



COURSES WE OFFER

ONLINE TRAINING

How To Be A Better Foreman

This 1-day course gives participants the fundamentals of field leadership, organization, crew morale, efficiency, and productivity. **1 Gold Seal Credit.**

Leading and Managing Organizational Change

This seminar is focused on preparing you to manage organizational change and to lead and mentor others through change. **1 Gold Seal Credit.**

Effective Management Skills

This course is for all managers, supervisors, team leaders or anyone who is responsible for achieving results through people and who want to bring the best out in people. **1 Gold Seal Credit.**

Time Management Workshop

In this leading edge Time Management Workshop you will gain a new mindset, skillset and toolset that will optimize your personal productivity and teach you how to produce greater results in less time. **1 Gold Seal Credit.**

Hazard Recognition and Control

This session is designed to provide participants the required knowledge to understand the principles of hazard recognition and control as well as the methods used to ensure hazards are identified and adequately addressed in the workplace.

Incident Investigations

This course is designed to provide participants the required knowledge to understand the principle of incident investigations and the methods used to ensure an adequate investigation is completed.

Supervisors Bootcamp - Practical Leadership Tools for Front Line Supervisors

Participants will be given a leadership 'tool kit' comprised of the simplest but most effective leadership concepts, from which they can effectively build and develop their own leadership style. **1 Gold Seal Credit.**

Leading a High-Performance Team

This proven, powerful and practical learning experience is essential for all supervisors and managers who are striving to bring the best out of their people. **2 Gold Seal Credits.**

Microsoft Project

The main objective of this 2-day course is to introduce the commands, functions, and capabilities of Microsoft Project. It is designed for computer users who are new to Microsoft Project who want to gain a thorough understanding of one of the world's most popular project management software packages. **2 Gold Seal Credits.**

Negotiation Skills Workshop

In this seminar you will learn a proven, practical step-by-step approach to win-win negotiations and how to protect yourself from "hardball" negotiators. **1 Gold Seal Credit.**

Trenching & Excavation Safety Workshop

The workshop walks participants through a program that includes safe work procedures and what to do if something goes wrong. It covers shoring, benching, sloping and shielding systems. It also includes a section on location of underground utilities and the geotechnical and structural engineered documentation requirements.

WHMIS (GHS)

Communication, Negotiation, Conflict Resolution

2 Gold Seal Credits.

Confined Spaces Safety Awareness

1 Gold Seal Credit.

Construction Law

2 Gold Seal Credits.

Construction Project Management

3 Gold Seal Credits.

First Level Supervisor Training Program

5 Gold Seal Credits.

Workplace Violence, Harassment and Bullying



If you are interested in one of these courses please contact Kerry Vital at kerry.vital@trainingnetwork.ca

MORE COURSES WE OFFER

Managing Stress in the Workplace

In this workshop, learn how to recognize stress, how it affects your life, and effective strategies to handle stress in the workplace. You will also learn how to reduce your stress and set goals for effectively managing internal and external stressors.

Writing Effective Letters, Scope Documents and Reports

This seminar is focused on helping you write more effectively. You'll learn to tailor your writing for your audience and purpose. You'll apply the strategies required for effective scope documents, letters, and reports. In addition, you'll also incorporate key principles for editing and revising your documents. **1 Gold Seal Credit.**

Providing Exceptional Customer Service

This interactive seminar will help you to develop crucial customer service skills to build strong relationships with your clients, whether one-on-one or with a group. **1 Gold Seal Credit.**

Microsoft Outlook

Outlook is a key communication tool in most companies yet is commonly underutilized and a time hog with too much time spent just responding to email. Learn powerful organizational strategies that can change the way you work and save you hours of time every week. **1 Gold Seal Credit.**

Microsoft Excel for Business

Learn to use Excel to create budgets, track costs and generate quotes. Learn tools and ideas that will save time and create professional looking proposals and plans. **1 Gold Seal Credit.**

Microsoft Excel Advanced

Save hours and minimize errors by learning how to manage data and reporting through tables and with the use of pivot tables, graph data and be able to make dynamic charts and identify trends with trend lines. **1 Gold Seal Credit.**

Bluebeam Revu Basics

This course teaches you the fundamentals of using Bluebeam's award-winning software, Revu. With Revu, you'll be able to expedite the review and approval process between project team members or clients, quickly and easily. **1 Gold Seal Credit.**

Estimating with Bluebeam Revu

This full-day training course provides you and your staff with the knowledge and skills to accurately estimate construction quantities and costs using Bluebeam Revu. **1 Gold Seal Credit.**

Field Quality Control and Deficiency Management with Bluebeam Revu

This full-day course provides you and your staff with the knowledge and skills to get the quality of work on your projects under control and developing an effective tracking system that is easy to manage. **1 Gold Seal Credit.**

Document Control with Bluebeam Revu

This full-day training course provides you and your staff with the knowledge and skills to take plain PDF construction documents and create smart PDF's that can give project teams accurate and up to date information at all times. **1 Gold Seal Credit.**

Lean for Construction - A Practical Approach

In this fun and interactive full-day workshop, participants will be introduced to key Lean tools. **1 Gold Seal Credit.**

Sales Skills Workshop

In this powerful and practical one-day workshop participants will learn a new mind-set, skill-set and tool-set essential for achieving sales cycle success in the new economy. **1 Gold Seal Credit.**



(Online courses, continued)

Introduction to BIM (Building Information Modeling)

1 Gold Seal Credit.

Introduction to Construction Estimating

2 Gold Seal Credits.

Pipeline Construction Safety Training (PCST)

Construction Industry Ethics

1 Gold Seal Credit.

TDG Transportation of Dangerous Goods

Lockout/Tagout Awareness

H2S Awareness

Working in a Respectful and Inclusive Workplace

1 Gold Seal Credit.

Please visit www.trainingnetwork.ca for more information.