**This course is Gold Seal accredited. (5 credits)**

**Course 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

**Facilitator:** Walter Strachan, RSW, PQS (F), (F) CSC  
Matt Brunt, CTR  
J.W. Bird and Co. Ltd. (Bird-Stairs)

**Location:** Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
**Project Management Essentials For Contractors**

**Date:** January 17-18, 2013  
**Duration:** 2 days  
**Time:** 8:30 a.m. – 4:30 p.m.

**Cost**  
**Member:** $625.00 + $93.75 HST = $718.75  
**Non-member:** $812.50 + $121.88 HST = $934.37

**Description:** This fundamental level course is designed to give new project managers and project team members working in a construction environment the essential tools they need to deliver successful projects. Participants practice project management techniques on a simple turnkey construction project that is developed through the complete project lifecycle, from initial project proposal and definition, through project implementation, and finally to the often neglected project completion phase.

Participants will gain practical skills to identify and avoid common causes of project failure, identify key areas of project risk, assess their impact and identify strategies for managing risks. They will also learn skills on how to create a productive team environment and implement steps to properly closeout a project.

The Project Management Essentials for Contractors course is appropriate for individuals who are construction contractors or employees of construction contracting organizations, responsible for managing small to medium construction projects and active participants on a project team, especially those who have not yet been exposed to project management, but can see themselves moving in that direction.

**Who Should Attend:** This course is suitable for individuals who are responsible for managing construction projects and active participants on a project team, especially those who have not yet been exposed to the tools, techniques and terminology of formal project management.

**This course is Gold Seal accredited. (2 credits)**

**Facilitator:** Darya Duma, P.Eng, PMP  
Senior Consultant  
Procept Associates Ltd.

**Location:** Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
Commissioning Z320 - Overview of the New Standard

Dates: March 15, 2013
Duration: 1 day   Time: 8:30 a.m. – 4:00 p.m.
Cost: $325.00 + $48.75 HST = $373.75
Non-member: $422.50 + $63.37 HST = $485.87

Description: This course is intended to guide the participants through the complete commissioning process and will be based on the application of the new commissioning standard CSA Z 320 (Building Commissioning) including the application of the electronic web based commissioning check sheets.

The commissioning process outlined in this workshop will address all disciplines in the construction process and their involvement and required participation.

The course outlines the need for a holistic approach required in the complete commission process from pre-design to post occupancy of the facility and address the need to provide the capability of ongoing and re-commissioning of the facility in the future or retro-commissioning of existing facilities.

Course Topics:

Morning Session: Part I
• Scope of commissioning process as defined in the CSA Standards
• Pre-design, design phase
• Pre-construction and construction phase
• Occupancy and operation phase
• Electronic check sheets and annexes to the standard

Afternoon Session Part II
Application of the commission process from the morning session to a sample project. This will be a hands on process in utilizing the knowledge from the morning session and the following:
• Review a project requirements based on the RFP (Request for Proposal) and plans and specifications
• Defining the requirements of the commissioning team and how to ensure their involvement and buy in
• Preparation of the commission plan
• Develop the required documentation using the electronic application tools for
• Review the methodology for carrying out and documenting performance testing
• How to organize owner’s training
• The preparation of the final commissioning documentation
• Post occupancy commissioning activities

Facilitator: Bill Carson
Location: Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
Construction Contract Administration

Dates: April 5, 2013
April 12, 2013
April 19, 2013
April 26, 2013
May 3, 2013
(1 day per week over 5 weeks)

Duration: 5 days  Time: 8:30 a.m. – 4:30 p.m.

Cost: $600.00 + $90.00 HST = $690.00

Description: 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. Although some of the same topics are included in this course, the depth of understanding and explanation exceeds that of 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.

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


Course topics:
• Construction Industry participants
• Bidding Requirements and Process
• Alternatives and Substitutions
• Standards and Regulatory Influences
• Site Activities
• Execution of the Work
• Certificate of Payment
• Changes in the Work
• Dispute Resolution
• Construction Insurance
• Construction Surety Bonds
• Guaranties and Warranties
• Project Submittal
• Field Services and Quality Control
• Clerk of the Works
• Contract Close-Out
• Commissioning
• Definitions and Resources

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

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

Location: Construction Association of Nova Scotia (CANS)
260 Brownlow Avenue, Unit 3
Dartmouth, Nova Scotia

This course is Gold Seal accredited. (5 credits)
What is LEED and Why Do I Need to Know About It?

Date: October 2, 2012  
Duration: 1.5 hrs  
Time: 12 noon – 1:30 p.m.

Cost
Member: $35.00 + $5.25 HST = $40.25  
Non-member: $45.50 + $6.82 HST = $52.32

Lunch is provided

Description: The Atlantic Chapter of the Canada Green Building Council (CaGBC-AC) offers a 1.5 hour presentation about LEED, with the opportunity to get all questions answered about the LEED Rating System, what it takes to become a LEED Professional and how to fulfill on the Continuing Education requirements.

