

**Advanced Project Management** (2 days)

Projects are risky endeavours, and sometimes they fail. Building on the popular course Successful Project Management, this course is designed to help project managers identify problems with existing projects and turn them around quickly. Based on many years of experience, we'll show you how to assess an existing project and the project team, and make small practical changes that can have a huge impact on results. We'll help you learn the approach effortlessly in our highly interactive two-day course.

27-28 April	Christchurch
17-18 May	Auckland
28-29 June	Wellington
Cost (excl GST)	\$1195

**Agile 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? Agile is a mindset that's over 50 years old that has recently been rediscovered and applied in the IT sector. The mindset can be applied to any industry, not least of which is construction, and some of our most successful projects now use this approach as standard. This course explains the agile approach and how it can be applied to your workplace.

22-23 March	Christchurch
12-13 April	Auckland
24-25 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.

16 March	Auckland
20 April	Wellington
Cost (excl GST)	\$495

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

This is a new NZTA endorsed and certified course designed to ensure the correct requirements are met for the inspection of bridges and other significant highway structures. The course will cover in depth the requirements outlined in NZTA policy Document S6 'Bridges and Other Significant Highway Structures Inspection Policy'.

17-18 May	Christchurch
26-27 July	Auckland
Cost (excl GST)	\$1395

**Bridge Inspection and 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. Some bridge components have a design life less than that of the bridge and require periodic replacement. The bridge corrosion environment can affect durability and must be recognised. These areas must be addressed and appropriate maintenance carried out to ensure continued public safety as well as to maintain the asset and minimise repair costs.

1-2 March	Auckland
12-13 April	Christchurch
Cost (excl GST)	\$1095

**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.

19 April	Auckland
1 May	Wellington
16 May	Christchurch
Cost (excl GST)	\$645

**Effective Leadership** (2 days)

Are you new to a leadership role, ready for promotion or simply looking for inspiration? This course is designed to help leaders get the results they want easily – to become more effective. Some say leaders are born, but the evidence is that it's a learned skill – and anyone can lead if they choose to. We use DiSC as a self-discovery tool to help you with that learning process.

This practical course will help you learn how to lead effectively and develop strategies for dealing with everyday events. You'll learn simple processes that are easy to put into practice.

23-24 February	Christchurch
16-17 March	Wellington
30-31 March	Auckland
11-12 May	Invercargill
Cost (excl GST)	\$1195

**Environmental Management \*\*On-Line ZOOM\*\***

(2x 3hr sessions) This is a live on-line version of our Environmental Risks of Construction course. Delivered over two consecutive days - 3hrs each morning. 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 February: 9.00am - 12.00pm AND
- 15 February: 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
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**Explosive Atmospheres - Awareness** (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.

6 March	Auckland
17 April	New Plymouth
20 April	Christchurch
Cost (excl GST)	\$645

**Identify, Locate and Protect Services**

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.

21 February	Dunedin
28 March	Wellington
18 April	Hamilton
9 May	Christchurch
Cost (excl GST)	\$645

**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.

28 February	Christchurch
7 March	Palmerston North
27 March	Auckland
Cost (excl GST)	\$645

**Leading High Performing Teams** (1 day)

Leading a team can be a challenge - are they following? Leading a high performing team is a delight. This course gives you step by step instructions on how to get the best performance out of your team. Learn the small changes that can make a big difference to your results. Managers need to create the environment for a high performing team, ensure the team are aligned, own the work, their capabilities are being developed and that teamwork is a rewarding experience. We'll help you learn how to do this using your own management style and your own strengths.

24 March	Christchurch
14 April	Auckland
26 May	Wellington
Cost (excl GST)	\$845

**Microsoft Excel** (1 day)

This course is designed for you to be more efficient at create 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.

24 February	Auckland
27 March	Palmerston North

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17 April	Christchurch
Cost (excl GST)	\$745

**Microsoft Project - Resource Management**

(1 day)

This intermediate level course is designed for advanced users who have attended Task Management (pre-requisite) and who need to work with budgets and use resources in detail. Using your resources will provide a clearer understanding of your progress costs against your plan. Attendees will create customised views, tables, details, groups, and filters to view and present project progress

23 February	Auckland
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29 March	Palmerston North
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19 April	Christchurch
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Cost (excl GST)	\$745
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**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.

22 February	Auckland
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28 March	Palmerston North
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18 April	Christchurch
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Cost (excl GST)	\$745
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**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.

20-21 February	Auckland
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14-15 March	Christchurch
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Cost (excl GST)	\$1195
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**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 with latest technology will be covered for new and existing pavements. Assessment of pavement failures and provide solutions will be presented in the course. Prediction of pavement deflection and curvature will be discussed in details in the course with examples using the design and analysis program Circlly to meet councils and NZTA requirements.

15 February	Auckland
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26 April	Auckland
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Cost (excl GST)	\$945
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**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.

