

Training Modules for 2021

1. Reducing Carbon in Construction – *1 Day or 2 x 2 hour online sessions**
Includes a 1 year subscription to www.ConstructCO2.com : A web-based Carbon Measurement Toolkit
2. Understanding Corporate Social Responsibility (CSR), Equality, Diversity and Mindfulness in Construction – *1 Day or 2 x 2 hour online sessions**
3. Understanding the new Sustainability standards – *1 Day or 2 x 2 hour online sessions**
4. Beyond Waste – Profiting from the circular economy – *1 Day or 2 x 2 hour online sessions**
5. Understanding and Implementing Soft Landings – *1 Day or 2 x 2 hour online sessions**
6. Understanding and Implementing Social Value Act 2013 – *1 Day or 2 x 2 hour online sessions**
7. Implementing Collaborative Working and Supply Chain Management – *5 Days or 10 x 2 hour online sessions**
8. Collaborative Contracts – Awareness – NEC – *1 Day or 2 x 2 hour online sessions**
9. Lean Construction Awareness – *1 Day or 2 x 2 hour online sessions**
10. BIM for Beginners – *1 Day or 2 x 2 hour online sessions**
11. Contract Management in Construction – *1 Day or 2 x 2 hour online sessions**
12. Advance Site Management – *5 x 1 Day training courses programme or 10 x 2 hour online sessions**
13. Managing Project Risks – *1 Day or 2 x 2 hour online sessions**
14. Improved Project Environmental Management – *1 Day or 2 x 2 hour online sessions**
15. Improved Project Quality Management workshop – *1 Day or 2 x 2 hour online sessions**
16. Performance Management & Continuous Improvement – *1 Day or 2 x 2 hour online sessions**
17. Collaborative Planning Technique – *5 Days or 10 x 2 hour online sessions**
Includes a 1 year subscription to www.ciclops.info : A web-based toolkit for collaborative team planning.
18. Value Management & Value Engineering – *1 Day or 2 x 2 hour online sessions**
19. Behavioural Training in Construction – *1 Day or 2 x 2 hour online sessions**
20. Change Management – Company & Project – *1 Day or 2 x 2 hour online sessions**
21. Restorative Sustainability – *1 Day or 2 x 2 hour online sessions**
22. JCT Contract for Beginners – *1 Day or 2 x 2 hour online sessions**
23. Construction Programme Management – Microsoft Project for Beginners – *1 Day or 2 x 2 hour online sessions**
24. Commercial management of construction contracts – *1 Day or 2 x 2 hour online sessions**
25. AI on Site – *1 Day or 2 x 2 hour online sessions**
26. Servitisation in the Built Environment – *1 Day or 2 x 2 hour online sessions**

1. **Reducing Carbon in Construction**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Senior Managers and Project Staff

This course will include:

- Improving your sustainability knowledge
- Process and performance in relation to carbon management.
- Addressing your client's requirements on improved carbon management, reduction and reporting, through measurement of company and construction process carbon.
- 1 year subscription to a web-based Carbon Measurement Toolkit - www.ConstructCO2.com

2. **Understanding Corporate Social Responsibility (CSR), Equality and Diversity in Construction**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Senior Managers and Project Staff

This course will include:

- Principles and Benefits of CSR
- What is a Responsible Business?
- Understanding Fairness, Inclusion and Respect
- Understanding Modern Slavery
- Introduction to the JUST programme
- Project level: Inductions, Awareness and Toolbox Talks
- Equality and Diversity in procurement and the supply chain
- Writing Policies, Statements and Bid Responses
- Monitoring Equality and Diversity
- Action Planning

3. **Understanding the new Sustainability standards**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Senior Managers and Project Staff

This course will include:

- Introduction to Restorative Sustainability
 - Themes and Principles
 - Living Building Challenge,
 - Well Build Standard
 - Related sustainability programmes
- Design Considerations
- Healthy Materials
- Strategy, Policies and Procedures
- Monitoring, Reporting Sustainability
- Improving Sustainability
- Communicating approaches and success

4. **Beyond Waste– Profiting from the circular economy**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, QE Managers, Senior Managers and Project Staff

This course will include:

- Principles of Circular Economy
- Circular Economy in Construction
- Principles of Construction for Disassembly
- Incorporating waste and salvaged materials
- Buildings as Material Banks
- Cradle to Cradle
- Waste Beyond the SWMP: The Conservation Plan
- Circular Economy within Sustainability Standards
- Writing Circular Economy Policies, Statements and Bid Response

5. **Understanding and Implementing Soft Landings**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Construction Directors, Contracts and Senior Managers and Senior Project Management Staff and Key Designers / Sub-Contractors.

