



Instructor Led LIVE Online by Lee Kelly of

*All courses include a comprehensive manual
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RESPONDING SUCCESSFULLY TO A REQUEST FOR PROPOSAL

September 21, 22 & 23 OR October 25, 26 & 27 1:00pm to 4:00pm (EDT) OR November 22, 23 & 24 12:30pm to 3:30pm (EST)

\$750+ HST Member / \$850+ Non-Member [Virtual Classroom Sessions: 3 sessions of 3 hours each]

Responding to a Request for Proposal (RFP) successfully requires knowledge, understanding and a proposed solution of the subject, while convincing the potential Owner that your company is the best suited to build their project. Your response must not just be compliant, it must be compelling as well!

CLOSEOUT OF A CONSTRUCTION PROJECT

September 28 & 29 OR October 20 & 21 OR November 18 & 19 ALL AT 1:00pm to 4:00pm (EDT)

\$500+ HST Member / \$600+ Non-Member [Virtual Classroom Sessions: 2 sessions of 3 hours each]

The principles of how organizing early, teamwork and communication work together to achieve a successful project closeout will be discussed. Participants will be introduced to best practices and "tips and tricks" which will expedite and simplify the takeover of a project by its Owner from the Contractor, who managed the construction.

TRADE CONTRACTS: A DOUBLE-EDGED SWORD

October 6 & 7 1:00pm to 4:00pm (EDT) OR November 2 & 3 12:30pm to 3:30pm (EDT)

\$500+ HST Member / \$600+ Non-Member [Virtual Classroom Sessions: 2 sessions of 3 hours each]

The Canadian Construction Association Trade Contractors Council published "CCA 53 – A Trade Contractor's Guide and Checklist to Construction Contracts".

This document was created to "draw the attention of Trade Contractors to certain clauses that frequently appear in construction contracts or subcontracts which can adversely affect the rights and obligations of trade contractors" and forms part of the discussion.

Using a manual filled with spreadsheets and checklists this workshop will discuss the Trade Contractor's contractual responsibilities and will examine clauses regarding design responsibility, performance specifications, conduit or flow-down provisions, scope of subcontract work, payment, insurance, protection of work, warranties and temporary site facilities. Contract law, contract terms and conditions, incorporation by reference as well as many other terms will be reviewed and discussed. A "Subcontract Handbook" will be developed by the participants so that the Subcontractor will better understand the contract requirements.

PROJECT PLANNING FOR SUCCESS

October 12 & 13 1:00pm to 4:00pm (EDT) OR November 9 & 10 12:30pm to 3:30pm (EST)

\$500+ HST Member / \$600+ Non-Member [Virtual Classroom Sessions: 2 sessions of 3 hours each]

Effective and thorough project planning prior to commencement of work on a new site is essential to the overall success of any construction project.

In general, the Construction Execution Plan answers these questions:

What must be done? Who will do it? How will it be done? How long will it take? How much will it cost? What are the deliverables? How will quality be maintained? What is the schedule?

This seminar will discuss the elements of creating an efficient and organized Construction Execution Plan which includes: understanding scope, contractual requirements and budget, assigning the best project team, site logistics, sequence of work, schedule, project resources and identifying risk and opportunity etc.. The Construction Execution Plan should effectively communicate, in simple language, the sequence of events required to construct the project and to meet key milestones. Once complete, it can be used to provide information to others about how the project will be managed and constructed, and as a "road map" for the project team members to identify how the project will be constructed.

EFFECTIVE CONSTRUCTION MEETINGS & MEETING MINUTES

September 30 1:00pm to 4:00pm (EDT) OR October 22 8:00am to 11:00am (EDT) OR

October 28 11:00pm to 4:00pm (EDT) OR November 8 12:30pm to 3:30pm (EST)

\$250+ HST Member / \$325+ Non-Member

Typically the responsibility of the General Contractor, proper meeting minutes of these construction meetings reflect the view of all stakeholders and should be a complete, reliable and accurate documentation of the current status of the project as well as the next steps, as agreed to by all parties. This, however, is not as easy as it sounds. Proper meeting minutes require effective listening, accurate recording and most importantly, the understanding of the risk involved if an action item is not completed as promised.