

Aggregates for Pavement Construction
(1 day)

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.

11 February	Christchurch
19 February	Auckland
25 March	Palmerston North
Cost (excl GST)	\$520

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 methodology that's over 50 years old that has recently been rediscovered and applied in the IT sector. The good news is that the ideas can be applied in any situation to improve performance, results and the working environment.

25-26 February	Christchurch
26-27 March	Auckland
Cost (excl GST)	\$995

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.

25 March	Auckland
Cost (excl GST)	\$395

Bitumen Rheology and Performance
(1 day)

It is essential that those designing and constructing surfacing and structural asphalt layers have a good understanding of the material rheological properties to select the correct binder and design the final product and handle it correctly. 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.

3 March	Christchurch
Cost (excl GST)	\$520

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'.

29-30 January	Christchurch
11-12 March	Auckland
Cost (excl GST)	\$1,200

Compaction - a Key to Quality Road Pavements (1 day)

This course examines the performance of each of the components of a road and shows the critical role that Compaction plays.

The presentation then looks at the way in which quality compaction can be achieved and how compaction performance can be monitored.

3 March	Christchurch
Cost (excl GST)	\$520

Competent Pipeline Rehabilitation (1 day)

Lining of ruptured underground drains and ducts provides a cost effective, less disruptive method for rehabilitation of the service. This course will provide an insight into the range of drains and service ducts that may be suitable for rehabilitation by relining. We will also be covering surveying, cleaning and assessment of failed drains and ducts, selection of rehabilitation methods and materials. Key safety aspects of materials use and installation.

20 February	Christchurch
24 March	Wellington
Cost (excl GST)	\$520

Conflict Management Skills (1 day)

The more people have to depend on each other to achieve results under pressure, the greater the chance of conflict. People and organisations can greatly benefit from learning to handle conflicts skillfully and confidently. This course will help you improve productivity and engagement. It will result in better collaboration and trust throughout teams, clients, contractors and the wider organisation.

24 January	Rotorua
11 February	Invercargill
17 February	Hamilton
23 March	Auckland
Cost (excl GST)	\$520

Construction and Maintenance of Road Drainage Systems (1 day)

Competent supervision skills are essential in producing a final product that meets all design and specification requirements. High levels of productivity can be achieved through the effective and efficient use construction techniques, gained through a combination of knowledge, good planning and organisation skills which best utilises the resources available to the supervisor.

21 February	Christchurch
25 March	Wellington

Cost (excl GST)	\$520
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Effective Leadership (2 days)

This course will help you learn how to lead yourself and your team, focus on the important things and develop strategies for dealing with everyday events. We appreciate the time pressure that everyone works under and so we give insights into effective processes that will yield results quickly, rather than theories that are difficult to put into practice.

12 February	Christchurch
Cost (excl GST)	\$995

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 to 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.

10 February	Invercargill
17 March	Wellington
24 March	Auckland
Cost (excl GST)	\$595

Geomechanics for NZ Road (1 day)

This course draws together the necessary soil investigation and geotechnical procedures for roading construction and maintenance. The course provides an up-to-date overview of investigative techniques and analysis.

4 February	Auckland
21 February	Palmerston North
18 March	Christchurch
Cost (excl GST)	\$520

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.

20-21 February	Wellington
23-24 March	Auckland
Cost (excl GST)	\$595

How to Claim an Extension of Time in a Construction Contract (half day)

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COURSE CALENDAR

JANUARY – MARCH 2020

Calendar Key

Green – Confirmed courses but spaces still available.

Orange – Potential courses still require numbers to run.

** NEW COURSE **

How well can you prepare your claim for an extension of time? Can you: Identify the event that impacted on your programme and why it happened? Analyse the impact of that event? Identify possible alternative solutions? Undertake a delay analysis? Know what evidence to attach to a claim? This course, from a practical and 'hands-on' point of view, will benefit Contractors needing to prepare a claim for an extension of time.

12 February	Christchurch
26 February	Wellington
18 March	Auckland
Cost (excl GST)	\$395

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.

13 February	Auckland
9 March	Christchurch
20 March	Palmerston North
Cost (excl GST)	\$520

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 and target the right intervention at the right time is the objective of this course.

29 January	Auckland
11 February	Palmerston North
26 February	Christchurch
10 March	Hamilton
25 March	Wellington
Cost (excl GST)	\$520

Land Based Radio Operator (1 day)

**** NEW COURSE ****

A land-based Radio is a piece of equipment used on Infrastructure Works sites that is often not utilised to its fullest. Mistakes can easily be made if the people communicating are not fully trained or understand the key components of using a radio system. This course is an interactive day of personalised training to provide staff with the necessary knowledge and skills to be able to operate and communicate clearly via a Radio Network.

