



# COURSE CATALOGUE 2025-2026

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**CANB** Moncton  
Northeast  
Construction Association

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# ABOUT US

## OUR MISSION..

To provide quality construction learning to the Maritime construction workforce by offering an accessible, industry-driven curriculum that **empowers** individuals to **advance** their careers and **support** construction companies in building stronger teams to deliver world-class projects.

## OUR VISION..

To be the leader in construction learning across the Maritimes by being the most credible and trusted source for **upskilling**, **long-term career progression**, and **Gold Seal certification**.



**CCA**  
**PREFERRED PARTNER**

**MCCL** is proud to be **Canadian Construction Association's (CCA)** Preferred Training Partner, with the majority of our courses eligible for **Gold Seal Credits**.

**MCCL** delivers training services to the construction workforce across **New Brunswick** and **Prince Edward Island** in partnership with:





# BENEFITS

Our training programs will allow you to:



*Enhance your  
knowledge*



*Expand your  
expertise*



*Grow your  
business*



*Strengthen  
your network*

## WE PROVIDE

- Over 50 Courses
- Seasoned Facilitators
- Free learning seminars/webinars
- Up-to-date sessions on Industry dynamism
- Networking opportunities
- Flexibility: In-person, Virtual or Hybrid





# OUR COURSES

**Maritime Centre for Construction Learning (MCCL)** stands as a reliable partner in nurturing advancement and achievement across the Construction Industry, with a steadfast dedication to excellence and innovation.

Our centre provides comprehensive training opportunities for continuous professional growth, tailoring to professionals at various career stages. The courses are meticulously categorized into key areas, ensuring learners can easily access content that aligns with their specific needs:



## MODE OF DELIVERY



*In-person*



*Virtual*



*Hybrid  
(In-person & Virtual)*



# GOLD SEAL CERTIFICATION PROGRAM

The CCA's Gold Seal Certification program certifies Canadian Construction Management Professionals and is a nationally acknowledged benchmark of excellence in construction management. Earned through a combination of industry experience, education, and examination, this certification enhances your professional development, improves your job mobility, and effectively markets your skills, competence, and experience.

If you are an Estimator, Foreperson, Owner's Construction Manager, Project Manager, Safety Practitioner, or Superintendent working in Canada's industrial, commercial, institutional, and civil (ICIC) construction sectors, consider getting Gold Seal Certified.

MNECA, being a Gold Seal preferred partner of CCA, supports the program through Information/guidance sessions and by offering over 50 Gold Seal accredited courses.



*For detailed information on eligibility requirements, the application process, and personalized assistance, please contact **Manish S.S. Bhadwal** at [education@mneca.ca](mailto:education@mneca.ca) and **(506) 857 - 4038**.*



## Gold Seal Certification (GSC) Fast-Track Package

This intensive 5-day GSC Fast-Track Package is designed to help construction professionals accelerate their journey toward Gold Seal Certification by earning 12 GSC credits in just one week. Facilitated by industry experts at the Maritime Centre for Construction Learning (MCCL), the package not only provides the required credits but also lays a strong professional foundation for long-term success in the construction industry.

### MODE OF DELIVERY



IN-PERSON

### DURATION



5 Days

### CREDITS EARNED:

12 Gold Seals

### TOPICS

- Construction 101 & beyond **(5 Credits)**
- Construction Industry Ethics **(3 Credits)**
- Leveraging AI for Effective Construction management **(1 Credit)**
- Managing employees in the Construction Industry **(2 Credits)**
- Developing & leading High-Performance Team **(1 Credit)**



## History of Gold Seal Certification Program: The New Brunswick Connection

The history of the Gold Seal Certification Program in the construction industry begins in the late 1980's. At that time there was a group operating in Ontario known as the Construction Management Institute (CMI). One of the programs that CMI was working on was a certification program for management personnel in the construction industry. The certification was to be known as the Gold Seal Program. With a loss of government funding CMI was disbanded leaving the Gold Seal Certification unfinished.

In Atlantic Canada, the four provincial associations; the Construction Association of Newfoundland & Labrador (NLCA), the Construction Association of Prince Edward Island (CAPEI), the Construction Association of Nova Scotia (CANS) and the Construction Association of New Brunswick (CANB) had previously formed a joint committee known as the Construction Atlantic Management Education Committee (CAMEC) whose mandate was to promote education in the construction sector in Atlantic Canada. The search for a means to revive the Program was led by a number of members of CAMEC who represented CANB and its constituent associations. CANB was the only one of the four provincial associations that operated as a federation with regional representation, at that time, coming from the Moncton Northeast Construction Association (MNECA), the Saint John Construction Association (SJCA) and the Fredericton Northwest Construction Association (FNWCA).

There were several individuals from the New Brunswick associations involved in moving the Gold Seal Program forward. This group decided to approach the New Brunswick Provincial Government for assistance. A meeting was arranged with Dr Russell King, the then Minister of Advanced Education & Training.

Dr King was so impressed with the CAMEC presentation that he not only provided funding to complete the Program but also seconded staff from his department to work on it. Richard Ingram worked on the Gold Seal Certification for many years. He took what CMI had already prepared and built the program that delivered its first certificates in 1993.

CAMEC was a regional body, and they were not in a position to roll out a nation-wide certification program, so they approached CCA. After lengthy discussions between CAMEC and CCA the Gold Seal Program became a national program under CCA in 1991.

The involvement of the New Brunswick government led to a provincial procurement requirement that mandated by tender that those successful general contractors on contracts over \$1M had to employ at least one gold seal certified practitioner on the project. For Electrical and Mechanical Contractors their contract threshold was \$500K. The Gold Seal Certification Program has grown over the years and the program has also modernized with the use now of online exams and an application portal.

Today, the Maritime Centre for Construction Learning (MCCL), as CCA's preferred partner for Gold Seal accredited training, provides comprehensive support to construction professionals across the Maritimes in preparing for and pursuing Gold Seal Certification. With a robust catalog of over 50 courses offered in virtual, in-person, and hybrid formats, each eligible for Gold Seal credits – MCCL ensures flexible and accessible learning. Since 2000, more than 130 professionals have successfully completed the Gold Seal Program, and six companies have earned the distinction of being recognized as Gold Seal employers.







