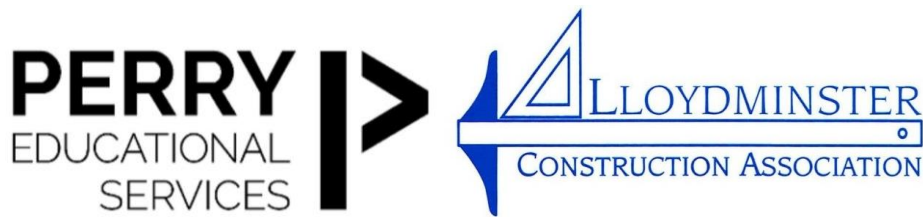


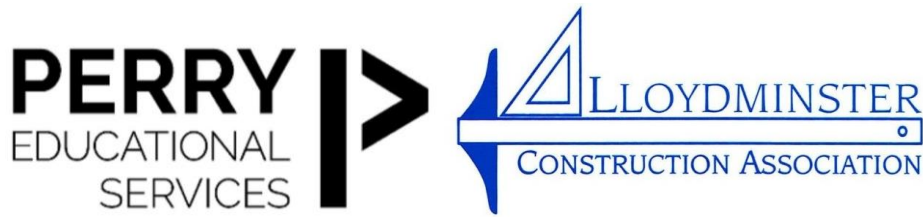
Providing education to the construction and trades industry for everything from contracts to scheduling to project management and office software. Offering virtual instructor-led training as well as face-to-face training.

#### **AVAILABLE COURSE LIST:**

- **CCDC Contracts 101: Which is the Right Contract for Your Project?** - The Canadian Construction Documents Committee publishes standard contracts for the construction industry. This two-day course reviews the various CCDC contracts, emphasizing which contracts to use in which situations, and the roles & responsibilities of owners, designers, and constructors.
- **CCA Subcontracts 101** - Eighty percent of the people managing construction contracts do not read, do not understand or are not following the construction contract in place between the two organizations. This creates problems for both the contractor and the subcontractor (and sub-subcontractor).
- **Field Productivity 101** - Contractor success depends heavily on the field production of tradespeople. Lead towards efficiency and start seeing improvements to your bottom line. This course will define field productivity, discuss the effects of low field productivity, and outline approaches to increasing field productivity.
- **Field Scheduling 101 – Who Does What When in the Field?** - The aim of this course is to provide tools for scheduling at the site and crew level. Project management and site management (superintendents, general foremen and foremen) influence millions of dollars of construction a year. They must ensure that all resources are being used efficiently with minimal waste, yet they often receive very little in the way of training on how to plan and schedule field activities.
- **Earned Value Management (EVM) for Construction** - When it comes to cost and schedule on your construction projects, do you know where you're at and where you're going? Realizing that you're aimed at an iceberg when you're 100 meters away isn't helpful. It's so much better if you notice the iceberg when you're 10 kilometers away, so that you can do something about it.! This is part of the "construction management" that owners expect from contractors.
- **Microsoft Project 365 - Basic** - This course is intended for anyone who is new to, self-taught or has never used Microsoft Project and would like to learn how to use it as a tool to manage their projects.
- **Microsoft Project 365 – Intermediate** - This course will provide an in-depth look at the features of Microsoft Project as a project management tool.
- **Microsoft Excel for Construction Estimating** - The ability to produce cost estimates efficiently and accurately is a critical step in many construction career paths and a high-demand skill throughout the construction industry. Computer software has become a popular tool for estimating, and Microsoft Excel is the most widely used option. In this one-day course, learn how to produce your estimates more quickly and accurately by harnessing the power of Microsoft Excel.
- **Construction Specifications 101** - This is an interactive half-day course that will cover the fundamentals of interpreting construction specifications. The seminar will deal with the basics of reading and interpreting both the general and technical specifications.