This course will:

- Improve customer satisfaction and ensure a more effective and efficient delivery throughout the Project Stages.
- Enhance knowledge and capability of your teams in:
 - An introduction to Soft Landings
 - What is Soft Landings?
 - The Soft Landings core principle
 - The stages of the Soft Landings process
 - A journey through the Soft Landings process
 - Preparation stage
 - Design stage
 - Pre-construction stage
 - Construction stage
 - Commissioning stage
 - Pre-handover stage
 - Initial occupation stage
 - Post-occupancy aftercare stage

6. **Understanding and Implementing Social Value Act 2013 & Modern Slavery Act 2016**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, QE Managers, Senior Managers and Project Staff

This course will include:

The **Social Value Act** was introduced to transform the way money is spent on public services. It does this by requiring the commissioners of services (including construction and maintenance services) to consider how procured services could have an even further reaching and positive impact on the local community.

Understanding the Social Value Act is key for those working or looking to win work with local and public authorities. The training will cover:

- Introduction to the Act and its purpose
- Examples of added social value
- Strategies for applying Social Value to your business
- Monitoring, Capturing Reporting and Communicating Social Value

Understanding the **Modern Slavery Act** is key for those working or looking to win work with local and public authorities. The training will cover:

- Fairness, Inclusion & Respect (FIR)
- Company Policy & Action Plan
- Why Modern Slavery Matters
- What is Modern Slavery
- Warning Signs
- Addressing Modern Slavery
- Dealing with suspected Modern Slavery

7. **Implementing Collaborative Working and Supply Chain Management**

Length: 5 Days or 10 x 2 hour online sessions during COVID

Audience: Construction Directors, Contracts and Senior Managers and Senior Project Management Staff and Key Designers / Sub-Contractors.

This course will:

- Enable a greater and common understanding of Collaborative Working Principles for both processes and people issues.
- The 5-day course includes:
 1. Supply Chain Management - partnering process and how to work as an Integrated Team
 2. Open Book Cost Management & Collaborative Contracts / Risk Management
 3. Value Management & Value Engineering
 4. Performance Measurement – To manage you must measure – Long term Collaborative relationships only survive through 360° Performance Measurement
 5. Collaborative Planning Tools and Techniques – Last Planner

8. **Collaborative Contracts – Awareness - NEC**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Construction Directors, Contracts and Senior Managers and Senior Project Staff

This course will include:

- Introduction to Collaborative Forms of Contract
- NEC3 Background
- NEC 3 Options A-C
- Early Warning Notices
- Payment Options
- Programme Management
- Allocation of Risk & Risk Management
- Open Book

9. **Lean Construction & Collaborative Planning Awareness**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Senior Managers and Site Management Staff and Key Supply Chain Members / Designers.

This course will include:

We intend to provide an awareness training of continuous Improvement and process improvement through 'Lean Thinking Methodologies' to empower all of your staff and especially Site Management employees to support and effectively contribute to the success of strategic objectives and your continuous improvement ethos.

This training will enable the organisation and your multifunctional teams (designers and key supply chain members to work collaboratively and deliver greater efficiency using lean thinking techniques/tools:

- Problem solving and continuous improvement
- 7 + 1 forms of waste
- 5S workplace organisation

This course will also Improve your team skills on delivering faster and more predictable programmes which lead to more profitable projects by:

- Moving from Construction to Production through the implementation of
- Project Collaborative Planning & Control tools – Last Planner
- Six Week Look Ahead Programmes
- Rigorous Task Focused Constraint Analysis
- Integrated Weekly Plans
- Measuring weekly Percentage Plan Complete (PPC) and developing improvement Action Plans.

