

**Agile (Project) Management** (2 days)

Keen to improve productivity? Need to have a more engaged team? Have to deliver a project in a hurry or in a changing or uncertain environment? This course will be of assistance to anyone working in a project or development environment where you need to improve performance.

17-18 April	Auckland
22-23 May	Wellington
Cost (excl GST)	\$1195

**Asphalt Pavement Construction Essentials** (half day)

This course is designed to enable both new and novice construction personnel to learn and understand the basic concepts and requirements to lay a quality chipseal/asphalt pavement. On occasion a new staff member is thrown into a crew and is given a basic task to perform, yet they never really get to understand the total picture of what they are working towards. This course is designed to create a better understanding of all aspects of the construction process.

18 March	Wellington
22 April	Auckland
13 May	Christchurch
Cost (excl GST)	\$495

**Bridge and Other Significant Highway Structures Inspection** (2 days)

This is the NZTA endorsed and certified course designed to ensure the correct requirements are met for the inspection of bridges and other significant highway structures. NZTA requires this training as a condition to inspecting NZTA structures.

10-11 April	Auckland
15-16 May	Christchurch
Cost (excl GST)	\$1495

**Bridge Inspection & Maintenance Procedures** (2 days)

Bridges are valuable assets, which must be maintained and managed if they are to remain functional at optimal cost through their design life. Whilst this course does include a module on the inspection process, this is not considered in detail. Completion of this course does not certify delegates to inspect NZTA bridges. The NZIHT sister course Bridge and Other Significant Highway Structures Inspection is required.

5-6 June	Auckland
10-11 July	Christchurch
Cost (excl GST)	\$1195

**Conflict Management Skills** (1 day)

Given the complex working relationships in and between most organisations today, there is ample opportunity for conflicts, big and small, to arise. Conflicts can show up as minor disagreements or heated debates. However they present themselves, if you mishandle conflict situations you can damage work relationships reduce your personal energy and focus and cause productivity to plummet.

16 April	Christchurch
27 May	Wellington
5 July	Auckland
Cost (excl GST)	\$695

**Environmental Management \*On-Line ZOOM\*\*** (2x 3hr sessions)

Do you know the environmental risks and obligations of construction projects? This course provides participants with a practical understanding of the environmental aspects of civil construction. The course is designed for anyone involved in the construction industry, including contractors, project managers, regulators and consultants.

• 14 May: 9.00am - 12.00pm AND

• 15 May: 9.00am - 12.00pm

NOTE: Participants must participate in both sessions to get the full benefit and to receive their certificate of participation.

Cost (excl GST) \$395 per person

**Explosive Atmospheres / Hazardous Areas** (1 day)

This course is designed to give people the essential knowledge of explosive atmospheres and hazardous areas, including identifying hazardous areas, sources of ignition and the properties of hazardous materials, along with the roles and responsibilities of all parties, regulations, standards and codes of practice relating to hazardous areas.

28 March	New Plymouth
28 May	New Plymouth
Cost (excl GST)	\$695

**Geometric Design for Roads** (2 days)

This course covers geometric design principles specifically for the design of New Zealand roads. The aim of this course is to develop an understanding of the principles of geometric design, and apply these to design safe, functional and aesthetic road alignments in accordance with the requirements of the latest Austroads guidelines.

8-9 April	Christchurch
17-18 June	Auckland
22-23 July	Christchurch
Cost (excl GST)	\$1095

**Identify, Locate and Protect Services** (1 day)

Civil construction sites are inherently dangerous places of work. Where excavations are present or where the work requires ground penetration, particularly by metal pegs, rods, stakes and the like, there is an immediate opportunity for potential conflict with existing utility services located underground.

18 April	Auckland
Cost (excl GST)	\$695

**Inspecting Roads & Establishing Maintenance Needs** (1 day)

Inspecting roads effectively remains a critical skill in the management of the roading infrastructure. Developing knowledge to identify faults, their cause and target the right intervention at the right time is the objective of this course.

5 June	Auckland
18 June	Christchurch
25 June	Wellington
Cost (excl GST)	\$695

**Microsoft Excel \*\*On-Line ZOOM\*\*** (2x 3hr sessions)

This course is designed for you to be more efficient at creating budgets, forecasting, managing expenses, analysing data, pricing for tenders. Do your Excel skills need improving to manage all of the above? Are you self-taught or need a refresher? Learn how analysis your data with functions, filters, Pivot tables, charting, navigating large spread sheets, saving time and become a confident Excel user. This live online zoom training will hone your skills.

• Friday 5 April: 9.00am - 12.00pm AND

• Monday 8 April: 9.00am - 12.00pm

NOTE: Participants must participate in both sessions to get the full benefit and to receive their certificate of participation.

Cost (excl GST) \$395 per person

**Microsoft Project – Task Management** (1 day)

This intermediate level course gives all participants the skills that will allow them to be able to create and manage projects successfully. With this hands-on course you will build a list of tasks, build task relationships, assign resources, manage the project against the Baseline, and use Project views and reports to present information to clients, managers and staff. A working knowledge of Excel would be an advantage.