# ***CONSTRUCTION LEADERSHIP***



## Managing Change in Construction

This half-day workshop explores the change management process in construction projects using standard Canadian contracts, including CCDC-2, CCA-1, and CCA-19. Participants will gain practical insights into handling changes effectively and review key model forms.

### TOPICS

- Change Order Form
- Change Directive Form
- Proposed Change Form
- Supplemental Instruction Form
- Notice Form
- Summary of Changes
- CCA 16 – Guidelines for Determining the Costs Associated with Performing Changes in the Work
- CCA Guide to Cost Predictability in Construction

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL  
4 Hours

## Developing & Leading High Performance Teams

This course focuses on building and leading high-performing teams in construction. Participants will learn how teamwork drives quality, schedules, and retention, while gaining skills in team dynamics, communication, culture, and managing individual performance challenges.

### TOPICS

- Characteristics of a highly effective team
- How to create a strong sense of team
- How to communicate and leverage the concept of team for higher levels of effort and commitment
- Dealing with poor performance, issues, and problem behaviors of individual team members

**MODE OF DELIVERY**  
**DURATION**



IN-PERSON  
3 Hours

## Construction Industry Ethics

**“This course is mandatory for those applying for Gold Seal certification.”**

Upholding ethics is essential for leadership in construction. By operating within a clear ethical framework, construction leaders can ensure their teams follow established rules and that issues are addressed fairly and efficiently. Through interactive content, case studies, relatable examples, and engaging videos, the course provides practical tools for ethical decision-making on the job site.

### TOPICS

- Ethical behavior
- Importance of ethics in business
- Ethical decisions
- Ethics in the context of the law
- Ethics and company's success

**MODE OF DELIVERY**  
**DURATION**



HYBRID  
6 Hours

## Managing Employees in Construction Industry

This course addresses the evolving culture of employee management in construction.

It equips leaders with practical skills to engage crews respectfully, guide new workers effectively, and address performance issues in a way that supports productivity and team commitment.

### TOPICS

- Relate and interact with employees.
- Create greater levels of engagement.
- Provide guidance for employees growth.
- Address and correct issues respectfully.

**MODE OF DELIVERY**  
**DURATION**



IN-PERSON  
6 Hours



## Effective Construction Meetings & Meeting Minutes

This workshop covers how to run effective construction meetings and take accurate minutes. Participants will learn key strategies to capture discussions, track action items, and reduce project risks through clear, consistent documentation and communication.

### TOPICS

- Conducting effective and efficient construction meetings.
- Types of construction meetings and when to have them.
- Recording accurate and factual construction meeting minutes.
- Standard topics and other topics to discuss and document.
- Importance of construction meeting minutes to manage deliverables and risk.
- Engaging project stakeholders to deliver as recorded.
- Managing actionable items.
- Understanding how construction meeting minutes become permanent records.
- Distribution and follow-up.

### MODE OF DELIVERY



VIRTUAL

### DURATION



3.5 Hours

## Mastering Mentorship Skills in Construction

A focused workshop for experienced construction professionals to strengthen mentorship skills. Learn a six-step mentoring process and use the Predictive Index to enhance communication, support apprentices, and foster a safer, more effective work environment.

### TOPICS

#### Predictive Index Workshop

- Learn your own personality to improve understanding and mentoring of others
- Discover your strengths and how they impact teamwork and leadership

#### Mentor Training

- Effective Communication Skills
- Fostering a Respectful Workplace
- Key Qualities of Successful Mentors
- Six Steps to Effective Mentoring in the Workplace

### MODE OF DELIVERY



IN-PERSON

### DURATION



7 Hours

## Time Management Skills for the Construction Industry

This course teaches practical time management strategies for the construction industry. Participants will learn how to stay organized, coordinate teams and resources, and manage daily tasks to meet project deadlines and reduce disruptions.

### TOPICS

- What is time management in the construction industry
- Apply basic organization skills to our day-to-day activities
- Coordinate resources and personnel to meet critical timelines.
- Organize the big picture.

### MODE OF DELIVERY



IN-PERSON

### DURATION



3 Hours

## Communication & Negotiation Skills for Construction Industry

This course builds essential communication skills for construction professionals. Participants will learn how to navigate high-pressure conversations, resolve conflicts, negotiate effectively, and handle difficult or uncooperative individuals to keep projects on track.

### TOPICS

- Characteristics and elements of effective communication.
- Persuasion in important conversations.
- Negotiating skills to resolve disagreements.
- Dealing with uncooperative, difficult, and/or aggressive individuals.

### MODE OF DELIVERY



IN-PERSON

### DURATION



3 Hours





*“The Course Material was very well structured and thoughtfully organized, of tremendous value to our team.”*

**Brandon Baker**  
**General Manager**  
**Expert Fence, Bathurst, NB**







# ***BUSINESS DEVELOPMENT, FINANCE & PROFITABILITY***



## Finance and Accounting for Non-Financial Managers

This course offers an extensive understanding of construction and financial management by bridging the gap between construction processes and accounting reports.

### TOPICS

- Learn to forecast cash flows, review accounts receivable strategies, and justify fixed asset acquisitions
- Delve into revenue, cost accruals, and their significance in financial reporting
- Get acquainted with Generally Accepted Accounting Principles
- Explore risk management and its mitigation rewards
- Using reports and analyses to monitor strengths and weaknesses
- Learn the real costs of lost productivity Forecast revenue to ensure overheads are covered and profit is achieved

### MODE OF DELIVERY



VIRTUAL

### DURATION



12 Hours

## Strategic Planning for Growth in Construction

This course equips construction professionals with the tools to develop effective strategic plans and make informed financial decisions. Participants will explore how planning, market analysis, revenue strategies, and performance measurement work together to drive business growth, improve resource use, and achieve long-term success.