10 February	Wellington
12 March	Auckland
Cost (excl GST)	\$520

Leading High Performing Teams (1 day)

This course is an operator's manual for people. It gives you step by step instructions on how to get the best performance out of each person. Work smarter with people and get more done. Learn how to do this in one day.

This very powerful seminar has participants construct their own personalised Plan for their team. You can begin using the information right away.

17 March	Christchurch
Cost (excl GST)	\$695

Level 1 Basic Traffic Controller (TC) (1 day)

This is the NZ Transport Agency (NZTA) Level 1 Basic Traffic Controller (TC), which covers the standards and operating procedures required by the Code of Practice for Temporary Traffic Management (COP/TTM).

14 January	Auckland
14 January	New Plymouth
21 January	Christchurch
22 January	Palmerston North
29 January	Hamilton
3 February	Lower Hutt
4 February	New Plymouth
11 February	Invercargill
18 February	Auckland
Cost (excl GST)	\$345
Plus NZTA Registration	\$40

Level 1 Site Traffic Management

Supervisor (STMS) (2 days)

This two-day course provides training to the requirements of the NZTA Code of Practice for Temporary Traffic Management and covers the standards and operating procedures for NZTA and Local Authority roads.

12-13 December	Palmerston North
16-17 December	Christchurch
15-16 January	Palmerston North
16-17 January	Christchurch
20-21 January	New Plymouth
13-14 February	Auckland
17-18 February	New Plymouth
20-21 February	Christchurch
24-25 February	Palmerston North
Cost (excl GST)	\$545
Plus NZTA Registration	\$40

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.

18 February	Dunedin
10 March	Rotorua
Cost (excl GST)	\$695

Microsoft Excel (1 day)

Is Excel frustrating you? Are you taking lots of time creating formulas? Can you quickly and easily create budgets, forecasts, expenses, analyses data, pricing for tenders? Your Excel skills may need improving. This workshop will hone your skills.

30 January	Hamilton
10 February	Dunedin
16 March	Wellington
27 March	Auckland
Cost (excl GST)	\$595

Microsoft Project – Task Management

(1 day)

This course provides skills necessary to develop, implement, schedule and manage project plans for roads, bridges, land developments, buildings, marketing, tenders, maintenance etc.

31 January	Hamilton
11 February	Dunedin
17 March	Wellington
26 March	Auckland
Cost (excl GST)	\$595

Microsoft Project - Resource Management

(1 day)

his intermediate level course is designed for advanced users who have attended Task Management (pre-requisite) and who need to work with budgets and use resources in detail.

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.

20 March	Wellington
31 March	Auckland
Cost (excl GST)	\$595

Pavement and Rehabilitation Design

(2 days)

Since the adoption of the Austroads Pavement Design guide in NZ, pavement and rehabilitation design requires an understanding of mechanistic analysis procedures and the use of an Austroads approved mechanistic analysis program. 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.

18-19 February	Invercargill
26-27 February	Tauranga
17-18 March	Wellington
Cost (excl GST)	\$1195

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Pavement Investigation, Design and Construction Testing (1 day)

Understanding the main causes of road pavement failures and especially premature pavement failure is crucial in determining the correct design. Why the design life is not met and various pavements including expressways are suffering from early pavement distresses? What went wrong?

21 February Auckland

Cost (excl GST) \$695

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 one day 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.

18 February Wellington

16 March Auckland

Cost (excl GST) \$520

Process Improvement (2 days)

Faster, better quality, better value, more safely - the demands are always increasing. Often special extra tasks are introduced to 'fix' things and everyone ends up working harder to achieve the same result. No wonder productivity is low. It's frustrating! On this course you'll quickly learn how to make dramatic improvements to your environment. The ideas are simple, easy to apply and deliver lasting results. You will be guided through the five step approach in our highly interactive two day course. It's a practical approach that is easy to apply to any situation.

18-19 March Wellington

Cost (excl GST) \$995

Productive Conflict (1 day)

Clearly one of the most stressful, awkward, and inevitable experiences in the workplace is interpersonal conflict. Now we have a tool and training materials focused on workplace conflict using the language of DiSC. With all the attention placed on conflict resolution maybe it is time to change our view of conflict and resolve how we can use it in a positive way in the workplace.

18 March Christchurch

Cost (excl GST) \$695

Refresher – Level 1 STMS (1 day)

Registration for Level 1 Site Traffic Management Supervisor (STMS) expires at the end of three years, at which time you will need to attend a one-day refresher course to regain this qualification.

