



PUTTING THE CONSTRUCTION INDUSTRY “PIECES” TOGETHER “CONSTRUCTION 101”

Productivity is key to profitability

Entering the construction industry and trying to learn a piece here and a piece there isn't effective. Now there is a course designed to put the pieces of the construction industry puzzle together. Don't let the name "101" fool you! The course is attended by new and long time employees who all find value in understanding the "why" in "what" we do.

Engaged and contributing employees are the key to success.

Students will learn:

- The different players and roles in the construction industry, and how they work together - "Who's Who in the Zoo"
- Terminology, contracts, procurement methods - "Understand the Lingo"
- How to better assist the management team - "Contribute to Profitability"
- To quickly become part of the team - "Be Part of the Recipe for Success"
- About the resources available to your company - "Be the Go-To Person"

All skills are aimed to help your company be more efficient and effective in improving the bottom line!

Who should attend?

New employees, those in administrative support roles and those looking to get a broader understanding of the industry as a whole:

- Contractors - Generals and Trades
- Buyers of Construction Services - Municipalities, School Districts, etc.
- Design Consultants - Engineers and Architects

Course outline:

Delivered over two days followed by a take home exam.

Attendees will receive a comprehensive 'Construction 101' binder and a copy of the Alberta Builders LIEN Act, accompanied by a plain language guide on the LIEN Act.

Topics include:

- Introduction to the Construction Industry - roles and responsibilities
- Construction Documents - bid documents and format of drawings
- Tendering, Bidding and Award of Contracts - calling and receiving of bids
- Format of Contracts - features and types
- Risk Management - bonding and construction insurance
- Legal Matters - basic principles and typical contract
- Project Management and Administration - start up to close out basics
- Services Provided by Construction Associations

**2 GOLD SEAL CREDITS AWARDED WITH
COMPLETION OF COURSE**



a company is as good as its employees - make them the best





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CONSTRUCTION 101 REGISTRATION FORM

PRESENTER:

- Debbie Hicks, BSc - Past President of Southern Interior Construction Association (22 years) - Kelowna, BC; CCA Gold Seal Committee Member (7 years); Owner Rep for new Clubhouse at Kelowna Yacht Club
- Mechanical Estimator –
- General Project Manager-
- Bonding/Insurance Specialist

LOCATION: LLOYDMINSTER CONSTRUCTION ASSOCIATION
4419-52 AVE
CONSTRUCTION CLASSROOM

DATES: Wednesday, April 8 and Thursday, April 9, 2015

TIME(S): 7:30 a.m. - 4:00 p.m.
½ Hour Lunch - lunch provided; 2 - 15 min Breaks - Refreshments provided

FEE: MEMBER \$375.00 + GST; NON-MEMBER \$450.00 + GST

DEADLINE: April 2, 2015

***SPACE IS LIMITED AND RESERVED ON A FIRST COME, FIRST SERVED BASIS**

Firm: _____ **Submitted By:** _____ **Email:** _____

Address: _____

Postal Code: _____ **Phone:** _____ **Fax:** _____

Name(s) of _____ **Position** _____ **Email** _____

<u>PAYMENT:</u>	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Cheque	<input type="checkbox"/> Invoice (members only)
_____	Credit Card Number (if applicable)		_____	
			Expiry Date	
_____	Card Holder Name		_____	
			Total Amount	

TO REGISTER, PLEASE FAX THIS FORM TO 780-875-8874 OR EMAIL: lloydca@telusplanet.net

NO CANCELLATIONS OR REFUNDS AFTER April 1, 2015

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