### TOPICS

- **Strategic Growth Plan:** Set goals and actions based on SWOT analysis.
- **Annual Business Plan:** Create summaries, objectives, market and revenue strategies.
- **Financial Plan:** Prepare projections, track KPIs, and analyze profits and finances.

### MODE OF DELIVERY



VIRTUAL

### DURATION



8 Hours

## Profitable Contracting

This course helps construction professionals tackle key financial and operational challenges. Over two half-day sessions, participants will learn practical strategies to reduce costs, improve cash flow, and increase profitability through real-world examples, group discussions, and hands-on activities.

### TOPICS

- Master Financial Management
- Control Costs
- Control Risks with proven strategies
- Protect & Optimize company assets
- Solve Skilled Labour Shortages
- Eliminate Productivity Gaps
- Reduce overhead & Safeguard Financial Health

### MODE OF DELIVERY



VIRTUAL

### DURATION



8 Hours

## BluePrint for Success - Construction Project Planning

This workshop covers the creation of a Construction Execution Plan across all project phases, integrating key project management functions like scope, budget, and scheduling. Participants receive a practical manual with tools, templates, and checklists to support effective planning and execution.

### TOPICS

- Mastery of Planning Techniques
- Comprehensive Understanding of Project Lifecycle
- Effective Scope Management
- Schedule Development
- Budgeting and Cost Control
- Risk Identification and Mitigation
- Procurement and Contract Management
- Project Documentation and Reporting

### MODE OF DELIVERY



VIRTUAL

### DURATION



7 Hours





# Getting Paid & Managing Cash Flow in Construction

This half-day course explores payment challenges in the construction industry, focusing on standard contract terms from CCDC and CCA documents.

Participants will review payment processes in CCDC documents and learn how to identify non-standard contract clauses that can delay payments.

## TOPICS

- **CCA 28** – A Guide to Improving Cash Flow in the Construction Industry
- **CCA 50** – A Prime Contractors Guide to Project Financing and Payment Security
- **CCA 53** – Trade Contractors Guide and Checklist to Construction Contracts CCA Banking Guide for the Canadian Construction Association
- **CCDC 12** – Project Financial Information Disclosure Form

### MODE OF DELIVERY



VIRTUAL

### DURATION



4 Hours

# Earned Value Management for Construction

This course introduces Earned Value Management (EVM), a proven project control method that integrates cost, schedule, and performance data to help manage construction projects effectively.

Participants will learn how to assess project progress against a baseline, identify variances early, and take corrective action—ensuring better decision-making and meeting owner expectations in today’s complex construction environment.

## TOPICS

- Understanding and using an effective performance management system
- Detect both positive and negative trends promptly.
- Forecast the Projected Final Cost using several techniques.
- Make project decisions concerning scope, cost, and schedule.
- Learn to avoid project-management pitfalls by identifying and mitigating risks.

### MODE OF DELIVERY



VIRTUAL

### DURATION



6 Hours

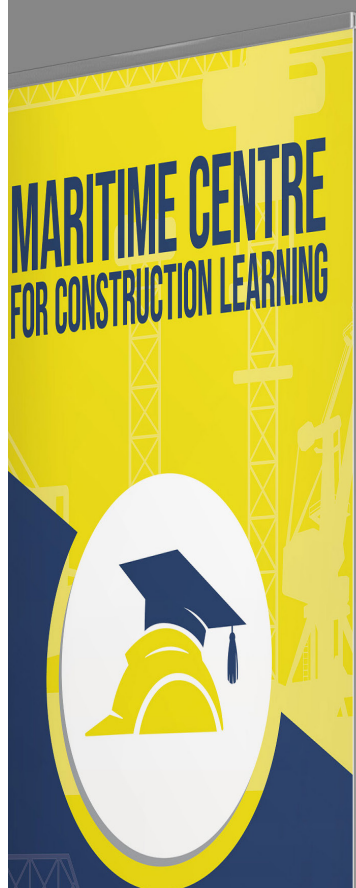


*“I just wanted to say a big thank you for the training this week. The team have all spoken about their appreciation for teaching approach (especially with the interactions in a virtual setting!) and found the sessions super valuable”*