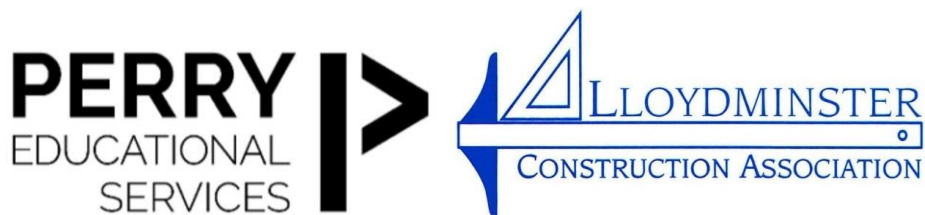
- **Construction Drawings 101** - This is an interactive half-day course that will cover the fundamentals of interpreting construction drawings. The course will deal with the basics of interpreting information from plans, elevations, sections, details, and notes contained in typical drawings.
- **Getting Paid and Managing Cash Flow in Construction** - In this half-day course the payment process in standard contracts (CCDC-2 Stipulated Price Contract, CCA-1 Stipulated Price Subcontract, CCA-19 Stipulated Price Sub-Subcontract) will be reviewed along with contract language from non-standard contracts which can delay payment. It is important to recognize when your client is trying to work language into the contract which delays payment (pay-if-paid, pay-when-paid, “notwithstanding” clauses).
- **Managing Change in Construction** - Changes on construction projects are inevitable and are often a source of friction. This creates problems for both the owner and the contractor as well as the other participants involved with the project (consultant, subcontractors, sub-subcontractors, and suppliers).
- **Managing Shop Drawings and Submittals** - The process for submitting shop drawings, submittals and samples is key to getting the right materials and equipment to the right place at the right time. However, many contractors, trade contractors and suppliers are struggling with getting timely reviews of the submittals.
- **RTFC – Read the Full Contract – A Deep Dive into CCDC-2 (2020)** - In this course, the bidding process will be reviewed (Expression of Interest (EOI), Request for Qualifications (RFQ), Request for Proposals (RFP), Contract A, Contract B), the difference between a Letter of Intent and Letter of Award (one of which one is simply an agreement to agree) and the terms and conditions of the CCDC-2 (2020) Stipulated Price Construction Contract.
- **Introduction to Microsoft Teams** - This course is intended for people who want to use Teams for more than just meetings alone and explore the different features of Teams. Participants will gain efficiency in using many of Team’s features to communicate and collaborate within (and beyond) their organization. \*Course is not scheduled and is on demand only\*
- **Outlook 365 Basics** - This course is intended for anyone who uses Microsoft Outlook. Participants will gain efficiency in using many of Outlook’s features to manage email, contacts and calendars.
- **SharePoint and OneDrive 365 Basics** - This course is intended for participants who want to learn the nuts & bolts of how SharePoint and OneDrive work within the Microsoft 365 Environment. Participants will gain a basic overview of the SharePoint online platform to create and navigate SharePoint sites, and work with documents and libraries. Participants will learn how to use OneDrive to store, share and manage files.
- **Microsoft Word part 1 (Basic)** - This course is intended for students who have little to no familiarity with Microsoft Word. Participants will gain efficiency in using some of Word’s features to create and manage professional looking documents.
- **Microsoft Word part 2 (Intermediate)** - This course is intended for those who use the basic features of Microsoft Word but want to learn more. Participants will gain efficiency in using many of Word’s more advanced features to create and manage professional looking documents.
- **Microsoft Word part 3 (Advanced)** - This course is intended for participants with an intermediate understanding of Microsoft Word. Participants will gain efficiency in using



many of Word's advanced features to create and manage professional looking documents.

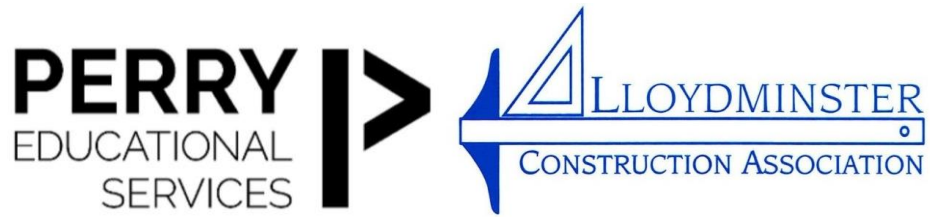
- **Microsoft Excel Basics** - This course is intended for anyone who wants to gain a foundational understanding of Microsoft Excel. Participants will learn how to use the basic features and functions of Excel to create and edit basic spreadsheets.
- **Microsoft PowerPoint** - This course is intended for anyone who wants to gain a foundational understanding of Microsoft PowerPoint. Participants will learn how to use the basic features and functions of PowerPoint to create and edit engaging presentations.
- **Outlook 365: Beyond the Inbox** - This course is intended for anyone who uses Microsoft Outlook and wants to explore the more advanced time management features Outlook has to offer.

