

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.

15-16 March Christchurch

Cost (excl GST) \$1095

Aggregates for Pavement Construction

This course identifies the properties and characteristics of aggregates and how these relate to performance of pavement and surfacing materials. It covers the systems for quarrying, storage, selection and handling, so that these properties are not altered and their quality remains consistent until placed in the pavement.

15 February Invercargill

17 March Palmerston North

Cost (excl GST) \$595

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.

30-31 March Auckland

Cost (excl GST) \$1095

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 Christchurch

Cost (excl GST) \$395

Aggregates for Pavement Construction

(1 day)

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Agile Management (2 days)

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30-31 March Auckland

Cost (excl GST) \$1095

Bitumen Rheology & Performance (1 day)

This course introduces the concepts of rheology and shows how they relate to performance in asphalt and seals. This is related to the design of asphalt and selection of sealing grades. The new asphalt specification is discussed and how the testing is done, reported and controlled.

15 February Palmerston North

23 March Invercargill

Cost (excl GST) \$595

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'.

26-27 January Auckland

30-31 March Christchurch

Cost (excl GST) \$1300 / \$1395 (2022)

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. Defects do occur which require attention during the life of a bridge. Some bridge components have a design life less than that of the bridge and require periodic replacement. Natural events such as floods and earthquakes cause damage. 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.

23-24 February Auckland

Cost (excl GST) \$995

Conflict Management Skills (1 day)

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. Providing you the know-how to understand your legal obligations, raise environmental awareness and find workable solutions too many of the common risks on construction sites. The course is designed for anyone involved in the construction industry, including contractors, project managers, regulators and consultants.

23 March Auckland

Cost (excl GST) \$595

Construction and Maintenance of Road**Drainage Systems** (1 day)

The drainage construction team is responsible for the proper setting out, excavation, pipe laying and back filling of drainage trenches. Suitable compaction techniques are important if rework associated with settlement is to be avoided. The course attempts to highlight the aspects of construction that will have a significant effect on the quality of the finished product.

4 February Hamilton

3 March Wellington

10 March Christchurch

Cost (excl GST) \$595

Environmental Risks of Construction (1 day)

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. Providing you the know-how to understand your legal obligations, raise environmental awareness and find workable solutions too many of the common risks on construction sites. The course is designed for anyone involved in the construction industry, including contractors, project managers, regulators and consultants.

3 February Dunedin

22 February Rotorua

16 March Wellington

29 March Auckland

Cost (excl GST) \$795

Geometric Design for Roads (2 days)

This course covers geometric design principles specifically for the design of New Zealand roads. The aim of this course is to develop an understanding of the principles of geometric design, and apply these to design safe, functional and aesthetic road alignments in accordance with the requirements of the 2016 Austroads guidelines.

9-10 February Rotorua

15-16 March Dunedin

Cost (excl GST) \$895

Identify, Locate and Protect Services

(1 day)

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

2 February Hamilton

1 March Wellington

8 March Christchurch

Cost (excl GST) \$595



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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.

10 February	Hamilton
28 February	Whangarei
24 March	Invercargill
Cost (excl GST)	\$595

Managing Flooding and Scour Risks at Bridges and Culverts (1 day)

The effective management of the risks associated with scour and flooding is vitally important for the protection of key infrastructure. This course will provide an overview of river and stream processes, hydrological and hydraulic analysis tools, calculation of scour at bridges and culverts, design of scour countermeasures at bridges and culverts including geosynthetic solutions and the detailed design of rock rip-rap.

15 March	Auckland
Cost (excl GST)	\$795

Microsoft Excel **On-Line ZOOM**

(2x 3hr sessions)

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. This live online zoom training will hone your skills.

- **Tuesday 7 December:** 9.00am - 12.00pm
- **Wednesday 8 December:** 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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Microsoft Excel (1 day)

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28 January	Christchurch
17 February	Auckland
23 March	Wellington
Cost (excl GST)	\$695 per person

Microsoft Project – Task Management (1 day)

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

is part one of a two-part course: Microsoft Project – Resource Management is the second course.

27 January	Christchurch
16 February	Auckland
22 March	Wellington
Cost (excl GST)	\$695

Microsoft Project – Resource Management (1 day)

This course will continue on from the Task Management and add the Resourcing components. Manage in detail the project's resources hourly rates, materials and costs; this forms a budget. Manage resource calendars, task types, resource tracking, and resource pool to show against the Baseline. Attendees will create customised views, tables, details, groups, and filters to view and present project progress.