10. **BIM for Beginners**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Senior Managers and Site Management Staff and Key Supply Chain Members / Designers.

This course will include:

We intend to provide BIM capability training to enable you to remain competitive in a rapidly changing market. This training will focus primarily on developing your team's (including key supply chain members and designers) capability and capacity in:

- Understanding BIM
- BIM Policies and Strategies,
- BIM for Contractors:
- Developing BIM Policies and Strategies
- BIM Delivery Plan
- Understanding Employers Information Plan & Common Data Environment

11. **Contract Management in Construction**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Construction Directors, Contracts and Senior Managers

This course will:

- Improve customer satisfaction and ensure a more effective and efficient delivery throughout the Project Stages
- Managing Projects more effectively and efficiently:
 - Before a Project Starts/Materialises and during
 - Design and Pre-Construction – Client / Contractor & Design Teams
 - Construction – Site Management / Planning / Commercial Management/ QHSE
 - Handover
 - Post Construction - DLP
 - Soft Landings Period
- Roles and Responsibilities – RACI Matrix
- Innovation & Value Added

12. **Advance Site Management**

Length: 5 x 1 Day Training Courses or 10 x 2 hour online sessions during COVID

Audience: Directors, Senior Managers and Site Management Staff and Key Supply Chain Members / Designers.

This course will:

We intend to provide Advance Site Management capability training to enable you to become efficient, productive and remain competitive in a rapidly changing market.

- **Day 1 - Project Planning Tools and Techniques workshop**
 - Training attendees on how to move from Construction to Production;
 - Project Collaborative Planning & Control tools – Last Planner;
 - Six Week Look Ahead Programmes
 - Constraint Analysis
 - Weekly Plans
 - Percentage Plan Complete (PPC) and Action Plans
 - Integrating Logistics;
- **Day 2 - Lean Construction workshop**
 - Continuous Improvement and process improvement training through 'Lean Thinking Methodologies' to empower all Site Management employees to support and effectively contribute to the success of strategic objectives.
 - Problem solving and continuous improvement
 - 7 + 1 forms of waste
 - 5S workplace organisation

- **Day 3 – Site Environmental Sustainability workshop:**
 - Introduction to Sustainability in Construction
 - Introduction to Environmental Management Principles
 - Strategies, Systems, Process and Standards
 - Sustainable Procurement
 - Operational Control and Monitoring Performance
 - Environmental and Sustainability Reporting
 - Improving Performance
- **Day 4 - Reducing your Carbon Footprint workshop**
 - Reducing carbon in construction
 - Introduction to construction carbon
 - Monitoring tools & techniques
 - Understanding and Reducing Construction Carbon
 - Construction carbon Reporting
- **Day 5 – Improved Quality Management workshop**
 - Introduction to Quality Management
 - Strategies, Systems, Process and Standards
 - Quality Planning, Procurement and Control
 - Quality Reporting
 - Cost of Quality
 - Improving Quality Performance

13. **Managing Project Risks**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Construction Directors, Contracts and Senior Managers.

This course will include:

- Project Risk Management training to enable you to remain competitive in a rapidly changing market.
- Understanding of Project Risks - What are risk analysis and risk management and how are they applied on projects? Is risk management a constrain or an added value activity?
- Risk Analysis techniques:
 - Identification
 - Classification
 - Risk Register
 - Quantification and Modelling
 - Response
- Risk Management:
 - Allocation of Responsibilities
 - Implementation
 - Monitoring
 - Risk Allowance Management
- Risks and Collaborative Contracts

14. **Improving Site Environmental Sustainability**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Environmental Managers and Project Staff.

This course will include:

1. Introduction to Sustainability in Construction
2. Introduction to Environmental Management Principles
3. Strategies, Systems, Process and Standards
4. Sustainable Procurement
5. Operational Control and Monitoring Performance
6. Environmental and Sustainability Reporting
7. Improving Performance

15. Improving Project Quality Management works

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Quality Managers and Project Staff.

