

NATIONAL SEMINAR PROGRAM

2006/07

Your Educational Planning Guide

National Trade Contractors Coalition of Canada



Estimating	Design Build	Improve Profits	HR Management	Jobsite Productivity
Purchasing	Dispatchers	On Site Admin.	Strategic Planning	Project Management
Scheduling	Change Notice	Microsoft Project	Rescuing a Project	Change Management

Building For The Future



National Trade Contractors Coalition of Canada

National Seminar Program

The **National Trade Contractors Coalition of Canada (NTCCC)** understands that your goal is to always exceed the ever-rising expectations of your clients. To accomplish this, you must quickly and creatively respond to your clients needs, embrace change, explore new opportunities and educate yourself and your colleagues. To assist with this ongoing challenge, NTCCC has partnered with some of Canada's leading educational organizations to deliver the **National Seminar Program**.

The **National Seminar Program** is a highly specialized series of classes, seminars and workshops, presented all across Canada, designed to provide the very best in management level training and best-business practices to the construction industry.

The **National Seminar Program** offers *half-day, one-day, two-day, five-day, and ten-day* sessions presented by the industry's top instructors. Many of these courses are certified by the Canadian Construction Association's Gold Seal Accreditation Program and count towards the accumulation of your Gold Seal Certification.

The **National Seminar Program** ensures that all segments of the industry are offered equal value and opportunity to excel, regardless of size. This program has already trained over 1,000 managers in Canada due to the fact that it demonstrates a tremendous return on investment by improving productivity, reducing reworked material, increasing efficiency and reducing employee turnover.

The **National Trade Contractors Coalition of Canada** was established in 2004 to provide an organized forum for Canada's national trade organizations to share information, resources, and to collaborate on issues that are of common interest to all. The founding members are comprised of the Canadian Roofing Contractors Association, Canadian Automatic Sprinkler Association, Canadian Masonry Contractors Association, Canadian Electrical Contractors Association and the Mechanical Contractors Association of Canada.

For more information on National Seminar Program courses call 613.232.5169 or visit www.ntccc.ca



In Partnership with...



CANADIAN
AUTOMATIC
SPRINKLER
ASSOCIATION





Half-Day Classes

Estimating for Profit - Instructor: Richard Worr

This seminar illustrates how contractors can modify their bidding practices to establish a true cost and improve success ratios by reviewing the key elements of an estimate. *Estimating for Profit* will benefit any contractor who depends on good estimating practices for acquiring work and retaining clients. Some of the material covered in this program include: choosing jobs, tips on checking on estimates, good estimating procedures, application of labour factors, labour units and cost codes, common estimating and management mistakes, application of key components of the estimate, material purchases analysis of the bid summary, project scheduling, determination and recovery of correct overhead, and more.

Leadership in Energy & Environmental Design LEED For Contractors - Instructor: CGBC

With the latest Kyoto implementation plan, the federal government now requires all new federal buildings to meet a LEED Gold Standard. The Canada green Building Council has put together this half-day course to answer the question "What do I need to know about LEED?" Topics include: the LEED rating system, sustainable design issues, managing a sustainable construction site, material choices, waste management, and commissioning.

Managing Risk – Practical Ways To Reduce Losses – Instructor: Richard Frost

This session will focus on Risk Management and Loss Prevention, covering the following exposures: Property, Liability, Automobile, and Personnel. Major topics of discussion will include: What is Risk Management? What does it mean to you? How can you benefit? What is Loss Prevention? How do you utilize it? What can you do to reduce your risk?

Profitable Contracting - Instructor: Wayne Newell

During this half day program, participants will engage in the most important facets of business management including understanding profits, estimating, manpower management, materials & tools, change orders, cost controls, billing, etc.