13 January New Plymouth

15 January Auckland

22 January Christchurch

24 January Palmerston North

3 February New Plymouth

4 February Lower Hutt

12 February Invercargill

19 February Auckland

Cost (excl GST) \$345

Plus NZTA Registration \$40

Reinstatement of Service Trenches (1 day)

Poor trench reinstatement is an ongoing problem for many Roading Authorities and service installers. The tensions include road users and result in significant cost implications. The course has a focus on "do it right the first time" and looks at significant aspects of trench construction including: *The Geomechanics of the site; *Excavation procedures and precautions; *Trench foundation confirmation; *Selection of backfill materials; *Compaction theory; *Compaction Constructionplant selection and use; * Pavement theory and construction; *Surfacing theory and construction; *Quality testing

3 February Auckland

20 February Palmerston North

17 March Christchurch

Cost (excl GST) \$520

Road Condition Rating - Sealed Roads (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.

3-4 February Auckland

Cost (excl GST) \$520 (1 day) \$850 (2 days)

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.

14 February Auckland

10 March Christchurch

19 March Palmerston North

Cost (excl GST) \$520

Slings, Lifting, Moving and Placing 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.

30 January Auckland

13 February Palmerston North

27 February Christchurch

21 March Invercargill

Cost (excl GST) \$520

Stabilisation of Road Pavements – Fundamentals (1 day)

Stabilisation can provide major benefits for roading projects of all sizes, and significantly offer acceptable cost effective alternatives to the use of premium sources of aggregates. This workshop provides an overview of the main issues involved with the design and construction of sealed and unsealed pavements using stabilisation.

24 January Hamilton

5 February Invercargill

26 February Palmerston North

13 March Auckland

27 March Christchurch

Cost (excl GST) \$520

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.

19-20 February Auckland

11-12 March Christchurch

Cost (excl GST) \$995

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.

30 January Palmerston North

27 February Tauranga

10 March Christchurch

24 March Wellington

Cost (excl GST) \$695

Survey & Set Out (1 day)

This is a practical course that excites and enables all field staff to read and interpret plans and assist with survey and setting out activities.

The course gives a strong emphasis on understanding construction plans, dimensions, datums, survey marks, accuracies, elevations and layouts to enable all participants to confidently appreciate the works scope and detail.

11 February Palmerston North

5 March Auckland

19 March Christchurch

Cost (excl GST) \$695

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Time Management (1 day)

Stop working hard - work smarter and get more done. Learn how to do this in one day. You have as much time in a day as everyone else does. So what happens to it? Are you using it the way you want to? Have you capacity to work on your business as well as in it? This very powerful course has participants construct their own personalised Time Management Plan according to their style and work environment.

31 January	Palmerston North
28 February	Tauranga
9 March	Christchurch
23 March	Wellington
Cost (excl GST)	\$695

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.

26 March	Auckland
Cost (excl GST)	\$520

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.

21-22 January	Auckland
29-30 January	Christchurch
18-19 February	Hamilton
24-25 February	Palmerston North
12-13 March	Auckland
18-19 March	Dunedin
25-26 March	Christchurch
Cost (excl GST)	\$850

Understanding NZS3915, NZS3916 and NZS3917 (half day)

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)? These are just two 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.

20 February	Hamilton
17 March	Dunedin

Cost (excl GST)	\$395
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Understanding the Construction Contracts Act 2002 (half day)

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.

20 February	Hamilton
17 March	Dunedin
Cost (excl GST)	\$395

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.

27-28 January	Christchurch
9-10 March	Tauranga
Cost (excl GST)	\$850

Understanding the Tender Process (1 day)

The tendering process is an essential start to most contracts, but all too often people get the process wrong, both principals and contractors alike. To receive good tenders, principals must provide meaningful contract documents for tenderers. But they also want an assurance that contractors fully understand their business, its needs and the specific job requirements.

14 February	Palmerston North
20 March	Dunedin
Cost (excl GST)	\$520

Understanding Quality Pavement Construction (2 days)

The current trend towards performance based specifications for roading and civil construction projects increases the need for contracting firms to understand the issues involved with pavement construction, especially material compaction.

This course provides an overview of theory and practice to assist team leaders and supervisors/forepersons to manage construction in the field.

22-23 January	Hamilton
6-7 February	Invercargill
24-25 February	Palmerston North
11-12 March	Auckland
25-26 March	Christchurch
Cost (excl GST)	\$850

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.

29 January	Rotorua
13 February	Christchurch

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