Who Should Attend: Managers, Project Managers and anyone wanting to learn more about LEED.

Subjects Covered:
• Overview of the LEED Rating Systems
• LEED in the Atlantic Market
• Institutions You Should Know
• LEED Accreditation + Exam Info
• Credential Maintenance Program (CMP)
• Available Resources

Questions Answered:
• What is new in the LEED rating systems?
• How is the Atlantic Market responding to LEED?
• What are LEED credentials and how will they help me professionally?
• What is the new three-tier system? What is GBCI?
• Should I go for my LEED Green Associate credential or become a LEED AP?
• Am I eligible to take the exam? How hard is it? What resources are there to help me pass the exam and how do I register?

Facilitator: Lara Ryan  
Executive Director, Canada Green Building Council Atlantic Chapter

Location: Construction Association of Nova Scotia (CANS)  
260 Brownlow Avenue, Unit 3  
Dartmouth, Nova Scotia

Additional course details available at cans.ns.ca/education
E-LEARNING

Delivered in partnership with the Construction Sector Council (CSC), CANS’ Industry Education and Training program offers a variety of e-learning courses.

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

Designed to accommodate a busy schedule, courses can be completed whenever, from wherever – all that is required is a computer and internet connection. Courses vary in length; however, participants can bookmark and revisit the material from where they left off. Register, receive a PIN # and access the course from the CSC website.
All of these e-learning courses are Gold Seal accredited.

Introduction to BIM (Building Information Modeling)

Date/Time: Available at your convenience
Duration: Self Paced
Member Cost: $150.00 + $22.50 HST = $172.50
*CANS will issue, upon receipt of payment and confirmation of registration, a PIN Number and instructions to access the course site.

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

Who Should Attend: Employers, management, supervisors, foremen, and tradespeople. Those who are new to the construction industry, and those who want to learn more about BIM.

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

This course is Gold Seal accredited. (1 credit)

Construction Law

Date/Time: Available at your convenience
Duration: Self Paced
Member Cost: $150.00 + $22.50 HST = $172.50
*CANS will issue, upon receipt of payment and confirmation of registration, a PIN Number and instructions to access the course site.

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

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

Learning Objectives:
• Understand construction contracts
• Recognize the different construction roles
• Write contracts
• Identify simple errors in construction contracts
• Understand the claim process
• Learn to solve construction disputes effectively

This course is Gold Seal accredited. (2 credits)

Additional course details available at cans.ns.ca/education
Communication, Negotiation, Conflict Resolution

**Date/Time:** Available at your convenience  
**Duration:** Self Paced  
**Member Cost:** $150.00 + $22.50 HST = $172.50  
*CANS will issue, upon receipt of payment and confirmation of registration, a PIN Number and instructions to access the course site.*

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

**Who Should Attend:** Supervisors, project managers, and other personnel who must deal effectively and professionally with employees, sub-trades, owners, clients, engineers and employers.

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

*This course is Gold Seal accredited. (2 credits)*

Construction Project Management

**Date/Time:** Available at your convenience  
**Duration:** Self Paced  
**Member Cost:** $150.00 + $22.50 HST = $172.50  
*CANS will issue, upon receipt of payment and confirmation of registration, a PIN Number and instructions to access the course site.*

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

**Who Should Attend:** Everyone working in the construction industry.

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

*This course is Gold Seal accredited. (3 credits)*

Additional course details available at cans.ns.ca/education
Introduction to Construction Estimating

**Date/Time:** Available at your convenience  
**Duration:** Self Paced

**Member Cost:** $150.00 + $22.50 HST = $172.50  
*CANS will issue, upon receipt of payment and confirmation of registration, a PIN Number and instructions to access the course site.

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

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

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

This course is Gold Seal accredited. (2 credits)

First Level Supervisor Training Program

**Date/Time:** Available at your convenience  
**Duration:** Self Paced

**Member Cost:** $400.00 + $60.00 HST = $460.00  
*CANS will issue, upon receipt of payment and confirmation of registration, a PIN Number and instructions to access the course site.

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

**Who Should Attend:** Foremen and Supervisors who want to become a first level supervisor.

**Learning Objectives:**
- 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

This course is Gold Seal accredited. (5 credits)

Additional course details available at cans.ns.ca/education
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 5 working days prior to the course date.
- When a course has reached its registration limits, 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, name tag 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. The Construction Association of Nova Scotia (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 working 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 for nametag and records.
- The Construction Association of Nova Scotia (CANS) reserves the right to cancel any course and will; in such event, a full refund of registration fees will be given. 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

- The Construction Association of Nova Scotia (CANS) will maintain information on participants' completion of courses for the benefit of the employee and the employer.
- The Construction Association of Nova Scotia (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.

Intellectual Property

- Materials used in the delivery of the continuing education 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 continuing education 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.