Project Documentation - Instructor: Bob Mattia

The seminar begins by defining what makes a document workable, functional and legal. It will show how documentation serves to protect your interests both during the project and after should disputes occur. From this foundation the seminar demonstrates how proper documentation can lower risk, increase productivity and solve problems before they occur as well as create lessons learned and produce useable archives for future reference. The seminar concludes by reviewing alternative techniques and methods of documentation.



One-Day Classes

Basic Principles & Practices of Project

Construction Estimating – Instructor: Dr. Awad Hanna

This one-day seminar will provide a practical knowledge of cost estimating, cost management and conceptual estimating principals. Learn how to develop project costs and how to organize construction cost information. Understand how contractors, engineers, architects and owners work through project costs to prepare meaningful estimates.

Change Notice Management -

Instructor: Richard Worr

This course is designed specifically for the contracting industry professional with project responsibilities. The course deals with management of the change notice process. Students are introduced to the concept of change notice and its effect on the "Base Project". "In class" exercises are conducted and practical industry examples of change notices are analyzed. A workshop environment is employed, case studies are reviewed, and techniques for managing the change notice process are taught and demonstrated.

Congratulations! Your Bid Was Successful – Now What? – Instructor: Bob Mattia

A practical approach to planning, organizing and executing your construction project from contract award to contract completion. This course deals with the day to day issues in the office and on the jobsite with a review of several key controls in a project including: scope, time, cost, quality and resources. By developing sample control documents, this one day program takes a project and condenses it into one day covering the major plans and schedules for efficient project execution.

Construction Scheduling For Managing Projects

– Instructor: Dr. Awad Hanna

Proper front-end planning and scheduling is an essential tool to coordinate and assemble all necessary elements and tasks. This course covers both introductory and advanced knowledge on construction scheduling including: how to create work break down structure (WBS), logical links between activities, identify and calculate critical project activities, etc. The advanced portion will cover resource leveling, labour allocation, manpower loading charts, schedule compression, schedule missives and more.

Construction Purchasing - Instructor: Chris Quaipe

This is a guide to purchasing and subcontracting techniques for contractors. Topics include: an introduction to contract law, contract types, expediting and logistics, centralized vs. decentralized purchasing, sourcing suppliers and making purchasing decisions, processes, and standard templates and forms. A discussion of standard documents issued by the Canadian Construction Association will be included.

Cost Controls and Estimating for Project Management – Instructor: Richard Worr

This course is designed for the Construction Estimator and Project Manager who wish to better manage their projects. All the required elements of an estimate, which are needed to determine a successful project outcome, are explored. The course will show how to establish the baselines of schedule, manpower & cashflow. Through these control measures the PM will be able to determine corrective actions at an early stage and manage the job to a successful completion.

Cumulative Impact of Change Orders - Instructor: Dr. Awad Hanna

This program will examine the cumulative affect that change orders have on labour productivity for contractors. With three separate studies undertaken this review of the cumulative affect of change orders will look at types of change, recoverable change order costs, methods of quantifying the impact of change orders on labour efficiency, the Cause and Effect Method, characteristics of projects impacted by change orders, and much more. A must see seminar. Bring your calculator, you will need it!

Design Build - Instructor: Ned Gible

This one-day seminar discusses why design-build is becoming a preferred project delivery system, national trends, responsible performance versus prescriptive contracting, owner/general contractor expectations, required resources, three engineering and operational models, managing design-build projects, and more.

Design Of Value Engineering To Increase Job Profits – Instructor: Dr. Perry Daneshgari

This course addresses the issues relating to the preparation and how to conduct a "Value Engineering" session in order to improve profits. This full day course will teach project managers, estimators and field foremen to identify and reduce all applicable risk early on in the project startup. Participants will address issues such as: identification of job risk, labour risk protection, procurement planning, safety planning, technical risk reduction, business risk reduction, and integration risk reduction.

Financial Statement Analysis -

Instructor: Ron Coleman

Your bank and your bonding company know how to read your financial statements. Do you? They have you at a decided disadvantage when you don't understand the impact of the information that you are giving them. Learn how to read your financial statements and, more importantly, how to structure them to your advantage. Includes a comprehensive workbook.