16 February	Christchurch
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23 March	Auckland
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27 April	Wellington
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Cost (excl GST)	\$645
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**Road Condition Rating** (1 or 2 days)

Reliable and consistent identification of defects is vital to the proper functioning of NZ Transport Agency (NZTA), Road Assessment and Maintenance Management system. NZIHT trains all of this country's road condition raters directly. Successful workshop participants receive a Practising Certificate enabling them to undertake condition rating surveys of sealed roads on NZTA funded works on State Highways and Local Authority roading networks.

20-21 March	Auckland
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Cost (excl GST)	\$645 or \$995
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**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.

20 February	Dunedin
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27 March	Wellington
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17 April	Hamilton
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Cost (excl GST)	\$645
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**Slinging and Lifting with an Excavator or Loader** (1 day)

When on the job, there will be times where you need to move or place equipment and there is a right way and a wrong way to do this. The information that is presented to you on course will give you the industry standard on the step you will need to do to get the job done efficiently and safely.

1 March	Christchurch
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6 March	Palmerston North
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28 March	Auckland
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Cost (excl GST)	\$645
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**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.

27 February	Auckland
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22 March	Palmerston North
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29 March	Christchurch
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Cost (excl GST)	\$645
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**STMS (A/B) - non practising** (1.5 days)

This is the theory to provide the STMS with the base knowledge for working on category A and category B roads. The STMS will be able to assess and manage risk related to TTM at the worksite; deliver site safety briefings and inductions; calculate layout distances for the appropriate category of road environments; set up, maintain and remove TTM for static operations (shoulder closures, two-way two-lane closures and multi-lane closures); complete mobile operations and closures; set up maintain and remove TTM for semi-static operations and closures; and conduct special activities.

TBA	New Plymouth
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Cost (excl GST)	\$635 (includes NZTA ID)
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**STMS - Refresher (NP)** (1 day)

This is a one-day theory course includes knowledge about Category A, B and C roading environments. L1 STMS who successfully complete the Refresher workshop will be awarded the Non-practising STMS for categories A and B. To be classed as a practising STMS on category A and B road environments, participant's will also have to complete a practical re-assessment for each environment.

24 February	New Plymouth
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Cost (excl GST)	\$435 (includes NZTA ID)
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**STMS - Universal (STMS-U)** (2 days)

This two-day theory only course will cover all of the base knowledge an STMS needs to know. Such as how to conduct a toolbox or site briefing, how to read a TMP, how to deal with incidents, how to manage risk. This is a theory only course and prepares an STMS to go on to one or more of the Categories (A, B and/or C).

TBA	New Plymouth
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Cost (excl GST)	\$635 (includes NZTA ID)
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**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.

15-16 February	Christchurch
1-2 March	Auckland
19-20 April	Wellington
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.

22 February	Christchurch
15 March	Wellington
29 March	Auckland
Cost (excl GST)	\$845

**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.

20 February	Palmerston North
10 March	Hamilton
21 April	Christchurch
Cost (excl GST)	\$795

**Temporary Traffic Management (TTM) Worker** (1 day)

All new staff wishing to come into the TTM industry will need to start with this course. The TTM worker will be able to assist with setting out a site under the supervision of a STMS (Site Traffic Management Specialist). They are also able to assist with "Stop/Go" operations. Many contractors may wish most of their staff stay at this level

17 February	New Plymouth
Cost (excl GST)	\$395

**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.

17 February	Christchurch
3 March	Auckland
21 April	Wellington
Cost (excl GST)	\$845

**Traffic Management Operative – Non Practising (TMO-NP)** (1 day)

This warrant enables the holder, once briefed by the STMS in charge, to: On category A roads - Undertake a roadside activity where the vehicle is legally parked and accessed from the non-traffic side. On category A and B roads - Set up, maintain and remove TTM for roadside or shoulder activities where all TTM equipment (including TTM vehicles) is outside the edgeline (or edge of seal if there is no edgeline), maintain TTM at an existing static worksite when the in charge STMS is away from the worksite. The STMS must return to the worksite to carry out any required changes, complete inspection activities.

TBA	New Plymouth
Cost (excl GST)	\$435 (includes NZTA ID)

**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.

17 March	Auckland
21 April	Wellington
Cost (excl GST)	\$645

**Understanding NZS3910:2013 Conditions of Contract** (2 days)

How well do you know the contents of NZS3910, which are the 'rules' for administering and managing civil engineering and building contracts? This popular course, from a practical and 'hands-on' point of view will benefit Principals, Consultants and Contractors regarding how to manage and administer contracts and to understand their obligations and liabilities in terms of these General Conditions of Contract.

1-2 February	Hamilton
8-9 February	Christchurch
27-28 February	Auckland (FULLY Booked)
9-10 March	Palmerston North
20-21 March	Napier

17-18 April	Auckland
27-28 April	Queenstown
Cost (excl GST)	\$995

**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.

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

**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.

28 February	Auckland
21 March	Palmerston North
28 March	Christchurch
Cost (excl GST)	\$645

**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.

24 February	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.

6-7 March	Palmerston North
30-31 March	Auckland
4-5 May	Christchurch
Cost (excl GST)	\$995

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**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.

1 March	Auckland
23 March	Wellington
15 May	Christchurch
Cost (excl GST)	\$645

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