

The goal of Constructing Minds is to provide the Canadian Construction Industry with “Tools for Success” by providing experiential learning-based training. In order to best support experiential learning-based training Constructing Minds develops a manual filled with how-to’s, instructions, guides and spreadsheets. Our goal is that all participants leave the workshops with more tools in their toolbox so that they can return to the site and apply the applicable and relevant skills and knowledge that they have just learned. **Lee Kelly M.A.A.T.O., P.GSC – Founder & Principal.**

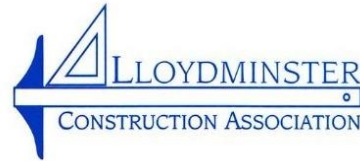
AVAILABLE WORKSHOPS:

- Mastering Subcontracts: Maximizing Opportunities and Minimizing Risks (Formally: Trade Contracts – A Double-Edged Sword):** In this workshop, we will delve into the strategies and practices that enable participants to leverage subcontracting opportunities to their fullest potential while mitigating associated risks. Whether you're a seasoned subcontractor or new to the subcontracting arena, this workshop is designed to provide valuable insights and practical tools to enhance your subcontracting endeavors. **Virtual Classroom Sessions: 2 sessions of 3.5 hours each. This workshop is accredited for 2 Gold Seal credits.**
- Blueprint for Success: Construction Project Planning (Formerly: Project Planning for Success):** This workshop outlines a comprehensive planning process encapsulated in a construction execution plan, which spans the pre-construction, construction, and turnover stages of a project. Within this plan, traditional project management functions such as scope and budget development, scheduling, and change management are structured in a format tailored to support construction endeavours. While a well-crafted construction execution plan does not ensure project success, we firmly believe that thorough pre-planning significantly enhances the likelihood of success. Throughout the workshop, we provide examples of tools and processes aimed at establishing the necessary information for project success. **Virtual Classroom Sessions: 2 sessions of 3.5 hours each. This workshop is accredited for 2 Gold Seal credits.**
- Building Construction – Putting it All Together:** Throughout our workshop, we will explore how different stakeholders, including project owners, architects, contractors, and subcontractors, play pivotal roles in steering projects towards success. By understanding the nuances of their responsibilities at each stage, we can harness the collective power of collaboration to overcome challenges and achieve excellence. **Virtual Classroom Sessions: 4 sessions of 3.5 hours each. This workshop is accredited for 3 Gold Seal credits.**
- Building with Confidence – Site Supervisor Practical Skills Workshop:** As the backbone of any successful construction project, a competent site supervisor plays a crucial role in ensuring that projects are completed safely, on time, and within budget. From organizing the construction site, to managing subcontractors, to ensuring all project deliverables are met, this workshop will provide valuable insights, practical strategies, and tools tailored to meet the unique challenges faced by site supervisors. This workshop is methodically crafted to equip you with the tools and expertise necessary to thrive in this demanding role. Get ready to enhance your leadership abilities, optimize



project efficiency, and foster a culture of excellence on the construction site. Virtual Classroom Sessions: **8 sessions of 4 hours each. This workshop is accredited for 10 Gold Seal credits.**

- **Closeout of a Construction Project:** Join us for an immersive workshop focused on mastering the closeout phase of construction projects. As one of the final stages in the project lifecycle, closeout is crucial for ensuring that all project closeout submittals are provided to the owner, and the project is handed over successfully to the client or end user. This workshop will provide participants with comprehensive insights, strategies, and best practices for navigating the closeout process with efficiency and excellence. **Virtual Classroom Sessions: 2 sessions of 3.5 hours each. This workshop is accredited for 2 Gold Seal credits.**
- **Contractor's Practical Guide to Change Order Pricing and Management:** This comprehensive workshop serves as a practical guide, covering critical aspects of construction contracting, including preparation, pricing, collection, submission, negotiation, and payment for all project changes. Participants will work with a manual comprising over 25 example checklists, forms, and letters. Through step-by-step procedures and practical examples, this workshop equips contractors with the necessary tools and knowledge to successfully navigate change order pricing submittals and issuance processes. **Virtual Classroom Sessions: 2 sessions of 3.5 hours each. This workshop is accredited for 2 Gold Seal credits.**
- **Crafting Winning Proposals – Strategies for Successful RFP Responses:** This workshop is designed to equip contractors with the skills, strategies, and tools necessary to craft winning RFP submissions. Responding to an RFP requires more than just meeting the technical requirements; it demands a comprehensive understanding of client needs, strategic positioning, and persuasive communication. Throughout this workshop, we will delve into the intricacies of the RFP process, exploring best practices, industry insights, and practical techniques to enhance your response capabilities. **Virtual Classroom Sessions: 3 sessions of 3.5 hours each. This workshop is accredited for 3 Gold Seal credits.**
- **Effective Construction Meetings and Meeting Minutes:** In this workshop, we will delve into the essential elements of conducting productive construction meetings and creating accurate meeting minutes. Meticulous meeting minutes from construction meetings offer a comprehensive reflection of all stakeholders' perspectives. They serve as crucial documentation, providing an accurate portrayal of the project's current status and outlining agreed upon next steps by all parties involved. However, achieving this level of precision is no simple task. Proper meeting minutes demand effective listening, precise recording, and, most importantly, a clear understanding of the risks associated with unfulfilled action items. **Virtual Classroom Sessions: 1 sessions of 3.5 hours each. This workshop is accredited for 1 Gold Seal credits.**