20 March	Christchurch
10 April	Wellington
Cost (excl GST)	\$795

**Pavement and Rehabilitation Design** (2 days)

This course covers pavement design and rehabilitation design in accordance with the latest version of the Austroads Pavement Design Guide and the associated NZ Guide to Pavement Structural Design and Guide to Pavement evaluation and Treatment Design and contains hands-on applications of mechanistic analysis in the design process.

19-20 March	Auckland
9-10 April	Christchurch
24-25 June	Auckland
Cost (excl GST)	\$1195

**Pavement Investigation, Design and Construction Testing** (1 day)

Best practice guidelines for investigation and design of pavements will be introduced. This includes flexible and rigid pavement for roads, industrial developments and subdivisions. Most cost effective and environmentally friendly design solutions will be covered for new and existing pavements. Calculation of pavement deflection and curvature function will be introduced in the course with examples using the design and analysis program CIRCly to meet Auckland Transport EPA technical requirements. Mechanistic pavement design will be presented with applications using CIRCly software. Pavement design will cover flexible (structural asphalt, thin asphalt and granular pavement modification and stabilisation).

8 May	Auckland
Cost (excl GST)	\$945

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Te Pūkenga

**Pavement Surfacing** (1 day)

High quality pavements, along with the correct selection of pavement surfacing materials are critical to the safety, longevity and condition of New Zealand roads. This course will outline and identify the multiple types of surfacing currently in use, the variety of materials used in maintaining these pavements, as well as design, equipment use and surfacing type selection. Asphalt and Chipseal practices will be covered at length including cutting and preparation, along with procedures for patching both of these surfacing types.

26 March	Auckland
30 April	Wellington
11 June	Christchurch
Cost (excl GST)	\$695

**Safety in Trenches** (1 day)

This course covers the safety aspects of working in and around trenches within the civil industry and covers drainage work from small pipe, small scale excavations to large storm water and deep excavations. The construction and installation of shoring and retaining equipment and materials is covered in detail and there are exercises in design during the day. It is a detailed look at what can happen if the correct procedures are not taken.

17 April	Auckland
9 July	Palmerston North
25 July	Christchurch
6 August	Auckland
Cost (excl GST)	\$695

**Stabilisation of Road Pavements – Fundamentals** (1 day)

Stabilisation can provide major benefits for roading projects of all sizes, and significantly offer acceptable cost effective alternatives to the use of premium sources of aggregates. With the advent of new TNZ performance specifications (B/3 and M/22), there is the opportunity to use alternative materials in conjunction with stabilisation techniques, to meet strength and durability requirements for pavements. This workshop provides an overview of the main issues involved with the design and construction of sealed and unsealed pavements using stabilisation.

16 April	Auckland
27 May	Wellington
Cost (excl GST)	\$695

**Successful Project Management** (2 days)

The pace of change means that more and more inexperienced people are being asked to lead projects. The deadlines are often very short; the available resources are limited; and the stresses brought on by the pressure to succeed are intense. We've distilled the wisdom and experience of project managers into a simple six-step approach to leading a successful project. We'll help you learn it effortlessly in our highly interactive two day course. It's a practical approach that is easy to apply to any situation.

3-4 April	Auckland
23-24 April	Wellington
30-31 May	Christchurch
Cost (excl GST)	\$1195

**Supercharged Supervisors Toolkit** (1 day)

Leaders are people who know how to achieve goals and inspire people along the way. It's vital that you not only know what leadership behaviours are required, but also how to do it. Good leaders in return get more job satisfaction out of their role. Participants will firstly explore their own style of leadership and then learn how to adapt their style to bring out the best in others. You will leave with your own personal action plan to raise the bar for you and your team. This highly interactive one day course will address a number of essentials for the supervisor to know and do.

26 March	Christchurch
12 April	Auckland
13 June	Auckland
31 July	Christchurch
Cost (excl GST)	\$895

**Survey and Set Out** (1 day)

This is a practical course that excites and enables all field staff to read and interpret plans and assist with survey and setting out activities. The course gives a strong emphasis on understanding construction plans, dimensions, datums, survey marks, accuracies, elevations and layouts to enable all participants to confidently appreciate the works scope and detail. Basic measurements, offsetting and marking out for construction works are discussed and demonstrated. Understanding with field exercises using levelling equipment and level reductions to establish design heights gives field staff new skills.

19 April	Palmerston North
10 May	Christchurch
17 May	Hamilton
Cost (excl GST)	\$895

**Time Management – Getting things done!** (1 day)

Abraham Lincoln is quoted as having said: "Give me six hours to chop down a tree, and I will spend the first four sharpening the axe." Do you start early and go home late so that you can get your work done? We've all had that experience, and it's easy to believe that working harder is always the answer. Time to consider working smartly? This is a practical course that will sharpen your ability to manage your own time and to make sure that things get done on time AND in the right way. Participants construct their own plan for getting things done according to their style and work environment.