**Paula Castonguay**  
**Director of Development**  
**Housing Hub of New Brunswick**

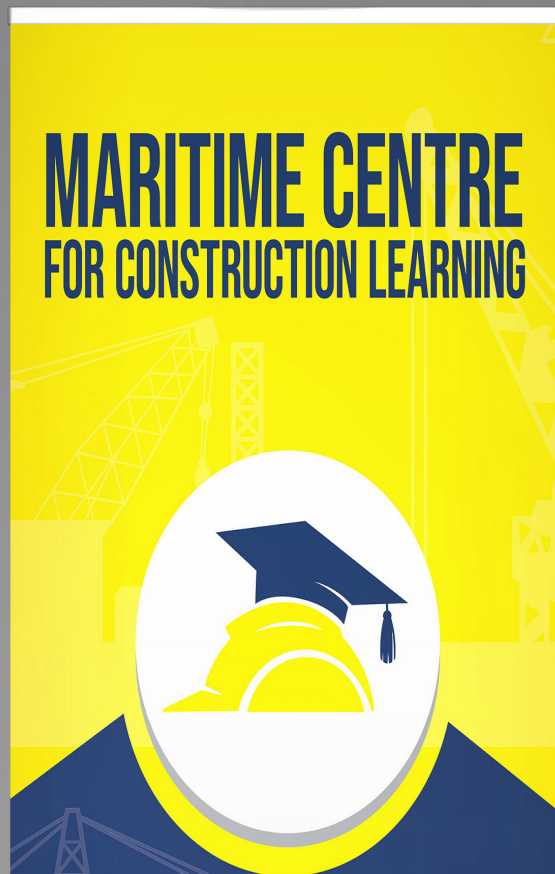






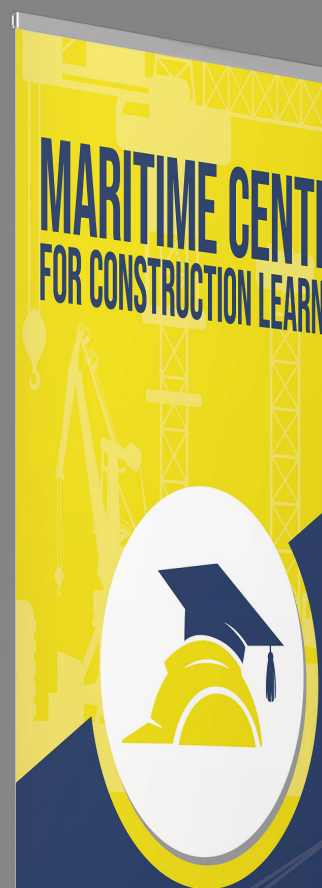
**LEARN.**

*Advance your Career*



**BUILD.**

*Upskill your team*



**LEAD.**

*Gold Seal Certification*

# CONSTRUCTION PROJECT MANAGEMENT





## Construction Project Management

Designed for project managers, coordinators, and administrators, this four-session course covers the full project lifecycle—from pre-construction to post-construction. Participants will gain practical skills in leadership, coordination, and execution to successfully manage construction projects from start to finish.

### TOPICS

- Project Leadership
- Construction Fundamentals
- Construction Delivery Methods
- Contracts and Contract Documents
- Understanding Tendering
- Client relations
- Project Planning
- Resource and Time Management
- Construction Plan Execution
- Post Construction

**MODE OF DELIVERY**  
**DURATION**



IN-PERSON  
16 Hours

## Closeout of a Construction Project

This workshop focuses on effectively managing the construction project closeout phase. Learn how early planning, clear communication, and teamwork ensure a smooth turnover, timely payment, and client satisfaction—key factors in closing projects successfully and securing future opportunities.

### TOPICS

- Understanding Closeout Essentials
- Navigating Regulatory Requirements
- Effective Documentation Management
- Quality Assurance and Deficiency Management
- Contractual Obligations and Financial Closure
- Client Handover and Occupancy Planning
- Lessons Learned and Continuous Improvement

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL  
6 Hours

## Plans & Specifications Reading 101

This course will provide an introduction into the use of drawings and specifications in the tendering and construction phases of a project.

- Participants will be introduced to:
- The types and layouts of specifications.
  - Use of scales.
  - The meaning of symbols

**MODE OF DELIVERY**  
**DURATION**



IN-PERSON  
12 Hours

- General organization of plans.
- The relationship of the specifications to the drawings



## Managing Shop Drawings, Samples & Submittals

This course reviews the complete shop drawing and submittal process, helping contractors avoid delays and common mistakes.

Learn best practices for managing submittals under CCDC and CCA contracts, maintaining procurement schedules, using submittal logs, and handling client demands beyond project specifications.

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL  
4 Hours

### TOPICS

- Common shop drawing process as articulated in CCDC-2, CCA-1, CCA-19, CCA-5B, and CCDC-14.
- Procurement schedule
- Submittal log
- Review process
- What to do when the client wants more than what is called for in specifications

## Project Manager's Guide to Accounting Practices, Cost Control & Financial Reports

This course offers project management professionals an in-depth understanding of construction financial management.

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL  
12 Hours

### TOPICS

- Understand Project Financials
- Navigate Industry-Specific Challenges
- Read and Interpret Financial Reports
- Forecast Cash Flow & Equipment Acquisition Planning
- Comprehend Generally Accepted Accounting Principles - GAAP
- Control Labour Costs & Boost Productivity
- Recruit Smarter
- Reduce Overhead & Manage Risk
- Streamline Project Close-outs



*“Great Course, went over everything at the right pace and gave great field examples and lessons.”*

**Jérémie Gallant**  
**Project Manager**  
**Bay Construction and management Inc.**







# ***CONSTRUCTION SITE MANAGEMENT***





## Construction Site Superintendent

This course presents an in-depth view of the activities, events, responsibilities, and processes that a site supervisor must possess and execute to set up, organize, manage, and deliver the successful turn of a project from pre-construction to post-construction. Throughout this course, the site supervisor will be introduced to processes and procedures to support their understanding and supplement their skills for successful project delivery.

### TOPICS

- Project Leadership
- Construction Fundamentals
- Construction Delivery Methods
- Construction law, Contracts Specifications and Documents
- Understanding Tendering Process
- Pre-Construction Project Planning
- Start-Up and Mobilizations
- Construction Operations
- Construction Closeout.

**MODE OF DELIVERY**  
**DURATION**



IN-PERSON  
24 Hours

## Field Scheduling 101

This course equips field and project management personnel—superintendents, general foremen, and foremen—with practical tools to plan and schedule site and crew-level activities. The focus is on maximizing resource efficiency and minimizing waste through effective field scheduling techniques.

### TOPICS

- Planning principles
- Network schedules
- Critical path
- Gantt (bar) charts
- Manpower curves
- Progressing the work
- Productivity and performance factors
- Look-ahead schedules
- Daily work plans

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL  
7 Hours

## 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.

### TOPICS

- Introduction to field productivity
- Contractor's role and productivity
- The supervisor's role and productivity
- Labor productivity
- Equipment productivity
- Factors that impact productivity
- Quantifying lost productivity

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL  
6 Hours

## Surveying Basics for Site Personnel

This course will provide an understanding of surveying basics for distance measurements, differential leveling, setting benchmarks, and transferring elevations.

### TOPICS

- Introductions, Registrations, Agenda, Housekeeping, Outline.
- General Surveying Overview.
- Types of Levels, and Levelling Rods.
- Distance Measuring.
- Instrument Setup.
- Calculation of a simple circuit
- Differential Leveling
- Profile Levelling
- Setting Benchmarks

**MODE OF DELIVERY**  
**DURATION**



IN-PERSON  
12 Hours



**PURCHASE AND SALE AGREEMENT**

1 (a) **BUYER NAME(s):** \_\_\_\_\_

2 (b) **SELLER NAME(s):** \_\_\_\_\_

3 (c) **PROPERTY ADDRESS and/or DESCRIPTION:** \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 (d) **PURCHASE PRICE: \$** \_\_\_\_\_

7 to be paid in cash or equivalent good funds at closing.