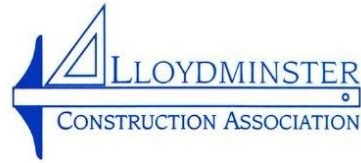


	Start Date 2024	Start Time	COURSE (Virtual)	COST Member	COST Non-Member
<input type="checkbox"/>	Oct 22 & 23	10:00am	Mastering Subcontracts	\$399.00	\$549.00
<input type="checkbox"/>	Dec 17 & 18	10:30am	Mastering Subcontracts	\$399.00	\$549.00
<input type="checkbox"/>	Oct 15 & 16	10:00am	Blueprint for Success	\$399.00	\$549.00
<input type="checkbox"/>	Nov 5 & 6	10:00am	Blueprint for Success	\$399.00	\$549.00
<input type="checkbox"/>	Dec 10 & 11	10:30am	Blueprint for Success	\$399.00	\$549.00
<input type="checkbox"/>	Nov 19, 20, 26 & 27	10:00am	Putting it All Together	\$599.00	\$749.00
<input type="checkbox"/>	Oct 9, 16, 23, 30 Nov 6, 13, 20, 27	2:00pm	Building With Confidence – Series 1	\$1,699.00	\$1,999.00
<input type="checkbox"/>	Oct 10, 17, 24, 31 Nov 7, 14, 21, 28	10:30am	Building With Confidence – Series 2	\$1,699.00	\$1,999.00
<input type="checkbox"/>	Oct 2 & 3	10:30am	Closeout of a Construction Project	\$399.00	\$549.00
<input type="checkbox"/>	Nov 12 & 13	10:00am	Closeout of a Construction Project	\$399.00	\$549.00
<input type="checkbox"/>	Dec 4 & 5	10:30am	Closeout of a Construction Project	\$399.00	\$549.00
<input type="checkbox"/>	Oct 8 & 9	10:00am	Change Order Pricing and Mngment	\$399.00	\$549.00
<input type="checkbox"/>	Nov 25 & 26	3:00pm	Change Order Pricing and Mngment	\$399.00	\$549.00
<input type="checkbox"/>	Dec 12 & 13	10:00am	Change Order Pricing and Mngment	\$399.00	\$549.00
<input type="checkbox"/>	Oct 28, 29, 30	10:00am	Crafting Winning Proposals	\$499.00	\$649.00
<input type="checkbox"/>	October 21	1:00pm	Effective Const. Meetings and Minutes	\$199.00	\$349.00
<input type="checkbox"/>	November 4	1:30pm	Effective Const. Meetings and Minutes	\$199.00	\$349.00
<input type="checkbox"/>	November 15	10:00am	Effective Const. Meetings and Minutes	\$199.00	\$349.00
<input type="checkbox"/>	November 19	2:00pm	Effective Const. Meetings and Minutes	\$199.00	\$349.00
<input type="checkbox"/>	November 25	11:00am	Effective Const. Meetings and Minutes	\$199.00	\$349.00
<input type="checkbox"/>	December 3	10:30am	Effective Const. Meetings and Minutes	\$199.00	\$349.00

If you would like more information on a specific course, please contact the LCA Office

** Courses subject to GST which will be applied on invoice**

All course costs are per person



Company: _____

Phone #: _____

Attendee #1: _____

E-mail: _____

Attendee #2: _____

E-mail: _____

Total Amount: \$ _____

Payment Type: Visa ____ Mastercard ____ Cheque ____ Invoice (Members Only) ____

Credit Card Number

Expiry Date

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

No refunds will made after course link has been sent.