This course will include:

1. Introduction to Quality Management
2. Strategies, Systems, Process and Standards
3. Quality Planning, Procurement and Control
4. Quality Reporting
5. Cost of Quality
6. Improving Quality Performance

16. Performance Management & Continuous Improvement - *To manage you must measure.*

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Quality Managers, Senior Managers, Project Staff and Key Supply Chain Members / Designers.

This course will:

- Enable your organisation to develop a continuous improvement strategy that will deliver faster, more profitable projects to whilst exciting customer expectations
- Develop a Continuous Improvement Strategy - Long term collaborative relationships only survive through 360 degree Performance Measurement
- Identify company and project Critical Success Factors that will be
- Measured by Key Performance Indicators
- User friendly web based toolkit developed by the NFB to gather and analyse data in real time
- Enabling ALL to objectively benchmark and compare performance at supply chain, project and company level, thus enabling all to
- Develop real and collaborative action plans for improvement

17. Site Implementation of Collaborative Planning Techniques

Length: 5 Days on Project Training or 10 x 2 hour online sessions during COVID

Audience: Directors, Quality Managers, Senior Managers, Project Staff and Key Supply Chain Members / Designers.

This course will:

- Include a 1 year subscription to a web-based Integrated Team Toolkit - www.ciclops.info
- Improve your team skills on delivering faster and more predictable programmes
- Lead to more profitable projects by moving from Construction to Production through the implementation of:
 - a. Project Collaborative Planning & Control tools – Last Planner;
 - b. Six Week Look Ahead Programmes
 - c. Rigorous Task Focused Constraint Analysis
 - d. Integrated Weekly Plans
 - e. Measuring weekly Percentage Plan Complete (PPC) and developing improvement Action Plans
 - f. Integrating Logistics;

18. Value Management & Value Engineering

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Team Leaders, Senior Managers, Key Project Staff

This course will:

- Provide an awareness and understanding of the skills and tools that project teams will require in delivering effective Value Management & Value Engineering solutions for their customers.
- What is value and how its defined-on projects;
- Value enhancement Trees;
- Value Planning;
- The major Value Engineering events and activities in the project;
- High level and Cluster based; Value Registers
- Reviewing, Monitoring & Reporting Added Value

19. **Behavioural Training in Construction**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Team Leaders, Senior Managers, HSQE Managers and Key Project Staff.

This course will:

- Provide an awareness and understanding of the soft skills and tools that project teams will require in delivering effective effective/efficient and safe Projects
- Motivating your Workforce to Behave Safely
- Changing behaviour
- Management of Team & Company Values
- Mindfulness - Mental Health – Stress
- Modern Slavery / FIR (Fairness Inclusion Respect)
- Project team Charter

20. **Change Management – Company & Project**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Team Leaders, Senior Managers, HSQE Managers and Key Project Staff.

This course will:

- Provides an awareness and understanding of the skills and tools that project teams will require in delivering effective communications / presentations and interviews:
- Communications strategy and policy
- Develop communication skills internally and externally - clients, supply chain and society
- Develop communication through social media enabling them to build connections
- Engage with clients and industry influencers
- Share news, increase market and innovation awareness using different modes whilst adding a human, social dimension to your business communications
- Meet communication requirements for the new ISO 9001: 2015, ISO14001

21. **Restorative Sustainability**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Team Leaders, Senior Managers and Environmental/Sustainability Managers

This course will:

- Follow the action plan outlined in Martin Brown's RIBA book FutuREstorative - A copy of FutuREstorative is included with significant discounts for further copies.
- Aimed at those seeking an approach to re-energise sustainability in organisations and projects.
- Understand the principles and challenges for restorative sustainability
- Understand and consider how the key concepts of Restorative Sustainability can apply to your organisation and projects
- Explore and understand how buildings can positively impact on human and environmental health
- Explore and understand the impact and influence of buildings on energy, water, resources, waste and carbon
- Evaluate the new 'restorative' sustainability standards, tools and approaches now available for your business and projects
- Understand the emerging impact and opportunities of digital developments on sustainability.