8 (e) **EARNEST MONEY: \$** \_\_\_\_\_, valid \_\_\_\_\_, whose address is \_\_\_\_\_, will be promptly delivered to Escrow Agent not later than \_\_\_\_\_.

9 (f) **CLOSING, EXPIRATION, & POSSESSION:** This Agreement will expire on this date if not closed by the next business day. Any other change in this date must be given to the Buyer at the time of closing, unless otherwise stated.

10 (g) **ITEMS INCLUDED OR EXCLUDED:** Included are improvements (rights and privileges) and fixtures (structure(s) by nails, screws, or other permanent means attached light fixtures and bulbs, ceiling fans, and other fixtures and equipment, all doors and storm doors, draperies, curtains, blinds, shades, etc.) and hardware (bathroom fixtures, gas logs, fireplace doors and screens, and all remote controls, swimming pool equipment, all fencing, landscaping and outdoor lighting, and other items included in the sale).



## Crafting Winning Proposals: Strategies for Successful RFPs

This practical workshop equips contractors with the tools and techniques needed to create strong, competitive RFP submissions. Learn how to interpret RFP requirements, align with client expectations, and craft persuasive narratives that set your proposal apart. Ideal for both seasoned and new contractors looking to elevate their bidding strategy and win more work.

### TOPICS

- Distinguish between RFQs and prequalification processes
- Identify RFP opportunities in public and private sectors
- Conduct a SWOT analysis to strengthen RFP responses
- Develop a winning strategy and clear proposal theme
- Assess and understand your competition & more

### MODE OF DELIVERY



VIRTUAL

### DURATION



10 Hours

## Mastering Subcontracts

This workshop equips participants with the knowledge and tools to maximize subcontracting opportunities while effectively managing associated risks. Designed for both new and experienced subcontractors, it covers essential contractual responsibilities such as design liability, flow-down provisions, scope of work, payment terms, insurance, warranties, and more.

Participants will explore key legal concepts including contract law, terms and conditions, and incorporation by reference. A comprehensive manual featuring checklists, templates, and how-to guides—based on over 40 years of industry experience—serves as a valuable resource throughout the course. Through hands-on activities, including the development of a “Subcontract Handbook” and a red-amber-green clause analysis, attendees will gain practical insights into reviewing and negotiating construction contracts with greater confidence.

### MODE OF DELIVERY



VIRTUAL

### DURATION



7 Hours

## RTFC - Read the Full Contract

Eighty percent of the people managing construction contracts do not read, do not understand, or do not follow the construction contract in place between the two organizations. This creates problems for both the owner and the contractor, as well as the other participants involved with the project (consultants, subcontractors, sub-subcontractors, and suppliers). The **Canadian Construction Documents Committee (CCDC)** and the **Canadian Construction Association (CCA)** publish standard contracts and guides for the construction industry. 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.

### This course will review:

- **CCDC-00** – Guide to Use of CCDC Master Specification for Division 00 – Procurement and Contracting Requirements
- **CCDC-10** – Guide to Construction Project Delivery Methods
- **CCDC-20** – Guide to the use of CCDC-2 Stipulated Price Contract
- **CCDC-23** – Guide to the Call and Awarding of Construction Contracts
- **CCDC-21** – Guide to Construction Insurance
- **CCDC-22** – Guide to Construction Surety Bonds
- **CCDC-24** – Guide to Model Forms
- **CCDC-29** – Guide to Prequalification
- **CCDC-40** – Rules for Mediation and Arbitration of Construction Industry Disputes
- **CCA 53** – A Trade Contractor’s Guide and Checklist to Construction Contracts.

### MODE OF DELIVERY



VIRTUAL

### DURATION



4 Hours





## CCA Subcontracts 101

Clear understanding and proper execution of construction contracts are essential to project success. This workshop focuses on the Canadian Construction Association (CCA) standard subcontract documents, emphasizing the roles and responsibilities of contractors, subcontractors, and sub-subcontractors. Participants will gain practical insights into interpreting and applying these contracts to reduce risk, avoid disputes, and improve overall project performance.

### TOPICS

#### Contracts covered by the course:

- CCA-1 – Stipulated Price Subcontract
- CCA-19 – Stipulated Price Sub-Subcontract
- Example of a non-standard Stipulated Price Subcontract

#### MODE OF DELIVERY DURATION



VIRTUAL  
3.5 Hours

#### Guides covered by the course:

- CCA-51 – Guide to Calling Bids and Awarding Subcontracts
- CCA-53 – A Trade Contractors Guide & Checklist to Construction Contracts

## Construction Drawings 101

The course will deal with the information from plans, elevations, sections, details and notes contained in typical drawings.

### TOPICS

- List the components of a typical construction drawing set
- Identify typical drawing types, symbols, notes and scales

#### MODE OF DELIVERY DURATION



VIRTUAL  
3 Hours

- Recognize the common types of drawing sets and explain their differences
- Extrapolate specific information from a drawing set and cross-reference it to the construction specification

## Construction Specifications 101

This interactive half-day course introduces participants to the fundamentals of reading and interpreting construction specifications. Through a practical overview, attendees will learn the role of the project manual within bidding and contract documents, understand the structure and purpose of Master Format, and distinguish between prescriptive and performance specifications. Ideal for those seeking a solid foundation in specification interpretation.

### TOPICS

- Recognize the role of the project manual in relationship to the bidding documents, construction contract documents, general requirements, and technical specifications.

#### MODE OF DELIVERY DURATION



VIRTUAL  
4 Hours

- Recognize the role of Master Format in construction specifications.
- Recognize the difference between a prescriptive specification and a performance specification.



# Contractor's Practical Guide to Change Order Pricing & Management

This course will guide the contractor through step-by-step procedures, checklists, forms, and letters that combine to create the blueprint for the successful submittal of proposed change order pricing and issuance of change orders.