	Date/Time - 2023	COURSE	COST Member	COST Non member
<input type="checkbox"/>	Apr 10 1pm – 5pm	Managing Change in Construction	\$175.00	\$230.00
<input type="checkbox"/>	Apr 11 8am – 12pm	Construction Specifications 101	\$175.00	\$230.00
<input type="checkbox"/>	Apr 11 1pm – 5pm	Construction Drawings 101	\$175.00	\$230.00
<input type="checkbox"/>	Apr 11 8:30am – 12:30pm	Microsoft 365 Part 1 - Basics	\$175.00	\$230.00
<input type="checkbox"/>	Apr 12 8:30am – 12:30pm	Microsoft Excel 365 Basics	\$175.00	\$230.00
<input type="checkbox"/>	Apr 13 8:30am – 12:30pm	Microsoft Outlook 365: Beyond the Inbox	\$175.00	\$230.00
<input type="checkbox"/>	Apr 14 8am – 4pm	Microsoft Project - Basic	\$330.00	\$430.00
<input type="checkbox"/>	Apr 17 8am – 4pm	Earned Value Management	\$330.00	\$430.00
<input type="checkbox"/>	Apr 18 8am – 12pm	Managing Shop Drawings	\$175.00	\$230.00
<input type="checkbox"/>	Apr 18 8:30am – 12:30pm	Microsoft SharePoint & OneDrive 365	\$175.00	\$230.00
<input type="checkbox"/>	Apr 19 8am – 12pm	CCA Subcontracts 101	\$175.00	\$230.00
<input type="checkbox"/>	Apr 19 8:30am – 12:30pm	Microsoft Word Part 2 Intermediate	\$175.00	\$230.00
<input type="checkbox"/>	Apr 20 8am – 4pm	Field Productivity 101	\$330.00	\$430.00
<input type="checkbox"/>	Apr 21 8am – 4pm	Microsoft Excel for Construction	\$330.00	\$430.00
<input type="checkbox"/>	Apr 25 8am – 12pm	Getting Paid and Managing Cash Flow	\$175.00	\$230.00
<input type="checkbox"/>	Apr 26 8am – 12pm	RTFC: A Deep Dive into CCDC2	\$175.00	\$230.00
<input type="checkbox"/>	Apr 27 8am – 4pm	Field Scheduling 101	\$330.00	\$430.00
<input type="checkbox"/>	Apr 28 8am – 4pm	Microsoft Projects Intermediate	\$330.00	\$430.00
<input type="checkbox"/>	May 2 8am – 12pm	Managing Change in Construction	\$175.00	\$230.00
<input type="checkbox"/>	May 3 8am – 12pm	Construction Specifications 101	\$175.00	\$230.00
<input type="checkbox"/>	May 3 1pm – 5pm	Construction Drawings 101	\$175.00	\$230.00
<input type="checkbox"/>	May 4 8am – 4pm	Earned Value Management	\$330.00	\$430.00
<input type="checkbox"/>	May 9 8am – 12pm	Managing Shop Drawings	\$175.00	\$230.00
<input type="checkbox"/>	May 9 8:30am – 12:30pm	Microsoft 365 Part 1 - Basics	\$175.00	\$230.00
<input type="checkbox"/>	May 10 8am – 12pm	CCA Subcontracts 101	\$175.00	\$230.00
<input type="checkbox"/>	May 10 8:30am – 12:30pm	Microsoft Excel 365 Basics	\$175.00	\$230.00
<input type="checkbox"/>	May 11 8am – 12pm	Getting Paid and Managing Cash Flow	\$175.00	\$230.00
<input type="checkbox"/>	May 11 8:30am – 12:30pm	Microsoft Outlook 365: Beyond the Inbox	\$175.00	\$230.00
<input type="checkbox"/>	May 12 8am – 4pm	Microsoft Project - Basic	\$330.00	\$430.00



