

## **Construction Blueprint Reading 101**

This course is intended for anyone interested in gaining a working knowledge of blueprint reading from site and landscape plans, foundation plans, floor plans, electrical/mechanical plans, elevations, section, underground water systems, details and shop drawings to specifications, dimensions, scale and measurement.

This is a 30-hour course and will consist of in-class work and homework assignments.

## **Construction Business Communications**

This course is intended to bring the student up to the industry standard for effective communication within the construction community. The student will learn the effective use of phrases and using the right words for construction managers and supervisors. You will learn how to gain and maintain control in meeting situations and presentations as well as how to write emails, memos, letters, reports and faxes.

This is a 30-hour course and will consist of in-class work and homework assignments.

## **Construction Estimator Program**

This three part series introduces the student to the roles and responsibilities of a Construction Estimator by covering the necessary company practices and critical functions required to effectively service on a construction team.

The objective of this program is for the student to review drawings and specifications and provide a quality take off and unit price as well as prepare a bid form package for large commercial construction projects.

The preparation and procedure for setting up a tender document for a construction project is fully covered in this program.

### **EST - C1 Fundamentals of Construction Estimating Part One**

This course introduces the student to the roles and responsibilities of the Construction Estimator. The course also covers the necessary company practices and the critical function of the Construction Estimator on a construction team. A comprehensive look at the construction industry and the organization of Construction Companies is thoroughly covered in this course.

It's offered from April 15 to May 20, 2009 (Wednesdays) from 6:30pm – 9:30pm.

### **EST-C2 Fundamentals of Construction Estimating Part Two**

Estimator Two is designed to guide the student through a proven method of quantity surveying and estimating. This will aid the student in determining material quantities and unit cost for a complete project. The students are grouped together in teams and deliver a complete comprehensive cost of construction for a given set of plans and exercises.

### **EST-C3 Fundamentals of Construction Estimating Part Three**

Estimator Three is for the student to utilize all the basic and fundamental information gained in the two previous estimator courses to deliver a final cost analysis and tender package by the program end. Students are again teamed up to review a set of plans and specification/direction documents. The objective is to submit a complete tender illustrating contract type, bid bonds, insurances, quantity surveying and comprehensive cost for construction submitted with accurately prepared bid forms for a large commercial construction project.

## **Construction Project Manager**

### **Construction Project Manager Level One**

Construction Project Management is a demanding field with emphasis on priorities, communication and qualified resources. This program focuses on the roles and responsibilities of the Construction Project Manager and covers information on construction contract documents, driving a schedule, finishing the project on time as well as project organization and administration.

Accredited by the Canadian Construction Association and the National Gold Seal Committee, this 30-hour program is worth 5-SIC Points (Special Industry Credits) that can be submitted with your application to challenge the National Gold Seal Exam for Certification.

### **Construction Project Manager Level Two - Planning and Scheduling**

Construction planning and scheduling are fundamental and challenging activities in the management and execution of a construction project. It involves the choice of technology, the definition of work and durations for individual tasks, the estimation of the required resources and the identification of any interactions between different works tasks. A good construction plan is the basis for developing the budget and the schedule for work. Whereas the construction schedule, in addition to assigning dates to project activities, is intended to match the resources of equipment, materials and labour with project work tasks over time.

This is a 30-hour course and consists of in-class work and homework assignments. This course is a must for Project Managers and Superintendents.

## **Construction Site Superintendent**

This course is intended for anyone interested in running a construction project on-site. Attention will focus on the role of a superintendent, motivation, dealing with architects, subcontractors, team management, job meetings, site planning, settling disputes, purchasing and rentals, safety methods, monitoring cost controls, hiring and layoff. This is a 30-hour course. It will consist of in-class work and homework assignments. This course is a must for Site Superintendents and for Foreman who take on the role of Superintendent.

## **Navigating the Building Code**

This Building Code course is designed to meet the needs of the contracting industry. The focus will be on buildings regulated by PART 3 of the Building Code (larger commercial, industrial, residential and institutional). The course is intended to make the contractor more CODE SAVVY and confident in using and interpreting the regulations governing construction.

This is a must for Site Supervisors, Foremen, Project Managers and those aspiring to these positions. Other construction service industry professionals such as Architects, Engineers, Developers, Owner Representatives as well as Building and Fire Inspectors will benefit from this course.

## **Basics of Supervising - Home Study and Exam**

GVCA is pleased to provide companies who are unable to have a decreased work force during the week (classroom 3 day commitment) an opportunity to fulfill the requirements of the OHSA with two Saturday review sessions followed by exams.

Participants must order the workbooks from CSAO and complete the modules prior to attending.

## **From Worker to Boss - Executive Version**

This mega training session will help you develop the skills you need to lead if you have just taken over a company, been promoted or have taken on new responsibilities.

Topics include:

- Leadership Development
- Team Building
- You and the Law
- Vision to Grow Your Company