7 March	Christchurch
Cost (excl GST)	\$695

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.

16-17 December	Christchurch
2-3 February	Auckland
22-23 March	Christchurch
Cost (excl GST)	\$1195

Pavement Investigation, Design and Construction Testing (1 day)

Best practice guidelines for investigation and design of pavements will be introduced This includes flexible and rigid pavement for roads, industrial developments and subdivisions. Most cost effective and environmentally friendly design solutions 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.

25 February	Auckland
Cost (excl GST)	\$895

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.

8 February	Auckland
14 March	Dunedin
Cost (excl GST)	\$595

Road Condition Rating

(1 or 2 days)

Reliable 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 roads.

14-15 February	Auckland
Cost (excl GST)	\$895

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 instillation 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.

3 February	Hamilton
2 March	Wellington
9 March	Christchurch
Cost (excl GST)	\$595

Site Traffic Management Specialist (A/B) - non practising (1 day)

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.

10 March	New Plymouth
23 March	Palmerston North
Cost (excl GST)	\$535 (includes NZTA ID)

Site Traffic Management Specialist - 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).

13-14 December	New Plymouth
22-23 February	New Plymouth
30-31 March	Palmerston North
Cost (excl GST)	\$635 (includes NZTA ID)

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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.

11 February	Hamilton
1 March	Whangarei
25 March	Invercargill
Cost (excl GST)	\$595

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.

20 January	New Plymouth
25 January	Palmerston North
10 February	Whanganui
11 March	New Plymouth
17 March	Palmerston North
Cost (excl GST)	\$435 (includes NZTA ID)

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.

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.

16 February	Wellington
23 March	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

21 January	New Plymouth
26 January	Palmerston North
9 February	Whanganui
21 February	New Plymouth
16 March	Palmerston North
25 March	New Plymouth
Cost (excl GST)	\$395

The Fundamentals of Asphalt Mix (2 days)

Asphalt paving mix design requires a clear understanding of design standards and specification requirements. Design also demands close attention to the details of testing procedures to ensure an economical blend and gradation of aggregates. Durable asphalt mixes must provide for stability, sufficient voids and workability to permit efficient construction. This course provides an overview of asphalt mix design and includes the latest design methods from America and Australia. The methods will include Austroads Guide to Pavement Technology and SHRP Superpave Mix Design. This course also includes an overview of the specification for dense graded, stone mastic and fine graded asphalt paving mixtures NZTA M/10.

8-9 February	Auckland
21-22 February	Christchurch
Cost (excl GST)	\$995

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	Wellington
24 March	Christchurch
Cost (excl GST)	\$795

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.

9 December	New Plymouth (FULL)
14 December	New Plymouth
27 January	New Plymouth
8 February	Whanganui
18 March	New Plymouth
22 March	Palmerston North
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.

9 February	Wellington
17 March	Christchurch
Cost (excl GST)	\$595

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.

20-21 January	Auckland
31 Jan-1 Feb	Christchurch
10-11 February	Wellington
17-18 February	Auckland
21-22 February	Invercargill
28 Feb-1 March	Napier
7-8 March	Auckland
28-29 March	Whangarei
Cost (excl GST)	\$895

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.

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

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Understanding the National Utilities Code

(2 days)

This popular course gives an intensive look at the Code from principles to specifics, and includes discussion on the roles and needs of the different parties. It is very inter-active, including case studies and group discussions.

24-25 February Invercargill

3-4 March 2022 Napier

10-11 March 2022 Auckland

17-18 March 2022 New Plymouth

31 March-1 April Whangarei

Cost (excl GST) \$895

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.

16 February 9am-12pm **ON LINE ZOOM**

Cost (excl GST) \$295

Understanding the Tender Process – for Contractors (1 day)

The tendering process is an essential start to winning contracts. All too often Contractors don't fully understand the tendering process as defined in NZSS3910. For Contractors to provide good tenders, principals must provide meaningful contract documentation. However, they also want an assurance that contractors fully understand their business, its needs and the specific job requirements.

25 November Wellington

2 December Auckland

Cost (excl GST) \$520

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.

21 March Auckland

Cost (excl GST) \$595


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