Autumn Training Programme

For further information or to book contact Liz at 087 9323749 or cpskillnet@cif.ie
Construction Professionals Skillnet aims to support the development and growth of construction businesses by working with them to identify and address their skills needs.

The Construction Professionals Skillnet is a network which provides funded training and development solutions specifically for the construction industry. It:

- **Saves you money**, by offering quality courses that are value for money and that your company may not be able to provide on its own
- **Saves you time and resources**, by sourcing and providing relevant courses and programmes, which can be implemented in the workplace immediately
- **Helps you improve knowledge, skills and practice** within your business and the industry as a whole
- ** Enables networking** within and across the industry sectors through our events

### Autumn Schedule

Our Autumn Schedule is designed to help you and your company improve productivity to enable you to remain profitable. If you are looking for training that is not on offer here please contact Liz Carroll on 087 9323749 or at cpskillnet@cif.ie and she will help you source it and may be able to offer funding for its provision.
To participate in this programme you will have completed an Introduction to Lean and the Last Planner System. (There are three days available in September if this is new to you.) The following is the schedule for the 8 sessions to complete the programme.

- **Pull Planning –** Learn how to complete a pull plan and the set up of “a Big Room” - 15 September 2020
- **Look Ahead Planning and Constraints Management –** Learn how to create a 6 week look ahead plan and a constraints assessment - 22 September 2020
- **Weekly Work Planning and PPC –** Learn how to complete a weekly work plan and complete an example of a Percent Plan Complete - 6 October 2020
- **Interpretation of Last Planner System Metrics –** Learn about the metrics used and how to apply them to a project. 13 October 2020
- **Last Planner System Problem Solving –** Learn how to systematically and effectively identify and eliminate the Root Cause of a Problem using an A3 Report. 20 October 2020
- **Seeing Waste and Direct Observation to Improve Productivity –** Learn how to apply Direct Observation on site to identify sources of waste and improve productivity. 27 October 2020.
- **Introduction to Takt Planning –** Learn how to apply Takt Planning. 3 November 2020.
- **Introduction to Co-Plan –** Learn how to use the on-line weekly work planning and constraints management Co-Plan software. 10 November 2020.

On this programme you will learn how to:

- Develop and implement a sustainable company strategy
- Manage HR effectively by creating a suitable organisational structure and managing performance while complying with current employment law
- Grow your business by identifying profitable customers, winning their business and ensuring you meet their needs
- Effectively manage your finance through negotiations with debtors and creditors, managing cash flow and staying funded
- Implement leadership best practice

You will be provided with tools and techniques which you can implement immediately in your company, focusing on the issues important for you. You will receive three one to one sessions with a mentor to advise and guide you on implementation in order to help you achieve the results you are looking for.
CIOB Certificate/Diploma in Construction Site Management

The CIOB Certificate/Diploma in Construction Site Management is designed for supervisors and assistant site managers working in the construction sector who are progressing into a construction site manager role. This qualification develops the learner’s knowledge and skills to plan and programme projects, liaise with stakeholders and oversee small to medium construction projects safely and efficiently. To achieve the Certificate learners must successfully complete four modules including the MSIC from CIF, while for the Diploma learners must complete all 12 modules. Learners should be qualified tradesmen with at least two years’ supervisory experience. The eight modules available this year are detailed below.

CIOB - Managing Subcontractors
Starts 24.08.20
24, 27, 31 August, 3 September

Learn how to:
• Understand the site manager’s role in the selection of sub-contractors following industry best practice
• Plan the work of sub-contractors in accordance with industry standards
• Manage sub-contractors on site

CIOB - Project Planning
Starts 21.09.20
21, 24, 28 September & 1 October

Learn how to:
• Detail the types of documents used for project planning
• Produce a method statement for works
• Produce a coherent and complete programme for the works
• Explain how site inspections findings influence the execution of the works
• Determine resource requirement for construction works

CIOB - Developing and Managing Self and Personnel in Construction Works
Starts 07.09.20
7, 10, 14, 17 September

Learn how to:
• Understand the concepts of human resource management in the construction industry
• Understand the impact of employment legislation that falls within the responsibility of the construction manager
• Understand the construction manager’s responsibilities in managing the performance of self and construction works personnel
• Understand how communication can affect performance on construction works

CIOB - Managing Sustainable Construction
Starts 05.10.20
5, 8, 12, 15 October

Learn how to:
• Understand the impact of environmental legislation and standards on construction works
• Understand how the selection and use of materials and products can contribute to sustainable construction
• Understand how to manage the installation of low carbon technologies for construction projects, following industry best practice
• Manage construction waste, including water, following industry best practice.