General Business Practices -

Instructor: Ron Coleman

Hone your skills in time management, negotiations, marketing, TOM and several other key business practices. Hands on ideas that you can implement straight away. Includes a comprehensive workbook.

How To Turn Around A Job Going Bad: A Case Study – Instructor: Tom Williams

Too often, the contractor does not recognize the "problem job" until late in the project, when little can be done. Using an industrial project case study, the participants will examine the early warning signs of a project in trouble and examine ways to change the negative direction and momentum of such a project. The emphasis will be in making the job a success while capturing required information should damages need to be proven at job completion.

Introduction to Project Management -

Instructor: Darya Duma

This course is designed to give new project managers, project team members, and support staff an understanding of the essentials to achieve project success. Participants will learn terminology and standards that assist in planning projects and project communications - the sources of most project difficulties. This is an ideal course for field personnel entering management or to kick-off a project team.

Improve Profits by Reducing Labour Risk -

Instructor: Dr. Perry Daneshgari & Michelle Wilson

This course will enable participants to identify the sources of variation in their profits; select the methods that will reduce variation in operations; create management tools to continually improve predictability of labour and management; create a Labour-Risk management methodology; and improve how the company appears to lending and bonding companies.

Jobsite Productivity Management –

Instructor: Kerry O'Brien

This one-day workshop is designed specifically to outline measures to save 10 to 30% in project man hours. Main topics of coverage include site layout and materials handling, detailed productivity analysis, various processes for implementation and the review of jobsite research studies.

Jobsite Productivity: How To Protect It...How To Improve It – Instructor: Tom Williams

This class will examine the typical construction day, with the intent of better understanding the factors that affect productive work. Methodologies for improving jobsite performance on the regular job will be examined. Then, drawing on recent industry research, various labour productivity factors will be reviewed to develop methods for minimizing negative factors and to capture data to prove damages, if necessary.

Managing Conflict At Work - Instructor: Dale Burt

The focus is to examine various ideas with regards to dispute resolution. This invigorating workshop will allow participants to develop techniques to assist in consistently achieving positive results when negotiating. Various strategies will be reviewed.

Managing Construction Delay Claims –

Instructor: Dr. Awad Hanna

In this course you will learn about the many effective tools and techniques for analyzing project schedule and time related claims. Topics covered include: Delays, schedule compression and acceleration, delay impact excusable/compensable, concurrent and pacing delays, bar chart analysis, as planned versus built, scheduled or collapsed CMP schedule, overhead, loss of labour productivity, labour and material escalation and the impact of schedule compression.

Managing Field Productivity to Improve the

Bottom Line - Instructor: Dr. Awad Hanna

This seminar discusses the causes of poor labour productivity, measuring productivity for controlling items of work, performance factor, forecasting project outcomes, productivity measurement, daily productivity measurements, performance evaluation reports, factors affecting labour productivity, what to do to reduce the impact of schedule compression and acceleration, manpower loading and s-curve, preplanning, site logistics, site layout, deliveries, storage, and material handling.

Operation Model for Maximizing Profitability -

Instructor: Dr. Perry Daneshgari

This course addresses how to prepare for labour relations and new market realities such as reverse auctions and alternative procurement methods. The course will also address principles that have increased productivity of: labour, project management, office management, operational theories. Participants will learn the implementation steps for an Optimal Mechanical Construction Business Model that will improve productivity and profits by better than 30%

Planning and Control - Instructor: Ron Coleman

You can only manage what you can measure. Unless you keep control of your projects from day one how will you maximize the profits and minimize the risk? Use these techniques to increase your rate of success. Includes a comprehensive workbook.

Pricing, Profits, & Cash Flow -

Instructor: Ron Coleman

Learn how to impact these critical areas of your business. Do you know how to calculate your break-even sales? Do you know how to double your profits? Do you know the importance of working capital and how to use it to your advantage? These and other key elements of a successful business are covered in this module. Includes a comprehensive workbook.

