

CONSTRUCTION 101

DON'T LET THE NAME FOOL YOU!!

PUTTING THE CONSTRUCTION INDUSTRY PIECES TOGETHER

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.

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

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 (a letter will be given to you for the Alberta Association of 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.

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



A COMPANY IS AS GOOD AS ITS EMPLOYEES — MAKE THEM THE BEST





CONSTRUCTION 101 REGISTRATION FORM

PRESENTERS:

- 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
- Legal – TBD
- Mechanical/Electrical – TBD
- General Project Manager – TBD
- Bonding/Insurance Specialist – TBD

**LOCATION: Grande Prairie Construction Association Office
#107, 10814 – 100 Street**

DATES: Wednesday, April 4, 2018 & Thursday, April 5, 2018

TIMES: 7:30 am to 4:00 pm

½ Hour Lunch (lunch provided); 2 – 15 min Breaks (Refreshments provided)

FEE: Member \$375 (each) + GST Non-Member \$500 (each) + GST

DEADLINE: March 19, 2018 Deadline for All Registrations

SPACE IS LIMITED AND RESERVED ON A FIRST COME, FIRST SERVE BASIS

Firm: _____

Address: _____

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

Name(s) of Attendees	Position	Email

PAYMENT: Visa Mastercard Cheque Invoice (members only)

Credit Card Number (if applicable)

Expiry Date

Card Holder Name

Total Amount

TO REGISTER PLEASE FAX THIS FORM TO 780-539-4100 OR EMAIL gpca@telusplanet.net

NO CANCELLATIONS OR REFUNDS AFTER MARCH 19, 2018

TESTIMONIALS

May 2017 Grande Prairie

- Great Course. Good for someone starting out in the industry or been in it for 20+ years.
Andre Deslauriers, Cookshaw Electric a div of Kamwin Electric
- Great Course, I got my monies worth.
Todd Anderson, Chinook Drywall
- It was very informative and a refresher for things I did know.
Willie Kempin, Wilmar Drywall
- This course has given me good insight into the construction process as a whole.
Carla Christie, CC & C Services
- I found the course to be very informative and educational. Thank you GPCA & Debbie Hicks.
Josh Gibson, Gray Electric

May 2016 Grande Prairie

- I enjoyed the seminar. Debbie Hicks has so much knowledge on the Construction Industry.
David Belyan, PC Energy
- I really enjoyed the course. It was very informative and I learned many new aspects.
Cindy Skoropata, LED Metal Works
- Debbie's enthusiasm for the course topics kept the class motivated and involved, appreciate the course.
Kori Grykuliak, City of Grande Prairie
- Some very good information, I will take what I have learned and apply it to my job.
Candi Beauchamp, Overhead Door of Grande Prairie
- The seminar gives you the confidence needed to perform at a higher level in your company.
Sandy Williams, PC Energy
- Good information. I especially like the legal aspects. Project Management speaker was also very interesting.
Ken Sieben, Artisan Energy Solutions
- Valuable information that can be utilized in most levels of construction. Highly recommend for ones involved in estimating.
Shawn Clarkson, LSM
- The Legal matters and Risk Management parts of this class was an eye opener for me.
Jules Albert, LSM