Modules 1-4
Learn how to:

• Understand the performance of modern and traditional construction works
• Understand the performance characteristics of construction materials and components for modern and traditional construction works
• Integrate off-site fabrication into a construction project
• Manage the conservation of traditional buildings

Learn how to:

• Understand the impact of legislation on construction works
• Manage compliance of the works under a construction contract
• Manage contractual claims for construction projects

Learn how to:

• Understand the procurement of construction materials and plan for the execution of works
• Monitor the progress of construction works
• Manage the environmental impact of construction works
• Manage expenditure against budget

Learn how to:

• Prepare for setting out and levelling operations on construction works
• Carry out levelling and setting out on construction works
• Produce computer aided drawings for construction works

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Site Supervisors and Site Managers are central to the success of any project, as is their ability to communicate effectively with people at all levels and all personality types on the project. To help achieve successful outcomes it is necessary to have an understanding of what happens during the communication process.

On this course you will learn how to:

- Appreciate the importance of effective communication in a variety of situations - with Project Managers, Engineers, Architects, QSs and all members of the team on site, including sub contractors.
- Conduct a conversation with positive results at every level
- Develop the confidence and know how to communicate for greater results
- Take ownership and responsibility to ultimately communicate better at every level

Learn how to engage effectively with site staff to get the results you want from your safety messages. Effective communication is essential for Safety Officers to achieve safe outcomes for everyone on site. To achieve successful outcomes it is necessary to have an understanding of what happens during the communication process.

On this course you will learn:

- Tools and techniques to help you engage successfully with site staff
- How to develop the confidence and know how to communicate for positive results
- Influence people, read body language, respond quickly and be assertive
The aim of the workshop is to help staff communicate effectively in writing. Participants will learn the essential skills required to communicate in a professional and competent manner in order to portray a professional image and enable understanding.

Learn how to:
- Identify the most appropriate communications tool
- Apply superb business etiquette for written communication
- Create relevant and structured letters & emails using the right content, style and approach
- Apply highly developed business English for written communication
- Apply proper business etiquette in the use of language, punctuation and grammar
- Write concise yet professional business letters to instil confidence
- Reply to written communication courteously and professionally with the right tone and level of urgency
- Manage email as an effective communications tool
- Keep emails relevant and easy to follow with related subjects, signatures & notifications
- Show discretion when forwarding emails, copying readers or sending attachments
- Follow company policies, avoid legal and copyright issues, viruses and spam emails

The Microsoft Excel Introduction training course is aimed at users who are new to Excel and want to set up their own spreadsheets and manipulate existing ones. Participants need have no prior knowledge of Microsoft Excel but should be comfortable using MS Windows and should be able to start a Microsoft Office application, use the help feature and open, close and save files.

Having completed this course, participants will have a good working knowledge of Excel including the following:
- Basic functions and formulae
- Sorting and filtering data
- Formatting and printing spreadsheets

This course is aimed at users who have basic experience with Excel and want to build on their current knowledge to set up their own spreadsheets and manipulate existing ones. Participants should be existing users of Microsoft Excel who can create, edit, format and print a spreadsheet. They should also be able to create basic formulae and, ideally, should have completed the Excel Introduction training programme.

Learn how to:
- Create complex formulae incorporating relative and absolute cell addressing (used in BOQ, etc.)
- Use a wide range of Excel functions such as Sumif, Countif, IF, Or, And, Lookups, ISError and many more
- Build and apply Conditional Formatting
- Link Sheets and Files
- Manipulate Data – Sorting, Filtering, Validation
- Create Pivot Tables
- Create a wide range of Charts
The Microsoft Word Advanced course is aimed at users who generate and manipulate long reports and documents that may need collaboration from multiple users. The information needs to be presented in an engaging and concise way. Participants should be existing users of Microsoft Word.

Having completed this course, participants will be able to produce high quality reports and documents using Word to ensure that the message is communicated to their audience professionally.

Learn how to carry out an internal audit effectively, engaging with auditees with a view to improving communications, reducing cost and implementing continuous improvement within your company.

Having completed this course, participants will be able to:
• Describe the philosophy behind the internal audit function
• Apply a positive, improvement focused system to an internal audit
• Provide an overview and understanding of the requirements of the international standards concerning internal auditing

Learn how to manage a construction project effectively focusing on the techniques required to manage time, cost and quality and ensuring that scope creep is managed, enabling participants to ensure that a construction project is delivered on time, in budget and to the standard required.

Learn how to:
• Manage quality from the outset, including procurement
• Create a construction project plan
• Design a construction project programme
• Communicate effectively and manage scope creep
• Use Lean and Last Planner® System
• Identify and manage risks
• Manage Change in a construction project

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