22. **JCT Contract for Beginners**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Construction Directors, QS and Senior Managers, Senior Project Staff

This course will include:

- JCT Suite of Contracts
- Selecting the appropriate JCT Contract NEC 3 Options A-C
- Getting to know your Contract and Tendering
- Definitions & Communications
- Roles and Responsibilities
- Allocation of Risk & Risk Management
- Design Obligations
- Insurance
- Record Keeping on Site
- Programming Requirements and Information for Claims
- Relevant Events and Relevant Matters
- Payments & Final Account
- Loss & Expenses, Time Clauses and Claiming Time & Money
- Common Amendments
- Dealing with a Contractual Entitlements -A Practical Approach

23. **Construction Programme Management – Microsoft Project for Beginners**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Senior Managers, Site Management Staff and Key Supply Chain Members

This course will:

- Focus on developing Construction Programmes utilising Microsoft project.
 - Setting Up
 - Core Activities
 - Summary Tasks
 - Milestones
- Predecessors – linking Tasks
- Critical Path
- Resourcing Task
- Adding Cost to Tasks
- Setting a Baseline
- Monitoring Progress
- Reallocating Resources
- Reports

24. **Commercial Management of Construction Contracts**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Construction Directors, Contract and Senior Managers, Project Management Staff

This course will include:

- Introduction to Commercial Management
- Introduction to NEC and JCT Contracts
 - Options & Variants
 - Advantages & Disadvantages
 - Roles & Responsibilities
- Managing Commercial Risk
- The importance of record-keeping
- Managing Effectively Claims & Disputes

25. **AI on Site**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Senior Managers and Project Staff

26. **Servitisation in the Built Environment**

Length: 1 Day or 2 x 2 hour online sessions during COVID

Audience: Directors, Senior Managers and Project Staff

Bid to Win Training Programme Modules

The series of four modules are conducted over one or two days alongside a PAS91 or 4 x 2 hour online sessions during COVID.

The programme is aimed for Directors, Team Leaders, Buyers, Business Development Staff, HSQE Managers, Key Supply Chain Members and Design Consultants

This series of four modules takes the organisations through the necessary practical steps to enable better performance in their bid management. Each module is outlined below:

1. **Before the Bid - *You don't win tenders at Bid Stage***

- **Understanding *real* customer needs and drivers - *getting beneath the surface***
 - The Client, the client's people, needs, business and their customers.
 - Finally Understanding the Project – what is the purpose and aims of the project?
- **Understanding your *real* capability, evidence and visibility - *are you ready to bid?***
 - What do you have and do in the background to improve your approaches and performance?
 - How well can you articulate?
- **Developing a bid strategy - *a common understanding***
 - It is important for every organisation to develop a bid strategy and process and train all staff in its implementation. It is essential that all involved in the bid, or seen to be ambassadors of the contractor during the bid phase have a common understanding of the bid strategy and process.
- **To bid or not to bid that is the Question- *How and who decides if the company is to bid for the work?***

2. **Understanding the Bid Process - *From Expression of Interest to Winning***

- **The Pre-Qualification Questionnaire – *Getting a foot in the door***
 - The module will take the attendees through sections of a typical PQQ and coach them how to answer each section in a manner that will optimise their scoring capability. This will increase their potential of “getting their foot in door” and into the second stage of tendering.
 - Enable the companies to develop “Evolving reusable PQQ blocks’ that can be used again and again.
- **Introduction to and developing your PAS91**

3. **Detailed Bid - *Technical Assessment***

- **The Project Execution Plan and Detail Project/Framework Proposals.**
- Attendees will be trained on how to complete these proposals - the proposal should clearly provide details of:
 - How the contractor and the supply chain will organise and structure
 - The framework/projects as part of an integrated design and construction team
 - Demonstrate the ability to deliver Value for Money.

4. **Interview and Presentation - *The winning stroke***

- The primary objective of this session is to provide Contractors with the basic techniques/processes on how to ensure a successful presentation/interview:
 - **An authentic approach** ie: Not a flashy presentation with presented by cheesy PR people, but the real thing
 - **Viable evidence** ie: use past success and real life examples to show that they can do more than talk the walk
 - **Realistic honest answers to questions** ie: not trying to second guess interviewers or give the answer that they think the client wants, giving real answers to real questions
 - **Communication & presentation skills**