What attendees had to say.....

"Course was presented very professionally. I would recommend all supervision take this course once a year"

"Productivity improvements are very important and Kerry has pointed out the key areas to focus on"

"Many useful ideas and concepts that can be utilized; turning out exceptional savings"



One-Day Classes

Reducing Cost By Changing Your Supply Chain Into A Value Chain – Instructor: Tom Williams

Drawing on recent industry research funded by the Mechanical Contracting Education and Research Foundation, the participants will examine ways to reduce cost and improve quality by driving unnecessary expense out of the contracting supply chain. The relationships among contractors, subcontractors, owners, vendors, and engineers will be examined with the focus being on removing cost while maintaining or improving margins.

Strategic Planning for Contractors -

Instructor: Dr. Perry Daneshgari

This workshop will enable the participants to understand the emerging operational models in the areas of increasing profitability; increasing productivity; new markets; partnership with suppliers and manufacturing; training needs for supervision; and sub tracking from operator's point of view. Using this newfound knowledge, the workshop participants will be able to assess their current capabilities, plan a strategy, and incorporate this new operational model into their companies.



Two-Day Classes

Human Resource Strategies for the Construction Supervisor – Instructor: Gary Robertson (also available in one day format)

This course provides practical information for today's construction manager regarding recruiting, hiring, training, motivating and compensating employees. It also contains a wealth of industry-specific material and employment law, HR policies and procedures, progressive discipline, absenteeism management and the use of human resource information systems.

Microsoft Project - Instructor: Richard Worr

This course deals with the fundamentals and mechanics of project management with a focus on scheduling during the planning phase. The course begins with an introduction to the theory of scheduling and then moves on to an overview of Microsoft Project and its use in the entire process of effective Project Management. Resources are added and a baseline established so they can analyze a critical path and manpower loading feasibility.

On Site Administration - Instructor: Chris Quaife

Designed to develop readiness for roles and responsibilities of foremen and on-site project managers, their relationship to head office and their ability to provide administrative support to construction contracts. Topics covered include: workload plans, progress payments, site meeting topics, bid shopping, quality control, inspection and job close, and much more.

On Site Construction Management & Cost Controls - Instructor: Chris Quaife

Participants will enjoy an increased capability to plan and manage costs, schedules and quality to enable realistic trade schedules, engage in timely progress with minimal defects and rework and see satisfactory productivity and profitability. This two-day course will take you through a seven step agenda and is Gold Seal accredited.

Policies and Procedures – Instructor: Richard Worr

This course looks at the growth restraints of a small to medium size contracting company through the lack of consistency of company directives. It examines the need for written policies and procedures to remove confusion and frustration among its employees. The course is broken in to four areas: Finance and Accounting, Corporate Governance, Human Resources and



Time Management For Project Managers -

Instructor: Darya Duma

Time management is about gauging how time is spent in determining how to organize time more efficiently and effectively. In this workshop you will learn to prioritize and set goals aligned with your organizations strategy for success, and apply sound time management practices to both solo and collaborative work.

You Charge WHAT Per Hour? -

Instructor: Ron Coleman

This program is based on the successful book of the same name. One contractor says he makes an additional \$20,000 profit a year from following just one idea in the book. Learn how to position yourself as a successful service contractor. This program is focused on those who want to develop a successful service business.

Operations and Marketing. The participant will evaluate through an overview process the concept of how a policy is created. Stepping through its purpose, scope, responsibility and finally implementing the policy with appropriate procedures. Lost emails, posted directives and verbal instructions lack the uniformity to clearly direct your people as to "What is expected". Higher productivity through consistency and harmony of expectations will improve your bottom line. – *Course will not be ready for presentation until early 2007.*

Rescuing a Project in Crisis -

Instructor: Jack Hellberg

Students will be able to determine at what point in the project a "Crisis" exists; recognize the special personal and organizational challenges that a "Project Crisis Manager" has to face up to; identifies the issues related to 'crisis recognition' by key stakeholders; 'team disintegration'; 'communication breakdowns'; 'control strangulation'; able to organize the recovery process through the effective use of the 'Williams Recovery Process'; recapture control and planning disciplines within the Project Office and more.