27 March	Christchurch
11 April	Auckland
Cost (excl GST)	\$845

**Understanding Asphalt Pavement Construction** (1 day)

Asphalt paving construction productivity depends on the smooth and safe running of laying operations and effective contractual relationships. It also depends on understanding the materials being dealt with. Poor construction practices often lead to surface defects, incorrect layer thickness and shape problems. The cost associated with rework and/or the repair of asphalt surfacing can wipe out the value of the work. Competent supervision can avoid many of these problems.

23 April	Auckland
14 May	Christchurch

Cost (excl GST)	\$695
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**Understanding NZS3910 Conditions of Contract – the 2013 version** (2 days)

This course is based on the 2013 version of NZS3910. For the last three years, NZS3910 has been under review. The 2023 version was released in November 2023. All existing / current contracts using the 2013 version will continue to use the 2013 procedures. The 2023 version can be used only for new contracts let in 2024 or later. This course on the 2013 requirements will include highlights of the major changes. People planning to use the 2023 version for their new contracts should attend our separate course on the new NZS3910: 2023 version - [Understanding NZS3910:2023 - the 'new' Conditions of Contract](#)

18-19 April	Christchurch
29-30 April	Auckland
13-14 May	Wellington
Cost (excl GST)	\$1095

**Understanding NZS3910:2023 - the 'New' Conditions of Contract** (2 days)

Following the review of NZS3910 in 2023, this popular course has been updated to reflect the new requirements. It continues to be run on a practical and 'hands-on' point of view to benefit Principals, Consultants and Contractors regarding how to manage and administer contracts and to understand their obligations and liabilities under NZS3910. Until the new version has been in use for a while, course examples will reflect previous versions of NZS3910.

11-12 March	Auckland (FULL)
21-22 March	Christchurch
8-9 April	Palmerston North
9-10 May	Auckland
20-21 May	Tauranga
6-7 June	Wellington
25-26 June	Dunedin
Cost (excl GST)	\$1095

**Understanding NZS3915, NZS3916 and NZS3917 \*\*On-Line ZOOM\*\***

Do you know the requirements for intellectual property contained in NZS3916:2013 (Design and Construct)? Do you understand the different requirements for remedying defects under NZS3917: 2013 (Fixed Term)? Do you know what the responsibilities for the Principal are under NZS3915 where there is no 'Engineer' to the Contract? These are just some examples of the differences from NZS3910:2013. This course, from a practical and 'hands-on' point of view, will benefit Clients, Consultants and Contractors wanting to know the differences between these two standards and NZS3910, the General Conditions of Contract. It is designed for people who are already familiar with NZS3910:2013.

28 March	9am-12pm**ONLINE ZOOM**
Cost (excl GST)	\$295

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**Understanding NZS3917:2013 - Fixed Term**

(2 days)

With the increasing use of NZS3917 Conditions of Contract for Building and Civil Engineering: Fixed term, NZIHT is pleased to introduce a two-day course focused solely on NZS3917. The course is presented from a practical and 'hands-on' point of view for Principals, Consultants and Contractors regarding how to manage and administer fixed term contracts under NZS3917. The course is designed for people not familiar with NZS 3910, as it covers a lot of the same material in the popular NZS 3910 course.

18-19 March	Christchurch
30-31 May	Auckland
Cost (excl GST)	\$1095

**Understanding Quality Pavement****Construction** (1 day)

The current trend towards performance-based specifications for roading and civil construction projects increases the need for contracting firms to understand the issues involved with pavement construction, especially material compaction. This course provides an overview of theory and practice to assist team leaders and supervisors/forepersons to manage construction in the field.

15 April	Auckland
28 May	Wellington
Cost (excl GST)	\$695

**Understanding the Construction Contracts****Act 2002 \*\*On-Line ZOOM\*\***

The Construction Contracts Act 2002 applies to all construction contracts that relate to the carrying out of construction work in New Zealand, whether the contract is in writing, oral, or a mixture of both, and whether it is for commercial or residential construction. This course, from a practical and 'hands-on' point of view, will benefit Clients, Consultants and Contractors wanting to understand the key provisions of this Act, and how it applies to them.

13 March	9am-12pm **ON LINE ZOOM**
Cost (excl GST)	\$295

**Understanding the National Utilities Code**

(2 days)

Are you complying with the National Utilities Code? Its use is compulsory for all road and rail controlling authorities and utility network operators and their contractors for access to the road and rail corridors to install and maintain utility assets. It is designed for corridor managers, utility operators, consultants and contractor staff who supervise work in the road and rail corridors. It covers interpreting the Code from start to finish and how to comply with the requirements of the Utilities Access Act 2010.

11-12 April	Christchurch
16-17 May	Wellington
13-14 June	Auckland
Cost (excl GST)	\$1095

**Valuing Variations** (1 day)

Valuing variations is one of the biggest challenges contractors and the engineer to the contract face. Almost all construction and civil engineering contracts will vary from the original design and scope as the contract progresses. But how do you ensure that the valuation of the variation is fair and equitable to both the principal and the contractor? This is a practical course, based on the provisions in NZS3910.

15 April	Christchurch
23 April	Palmerston North
28 May	Auckland
11 June	Tauranga
Cost (excl GST)	\$695



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