<input type="checkbox"/>	May 16	8am – 12pm	RTFC: A Deep Dive into CCDC2	\$175.00	\$230.00
<input type="checkbox"/>	May 16	8:30am – 12:30pm	Microsoft SharePoint & OneDrive 365	\$175.00	\$230.00
<input type="checkbox"/>	May 17	8am – 4pm	Field Productivity 101	\$330.00	\$430.00
<input type="checkbox"/>	May 17	8:30am – 12:30pm	Microsoft Word Part 2 Intermediate	\$175.00	\$230.00
<input type="checkbox"/>	May 18	8am – 4pm	Microsoft Excel for Construction	\$330.00	\$430.00
<input type="checkbox"/>	May 24	8am – 4pm	Field Scheduling 101	\$330.00	\$430.00
<input type="checkbox"/>	May 25	8am – 4pm	Microsoft Projects Intermediate	\$330.00	\$430.00
<input type="checkbox"/>	May 30	8am – 12pm	Managing Change in Construction	\$175.00	\$230.00
<input type="checkbox"/>	May 31	8am – 12pm	Construction Specifications 101	\$175.00	\$230.00
<input type="checkbox"/>	May 31	1pm – 5pm	Construction Drawings 101	\$175.00	\$230.00
<input type="checkbox"/>	Jun 1	8am – 4pm	Earned Value Management	\$330.00	\$430.00
<input type="checkbox"/>	Jun 6	8am – 12pm	Managing Shop Drawings	\$175.00	\$230.00
<input type="checkbox"/>	Jun 6	8:30am – 12:30pm	Microsoft 365 Part 1 - Basics	\$175.00	\$230.00
<input type="checkbox"/>	Jun 7	8am – 12pm	CCA Subcontracts 101	\$175.00	\$230.00
<input type="checkbox"/>	Jun 7	8:30am – 12:30pm	Microsoft Excel 365 Basics	\$175.00	\$230.00
<input type="checkbox"/>	Jun 8	8am – 4pm	Microsoft Project - Basic	\$330.00	\$430.00
<input type="checkbox"/>	Jun 13	8am – 12pm	Getting Paid and Managing Cash Flow	\$175.00	\$230.00
<input type="checkbox"/>	Jun 13	8:30am – 12:30pm	Microsoft Outlook 365: Beyond the Inbox	\$175.00	\$230.00
<input type="checkbox"/>	Jun 14	8am – 12pm	RTFC: A Deep Dive into CCDC2	\$175.00	\$230.00
<input type="checkbox"/>	Jun 14	8:30am – 12:30pm	Microsoft SharePoint & OneDrive 365	\$175.00	\$230.00
<input type="checkbox"/>	Jun 15	8am – 4pm	Field Productivity 101	\$330.00	\$430.00
<input type="checkbox"/>	Jun 15	8:30am – 12:30pm	Microsoft Word Part 2 Intermediate	\$175.00	\$230.00
<input type="checkbox"/>	Jun 20	8am – 4pm	Microsoft Excel for Construction	\$330.00	\$430.00
<input type="checkbox"/>	Jun 21	8am – 4pm	Field Scheduling 101	\$330.00	\$430.00
<input type="checkbox"/>	Jun 22	8am – 4pm	Microsoft Projects Intermediate	\$330.00	\$430.00
<input type="checkbox"/>	Jun 27	8am – 12pm	Managing Change in Construction	\$175.00	\$230.00
<input type="checkbox"/>	Jun 28	8am – 12pm	Construction Specifications 101	\$175.00	\$230.00
<input type="checkbox"/>	Jun 28	1pm – 5pm	Construction Drawings 101	\$175.00	\$230.00
<input type="checkbox"/>	Jul 11	8am – 12pm	Managing Shop Drawings	\$175.00	\$230.00
<input type="checkbox"/>	Jul 12	8am – 12pm	CCA Subcontracts 101	\$175.00	\$230.00
<input type="checkbox"/>	Jul 13	8am – 4pm	Earned Value Management	\$330.00	\$430.00
<input type="checkbox"/>	Jul 14	8am – 4pm	Microsoft Project - Basic	\$330.00	\$430.00
<input type="checkbox"/>	Jul 18	8am – 4pm	Field Productivity 101	\$330.00	\$430.00
<input type="checkbox"/>	Jul 19	8am – 12pm	RTFC: A Deep Dive into CCDC2	\$175.00	\$230.00
<input type="checkbox"/>	Jul 20	8am – 12pm	Getting Paid and Managing Cash Flow	\$175.00	\$230.00
<input type="checkbox"/>	Jul 25	8am – 4pm	Microsoft Excel for Construction	\$330.00	\$430.00
<input type="checkbox"/>	Jul 26	8am – 4pm	Field Scheduling 101	\$330.00	\$430.00
<input type="checkbox"/>	Jul 27	8am – 4pm	Microsoft Projects Intermediate	\$330.00	\$430.00

\*If you would like more information on a specific course, please contact the LCA Office - GST Not Included\*



Company: \_\_\_\_\_

Attendee(s): \_\_\_\_\_

E-mail/Phone: \_\_\_\_\_

Total Amount: \$\_\_\_\_\_

Payment Type: Visa \_\_\_\_ Mastercard \_\_\_\_ Cheque\_\_\_\_ Invoice (Members Only) \_\_\_\_

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiry Date

**E-mail: [lloydca3@telus.net](mailto:lloydca3@telus.net) or Phone: (780) 875-8875**

**No refunds will made after course link has been sent.**