Site Cost Controls - Instructor: Larry Fox

Participants learn to organize the cost and to schedule the management of work to ensure proper overall management of the process, productivity of subcontractor and supplier work. Practice targeting, monitoring progress, control steps, and reporting productivity calculations from the bid invitation to closing.

What attendees had to say.....

"Good info. for future use. Good mix of people at course, very interesting, enjoyed feedback with others."

"This course will save my company money!"

"These one/two day seminars are great!"

"This seminar was a real eye-opener for things our company needs to do on a regular basis!"



Five & Ten-Day Classes

Estimating

CMCEF's Estimating Course runs for 5 days with a focus on developing professional estimators. The objective of this program is to provide students with the groundwork and principals of mechanical estimating by taking them step by step through the entire computerized estimating process. Course material entails the History of Estimating, Bid Documents, Communication, Surety & Bonding, Performance Takeoff, Extension Reviews, Recapitulation, Final Pricing, Bid Analysis & Review and more...

Project Management

This 10 day program is put together with the help of the University of Waterloo and a number of the top trainers in our industry. Divided into two 5-day sessions, the Project Management Course covers such topics as Project Administration, Scheduling, Managing Individual Differences, Safety, Change Orders, Construction Law, Job Costing, Communications and Negotiation, Dispute Avoidance & Claims, Labour Relations, Project Completion and more...

Supervisory Program



This course will not be available until late fall. This five day program will cover topics such as Safety, Quality Management, Productivity and Performance, Contracts and Cost Control, Human Resource Management; Leadership; Personal Administration. For a complete breakdown of topics contact the CMCEF office or visit the CMCEF website, www.cmcef.org.



Service Contractors

Dispatcher Training Program – 2 Day Program



This new two-day program will provide dispatchers with all the skills they need to dramatically improve job performance. This program goes beyond traditional technical training to cover such critical dispatcher skills as leading technicians rather than letting technicians lead them, becoming the service manager's partner, prioritizing customer emergencies, evaluating technician abilities, and managing their own careers in dispatching. After attending this program, dispatchers will be able to improve their job performance by learning how to: identify the service life cycle and the critical contact points that impact service success; recognize the importance of the dispatcher's job and its impact on the organization's profitability; communicate effectively with technicians and customers; and use good decision-making approaches for optimum priority setting and effective resource allocation.

Selling Skills For Service Contractors – 1 Day Program



Based on the highly acclaimed "Successful Selling Skills For Inside Sales" this one-day program has been adapted for the construction industry with a focus on "front-line" employees. This workshop utilizes a coordinated, multi-media approach to demonstrate the very best methods to deal face-to-face with customers, as well as phone skills and counter sales. Topics include: The effective sales person, 5 common human factors, Selling – the sales process, Developing new customers from old accounts and sales strategies that work. Learn proved step-by-step processes to handle even the most difficult customers and turn them into recurring sales. This course should be attended by service technicians, counter sales staff, inside sales personnel, delivery staff, receptionists and anyone providing quotes or pricing to customers.

Service Manager Training Program – 4 Day Program



The Service Managers Training Program is a four-day accelerated program intended to help service professionals immediately improve their management and leadership skills and effectively contribute to the bottom line results of their organization. Developed with the service managers typical day-to-day issues in mind, this highly interactive, hands –on workshop will give participants the fundamental financial and interpersonal skills they need for managing all aspects of the service operation. Real-life case studies will serve as the basis for the program as attendees are challenged to utilize their new skills for peak performance. Specific topics include : The modern role of the service manager, Day-to-day Financial Management, Communicating in the electronic age, Managing the many faces of conflict, Coaching your team to champion performance, and Making feedback constructive. This course should be attended by any manager at a service company, any manager who wants to improve their skills and become a more effective leader, and it is especially recommended for those who have come up through the trades and would like to increase their management skills and techniques.