## TOPICS

- Understand conditions that create change orders and be prepared for them
- Learn the Request for Information (RFI) process and how to leverage RFI's for answers and changes
- Understand the Supplemental Instruction (SI) – a no cost, no time document and how to manage risk associated with improperly issued SI's
- Learn about contractual obligations of the change order process including overhead and profit, valid pricing periods and more.
- Learn the step-by-step change order process.
- Understand the qualifications to add to proposed change order pricing to protect the contractor regarding the validity of the pricing duration as well as others.
- Managing the consultant and owner review and issuance of the change order.
- Understanding when the contractor needs to raise the flag by issuing first and second notices and then a "Notice of Delay" to the owner for prompt change order issuance.
- Managing the change orders and issuing subcontractor change orders.
- Understand and be prepared for common change order issues.
- Learn the risky business of change directives and the importance of submitting daily labour timesheets and costs.
- Learn the importance of issuing "zero dollar" subcontractor change orders to ensure that all subcontractors are working from the most current set of documents.
- Learn about the cumulative impact of changes and how it is the contractor's responsibility to be able to predict the future impact of current change

**MODE OF DELIVERY**



VIRTUAL

**DURATION**



6 Hours

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**page 22**

*“A strong future for Canada’s construction industry depends on its ability to attract, train, and retain skilled workers. With ongoing labor shortages limiting growth, strategic workforce planning and human resource development are more vital than ever.”*

# ***HUMAN RESOURCES***





## Developing & Retaining Employees in Construction

A “team” is not just a buzzword that we use to make people feel they belong. It refers to how a group of people work together, and it is critical to being successful. Highly effective teams get more work done, do that work at a higher level of quality, and tend to meet deadlines more consistently than broken or dysfunctional teams. This course highlights the essential role of teamwork in driving success in the construction industry. It equips participants with the skills to develop and lead high-performing teams that produce quality results, stay on schedule, and boost engagement and retention. The course covers key areas such as the traits of effective teams, building a strong team culture, communicating to strengthen collaboration, and managing individual performance challenges.

### TOPICS

- Challenges to retaining employees
- Increasing our attraction factor as a member of the construction industry
- Building employee loyalty
- Investing in employees to grow the team we need Simple but effective techniques for developing employees

**MODE OF DELIVERY**  
**DURATION**



IN-PERSON  
3 Hours

## Creating Respectful & Inclusive Construction Workplaces

Know how to create and lead a respectful and inclusive workplace, and how to deal with violations of respect and inclusion policies.

### TOPICS

- Understanding respect and inclusion and why it is so important in today's workplace
- Understanding employee's rights in terms of respect and inclusion
- How to create and lead a respectful and inclusive workplace
- Dealing with violations of our respect and inclusion policies.

**MODE OF DELIVERY**  
**DURATION**



IN-PERSON  
3 Hours

## Intercultural Competency Training

This course will equip your team with the tools to foster a safe work culture & build strong relationships with colleagues and clients.

This 2-3 hour session can Improve your team's cultural awareness, enhancing collaboration, reducing misunderstandings, and opening the door to new growth opportunities.

**MODE OF DELIVERY**  
**DURATION**



HYBRID  
2 Hours





# ***TECHNOLOGY IN CONSTRUCTION***



# Leveraging AI for Effective Construction Management

This 3-hour workshop aims to provide a brief yet impactful introduction to the use of **Artificial Intelligence (AI)** in construction management. Participants will learn how AI can improve decision-making, enhance efficiency, and optimize processes within the scope of construction management.

## TOPICS

### Session 1: Introduction to AI in Construction Management

- Overview of Artificial Intelligence, Machine Learning, and Data Analytics.
- Key areas where AI is applied in construction management.
- Demonstration of AI-driven tools (a brief showcase of a few popular AI-enhanced

**MODE OF DELIVERY**  
**DURATION**



IN-PERSON  
3 Hours

### Session 2: AI for Risk Management and Decision-Making

- How AI helps in identifying risks and predicting construction bottlenecks.
- AI's role in assisting decision-making through predictive analytics.

### Session 3: AI-Powered Reporting and Communication

- Construction reports and dashboards.
- AI's role in enhancing stakeholder communication.

# Bluebeam Revu Basics



Master the essentials of Bluebeam Revu to create, edit, and collaborate on smart PDFs. Learn key tools for markups, measurements, and document management. Includes access to the Bluebeam Certified User exam.

## TOPICS

- |                            |                    |                          |                   |
|----------------------------|--------------------|--------------------------|-------------------|
| • Interface and navigation | • Stamps           | • PDF Creation           | • Studio sessions |
| • Profiles                 | • The tool chest   | • Document management    | • Studio projects |
| • Markup tools             | • The markups list | • Introduction to Studio |                   |

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL  
7 Hours

# Bluebeam Revu Estimating Level-1



Designed for experienced users, this course helps you streamline and enhance the accuracy of your digital take-offs using Bluebeam Revu. You'll explore advanced features like custom tool sets, profiles, viewports, and measurement tools for length, area, volume, and count.

## PREREQUISITES

- This is NOT a beginner course. You are expected to know what is taught in the Basics course before taking this course.

## TOPICS

- |                                     |                          |
|-------------------------------------|--------------------------|
| • Estimating tool sets and profiles | • Length measurements    |
| • Setting drawing scale             | • Exporting takeoff data |
| • Length measurements               | • Count measurements     |

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL  
7 Hours

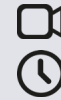




## Bluebeam Revu Estimating Level-2

Building on the Level 1 Estimating course knowledge, participants will discover enhanced Bluebeam estimating tools.

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL  
7 Hours

### PREREQUISITES

- It is recommended that you complete the Bluebeam Revu: Estimating Level 1 course before taking this course.

### TOPICS

- Spaces
- Hyperlinks
- Managing Changes and Revisions
- Slip Sheeting Take-off pages
- Advanced markups list

## Bluebeam Revu CAD Drawings Creation

Revu CAD Drawing Creation focuses on teaching participants how to effectively create 2D CAD drawings using Bluebeam Revu. Participants will learn essential drawing techniques, editing tools, and best practices, along with using the Tool Chest to create and manage CAD symbols.