What attendees had to say.....

"Great, gained a lot of information to do my job, Thanks!"

"We need more of this to elevate our industry!"

"Appreciated combined session with our competition."

"The instructor's real world experiences and stories make this course very valuable."



Course List & Pricing

HALF-DAY PROGRAMS

	COURSE FEE
<i>Estimating for Profit</i>	\$ 230
<i>LEEDS For Contractors</i>	\$ 195
<i>Managing Risk – Practical Ways To Reduce Losses</i>	\$ 75
<i>Profitable Contracting Gold Seal</i>	\$ 270
<i>Project Documentation</i>	\$ 230

ONE-DAY PROGRAMS

<i>Basic Principles & Practices of Project Construction Estimating</i>	\$ 645
<i>Change Notice Management Gold Seal</i>	\$ 345
<i>Congratulations! Your Bid Was Successful – Now What?</i>	\$ 345
<i>Construction Scheduling For Managing Projects</i>	\$ 645
<i>Construction Purchasing Gold Seal</i>	\$ 345
<i>Cost Controls & Estimating For Project Management Gold Seal</i>	\$ 345
<i>Cumulative Impact of Change Orders Gold Seal</i>	\$ 645
<i>Design Build</i>	\$ 645
<i>Design Of Value Engineering To Increase Job Profits</i>	\$ 535
<i>Financial Statement Analysis Gold Seal</i>	\$ 345
<i>General Business Practices Gold Seal</i>	\$ 345
<i>How To Turn Around A Job Going Bad: A Case Study</i>	\$ 645
<i>Human Resource Strategies for the Construction Supervisor</i>	\$ 345
<i>Introduction to Project Management Gold Seal</i>	\$ 345
<i>Improve Profits by Reducing Labour Risk</i>	\$ 535
<i>Jobsite Productivity Management Gold Seal</i>	\$ 735
<i>Jobsite Productivity: How To Protect It...How To Improve It</i>	\$ 645
<i>Managing Conflict At Work</i>	\$ 345
<i>Managing Construction Delay Claims</i>	\$ 645
<i>Managing Field Productivity To Improve Bottom Line Gold Seal</i>	\$ 645
<i>Operation Model for Maximizing Profitability Gold Seal</i>	\$ 535
<i>Planning & Control Gold Seal</i>	\$ 345
<i>Pricing, Profits, & Cash Flow Gold Seal</i>	\$ 345
<i>Reducing Cost By Changing Your Supply Chain Into A Value Chain</i>	\$ 645
<i>Strategic Planning For Mechanical Contractors Gold Seal</i>	\$ 535
<i>Time Management For Project Managers Gold Seal</i>	\$ 345
<i>You Charge WHAT Per Hour? Gold Seal</i>	\$ 345

TWO-DAY PROGRAMS

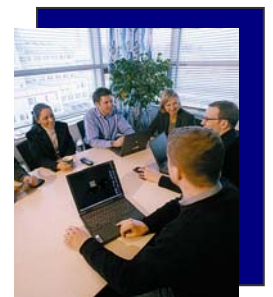
<i>Microsoft Project</i>	\$ 1040
<i>On Site Administration Gold Seal</i>	\$ 645
<i>On Site Construction Management & Cost Controls Gold Seal</i>	\$ 645
<i>Policies and Procedures available early 2007</i>	\$ 645
<i>Rescuing A Project In Crisis</i>	\$ 645
<i>Site Cost Controls Gold Seal</i>	\$ 645