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL  
7 Hours

### TOPICS

- Precision and Measurement in Drawings
- Creating 2D CAD Drawings
- Managing Layers and Properties
- The Tool Chest for Managing CAD Symbols
- Editing and Modifying Drawings
- Annotations and Dimensions
- Finalizing 2D CAD Drawings

## Microsoft Excel for Construction



This course will teach you how to produce your estimates more quickly and accurately by harnessing the power of Microsoft Excel.

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL  
6 Hours

### TOPICS

- Use Excel formulas and functions.
- Create takeoff sheets for use as templates.
- Handy shortcuts to streamline estimating.
- Link information.
- Functions such as COUNTIF and SUMIF.
- Calculate profit, overhead, markups, and taxes.
- Graphs to visually display work product.
- Features such as VLOOKUP and HLOOKUP.
- Pivot tables and Pivot charts.



*“Great information, positive learning environment and Knowledgeable facilitator with lots of resources to take away and apply in the field.”*

**Tim Cairns**  
**Project Manager**  
**PMC Energy Limited**





# **ADMIN ESSENTIALS**





## Microsoft Outlook 365



Participants will gain efficiency in using many of Outlook's features to manage email, contacts, and calendars.

### PREREQUISITES

- A basic knowledge of and experience with Windows and Outlook

### TOPICS

- **Foundations:** basic documents, templates, ribbon
- **Formatting:** Fonts, Margins, Paragraphs, Lists, format painter etc.
- **Proofing Tools:** Show/Hide, find, replace, spelling & grammar etc.
- **Tables and Graphics:** pictures, shapes, icons tables etc.

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL



3.5 Hours

## Microsoft Excel 365



### Microsoft Excel 365- Basics

This beginner-level course is designed for individuals looking to build a strong foundation in Microsoft Excel. Participants will learn to navigate the Excel interface, create and format spreadsheets, and use basic formulas and functions. The course also covers essential printing tools to prepare spreadsheets for sharing or presentation.

### TOPICS

- **Foundations:** Getting to know Excel, Ribbon, Getting Help, Create a workbook etc.
- **Basic Navigation and Formatting:** Navigating a workbook, Adding worksheet etc.
- **Basic Formulas and Functions:** Order of Operations, formula bar, Auto sum etc.
- **Printing Workbooks:** Page layouts, Using page break preview, Headers & Footers

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL



3 Hours

### Microsoft Excel 365- Intermediate

This advanced-level course is designed for users who already have a foundation in Microsoft Excel and want to enhance their efficiency and quality of output. Participants will explore advanced formatting features, proofing tools, and how to work with graphics and tables to create polished, professional documents.

### TOPICS

- **Foundations:** basic documents, templates, ribbon
- **Formatting:** Fonts, Margins, Paragraphs, Lists, format painter etc.
- **Proofing Tools:** Show/Hide, find, replace, read aloud and speak etc.
- **Tables and Graphics:** pictures, shapes & icons, tables etc.

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL



3 Hours

## Microsoft Word 365



*Note: Access to the Microsoft Word desktop app is required for this course.*

### Microsoft Word 365 - Basics

Participants will gain efficiency in using some features to manage professional-looking documents.

### TOPICS

- Foundations
- Formatting
- Proofing Tools
- Tables and Graphics

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL



3.5 Hours

### Microsoft Word 365 - Intermediate

Participants will gain efficiency in using more advanced features to manage professional-looking documents.

### PREREQUISITES

- A beginner/basic knowledge of and experience with Windows and Microsoft Word.

### TOPICS

- Ribbon and Quick Access Toolbar
- Document Elements and Design
- Create and Manage References
- Collaboration
- Forms
- Mail Merge
- Macros

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL



3.5 Hours



## Microsoft Project



### Microsoft Project - Basics

This course is intended for anyone who would like to learn how to use it as a tool to manage their projects.

#### PREREQUISITES

- A general understanding of project management concepts and basic skills.

#### TOPICS

- Create a new project plan file and enter project information.
- Manage tasks by organizing tasks and setting task relationships.
- Determine critical path, total float and free float.

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL  
7 Hours

- Manage resources for a project such as labour.
- Finalize a project plan by setting a baseline.
- Track progress using the tracking Gantt chart.

### Microsoft Project - Intermediate

This course provide an in-depth look at the features of Microsoft Project as a project management tool.

#### PREREQUISITES

- A general understanding of project management concepts and basic skills.

#### TOPICS

- Modify project calendars (6 and 7 day weeks, statutory holidays, etc.)
- Modify task relationships and lags to allow for buffers and concurrent activity
- Set and modify the project baseline
- Manage resources for a project such as labour and explore resource leveling options in Microsoft Project

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL  
7 Hours

- Generate a cash flow projection based on the Microsoft Project schedule that can be exported into Microsoft Excel
- Sort, filter and group the project information
- Set up a master program with subprojects (for construction managers and project managers who are managing multiple projects at the same time

## Microsoft SharePoint & OneDrive 365



Participants will learn how to navigate SharePoint sites and how to use OneDrive.

#### PREREQUISITES

- Basic knowledge of of and experience with Office 365, SharePoint, OneDrive, and cloud computing concepts.

#### TOPICS

- SharePoint Sites
- List Basics
- Library Basics

**MODE OF DELIVERY**  
**DURATION**



VIRTUAL  
3.5 Hours

- Working with Documents
- OneDrive



*“The Course Content was robust, and the delivery was excellent!”*

**Oladipupo Awotinde**  
**Project Manager**  
**Fundy Pros Specialty Construction**







# ***GREEN CONSTRUCTION***





# Introduction to Sustainable & Green Building Practices

This introductory session provides a foundational overview of greenhouse gas (GHG) emissions, their environmental and economic impacts, and the growing risks they pose to businesses. Participants will explore opportunities for energy efficiency and sustainability within the construction sector, with a specific focus on the New Brunswick context. The session offers practical guidance on how businesses can identify, implement, and finance general efficiency improvements in their operations.

In addition to outlining available programs and resources, the course makes a compelling business case for sustainability, showing how smart, eco-conscious decisions can lead to long-term cost savings. Ideal for construction professionals beginning their journey toward greener, more efficient operations.

**MODE OF DELIVERY**



HYBRID

**DURATION**



2 Hours

## Sustainable Construction Management: Green Energy & Emerging Materials

As the construction industry evolves, sustainability is taking center stage. This forward-looking session explores how green energy solutions and innovative materials are shaping a more environmentally responsible future. Participants will examine the carbon impact of traditional materials like concrete and explore alternatives such as mass timber and other emerging options. The course also highlights the growing role of electric vehicles and their broader benefits for onsite electrification. In addition, learners will gain insights into behind-the-meter renewable energy systems and how they can be integrated into construction projects.

Session includes case studies from New Brunswick and across Canada demonstrating how these innovations are already being put into practice. Ideal for construction professionals seeking to align their projects with green building standards and future-ready practices.

**MODE OF DELIVERY**



HYBRID

**DURATION**



2 Hours

## Waste Management in Construction: Waste diversion Strategies

Construction, renovation, and demolition projects account for a significant portion of municipal solid waste in Canada. This practical session explores the scale and environmental impact of construction waste and highlights actionable strategies for reducing it. Participants will gain a clear understanding of how to separate materials effectively on-site, identify which materials can be upcycled or recycled, and learn how to implement sustainable waste diversion practices. Real-world case studies will showcase successful programs adopted by companies across Canada, offering inspiration and a roadmap for similar initiatives in New Brunswick.

Whether you're an owner, construction manager, project manager, site supervisor, or sustainability officer, this course will help you contribute to cleaner, more efficient project management.

**MODE OF DELIVERY**



HYBRID

**DURATION**



2 Hours



A photograph of two construction workers wearing white hard hats and high-visibility yellow vests, looking at a tablet in a large industrial building with a complex steel framework and bright lights.

# **CONSTRUCTION INDUSTRY ONBOARDING & FUNDAMENTALS**





## Construction 101 & Beyond

Construction 101 is a comprehensive introduction to the Canadian construction industry and how it works. The course is designed to offer a comprehensive industry overview for everyone, from those with 6 – 8 months of experience and junior staff to those with many years of experience, who work in the construction industry. During the 2-day course, participants will develop, through interactive exercises and a structured format, an understanding of the construction business and related terminology.

### TOPICS

- Introduction to the construction industry
- Major steps in a construction project
- Risk management
- Bid documents
- General contract law

### MODE OF DELIVERY DURATION



HYBRID  
12 Hours

- Bidding
- Receiving bids and award of contract
- Format of contracts and contract clauses
- Project start-up to close out

## Construction Industry Onboarding & Essentials

This 3-day onboarding course prepares newcomers for success in the Canadian construction industry. Delivered by MCCL and NBCSA experts, it covers workplace culture, communication, jobsite expectations, and essential safety training, including WHMIS 2015. Participants will gain key skills, industry insights, and recognized certifications to confidently begin their careers.

### TOPICS

- Employer Expectations
- Introduction to the Canadian Construction Industry
- Work Culture and Diversity
- Effective Communication
- Safety Legislation and Awareness

### MODE OF DELIVERY DURATION



IN-PERSON  
18 Hours

- Industry Pathways and Certifications
- Jobsite Fundamentals
- Tool Identification & Jobsite Etiquette
- Specifications & Construction Documents
- WHMIS 2015
- Safety Orientation

## Concrete 101

This 7-hour workshop helps site personnel build foundational knowledge of concrete. Participants will learn how concrete materials, mix proportions, and placement techniques impact performance and durability, ultimately improving productivity on construction sites. This will help to eliminate unwanted results and should lead to greater on-site efficiencies in the process.

### TOPICS

- Estimating quantities
- Mixtures
- weather variations

### MODE OF DELIVERY DURATION



IN-PERSON  
7 Hours

- Quality control Testing
- Troubleshooting practices





*Amico Construction (2018) Inc. has been pleased to support the Maritime Center for Construction Learning by sending our Estimators, Project Management Team and Site Superintendents to its courses, over the past few years. The training provides relevant, practical, and beneficial tools for our team's growth and development. We value the center's role in supporting continuous learning in the construction industry. It's a great resource for building a stronger, more skilled workforce in our region.*

*~Amico Construction*



# FINAL NOTES

## ***Looking for Something Else?***

Our training catalogue is always evolving. If you have a need for a specific course or topic not currently listed, let us know. We regularly adjust our offerings based on industry demand and employer feedback.

## ***Feedback & Ideas***

We welcome your insights. Whether it's a suggestion for a new course, thoughts on delivery methods, or input on how we can serve you better, our team is here to listen and collaborate. You can write us at [education@mneca.ca](mailto:education@mneca.ca)

## ***Showcasing Real Industry Voices***

We take pride in representing the real faces and voices of Maritime Canada's construction workforce. If your team is open to being featured in our materials — whether in photos, videos, or success stories — we'd love to hear from you.

## ***Your Training contact:***

***Manish Bhadwal***

Director, Training & Education  
[education@mneca.ca](mailto:education@mneca.ca)  
506-8574-038





# CANCELLATION POLICY

- If registration is cancelled **six (6)** business days before the course start date, the candidate is entitled to a full refund or education credit equal to the amount paid for the course.
- Candidates can reschedule their enrollment for the next course date three (3) business days before the course start date by emailing us at **education@mneca.ca** or **info@mneca.ca** for no additional fees.
- Course fee/payment is non-refundable if cancellation is made within six (6) business days of the course start date.
- MNECA will provide a full refund or transfer payment (if agreed by the candidate) to the next course date on cancellation of the course on its end.
- Candidates can substitute themselves with another member of the company/team by emailing us at **education@mneca.ca** or **info@mneca.ca** until the course start time for no additional fees.



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