FIVE-DAY & TEN-DAY PROGRAMS

<i>Estimating – 5 Day Gold Seal</i>	\$ 2275
<i>Project Management – 10 Day Gold Seal</i>	\$ 2925
<i>Supervisory – 5 Day available late fall 2006</i>	TBA

SERVICE CONTRACTOR COURSES

<i>Dispatcher Training Program – 2 Day</i>	TBA
<i>Selling Skills For Service Contractors – 1 Day</i>	TBA
<i>Service Manager Training Program – 4 Day</i>	TBA






National Trade Contractors Coalition of Canada

DATES & LOCATIONS

2006/07
"Building For The Future"

SEPTEMBER 2006	OCTOBER 2006	NOVEMBER 2006
<p>Project Management - Week 1 Sept 21st to 25th (Waterloo)</p> 	<p>Project Management - Week 2 Oct. 19th – 23rd (Waterloo)</p> <p>Estimating – Oct 16th to 20th - (Toronto)</p>	<p>Jobsite Documentation – Nov. 03rd (Toronto) Jobsite Productivity – How to Protect It, How to Improve it – Nov. 9th (Winnipeg)</p> <p>Estimating - Nov. 6th to 10th - (Moncton)</p>
<p>DECEMBER 2006</p> <p>On-Site Administration – Dec. 7th and 8th (Vancouver)</p>	<p>JANUARY 2007</p> <p>Jobsite Documentation – Jan. 04th (Halifax) Jobsite Documentation – Jan. 05th (St. John's) Human Resource Strategies for the Construction Supervisor – Jan 19th (Toronto) Managing Delay Claims – Jan 31st (Hamilton)</p> <p>Project Management - Week 1 Jan 25th – 29th (Vancouver)</p>	<p>FEBRUARY 2007</p> <p>Cumulative Impact of Change Orders – Feb 01st (Ottawa) Jobsite Documentation – Feb 16th (London) Profitable Contracting – Feb 21st (Saskatoon) Profitable Contracting – Feb 22nd (Regina)</p> <p>Project Management - Week 2 Feb 15th – 19th (Vancouver)</p> <p>Project Management - Week 1 Feb 22nd – 26th (Calgary)</p>
<p>MARCH 2007</p> <p>Policies and Procedures – Mar. 8th & 9th (Toronto) Policies and Procedures – Mar. 15th & 16th (Halifax)</p> <p>Estimating – Mar 26th to 30th (Calgary)</p> <p>Project Management - Week 2 Mar 22nd – 26th (Calgary)</p>	<p>APRIL 2007</p> <p>Jobsite Documentation – Apr. 13th (Thunder Bay)</p>	<p>MAY 2007</p> <p>Strategic Planning for Trade Contractors – May 4th (Toronto) Jobsite Productivity – May 11th (Vancouver) Jobsite Productivity – May 17th (Hamilton)</p>





National Trade Contractors Coalition of Canada

National Seminar Program

2006/07
"Building For The Future"

Company Information:

Your Name: _____ Date: _____

Company Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ eMail: _____

** Due to limited space, registration will be processed on a first come, first served basis. Register early to avoid missing out!*

Registration Information:

Course Name		City	Province	Course Dates
No.	Attendees Name	Sub Total	GST/HST	Total
1		\$	\$	\$
2		\$	\$	\$
3		\$	\$	\$
4		\$	\$	\$

** Please note that the 2nd registrant, and each subsequent registrant, qualifies for a 10% discount !*

Method of Payment:

Cheque (Payable to NTCCC)
 Visa
 MasterCard
 American Express

Card Number: _____ Expiration: _____

Cardholder Name: _____ Signature: _____

Please Fax This Registration Form To CMCEF 613.235.2793

Please Note: Registration Cannot Be Processed Without Payment

Cancellation Policy: Should it become necessary to cancel your enrolment, please send written notification to CMCEF 30 days prior to the course start date for a full refund, or 21 days for a 50% refund. Please note that after 21 days there can be no refunds but substitutions will be accepted.