

# TRAINING TALK

TRAINING NEWS FROM THE NEW ZEALAND INSTITUTE OF HIGHWAY TECHNOLOGY **DECEMBER 2017**

## MERRY CHRISTMAS

On behalf of the NZIHT team we acknowledge your continued support during 2017. We extend our best wishes for a happy holiday season and every success for the coming year.

Glen West, Executive Director

✉ glen@nziht.co.nz 📞 06 759 7065



What's Inside

### SHORT COURSES

Supercharged Supervisors Toolkit	2	Road Condition Rating – Sealed Roads	2
An Introduction to Quality Management	2	NZ Certificate in Infrastructure Works (Level 2)	4
Successful Project Management	2	NZ Certificate in Infrastructure Works (Level 3)	5
Preparing a Tender	3		
Tendering for Projects	3	<b>CONTACT Jan Kivell</b>	
Understanding NZS3910	3		
Understanding NZS3916 and NZS3917	3		

**CONTACT Lisa Banks**

### COURSE CALENDAR

December 2017 – March 2018 6 – 8

### DATES FOR 2018

NZIHT will be issuing its Training Programme in January 2018, which will have all courses scheduled for 2018.

If you do not receive a copy by the end of January, or would like a copy, please contact Head Office, admin@nziht.co.nz or call 06 759 7065.

## SUPERCHARGED SUPERVISORS TOOLKIT 1 DAY

PRESENTER **Bruce Thomson**

**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.

### DATES

<b>CHRISTCHURCH</b>	30 January
<b>AUCKLAND</b>	22 February
<b>WELLINGTON</b>	20 March

### FOR MORE INFORMATION CONTACT

**Lisa Banks.** ✉ [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)  
☎ 06 759 7065 ext 705.

## ROAD CONDITION RATING – SEALED ROADS 2 DAYS

PRESENTER **Chris Scott**

**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. NZIHT welcomes enquiries for training from anyone wishing to be trained as a rater. The Institute maintains a register of currently certified sealed road raters for public inspection and will on request provide details to road controlling authorities prior to acceptance of any professional services tender for road condition rating.

### TOPICS INCLUDE

- Condition rating parameters
- Road rating sections and locations

- Defect identification
- Data recording
- Field validation exercises
- Competency assessment for certification

### WHO SHOULD ATTEND?

Any person wishing to undertake condition rating surveys on sealed roads for NZ Transport Agency (NZTA) subsidised work.

### DATES

<b>PALMERSTON NORTH</b>	22-23 February
<b>AUCKLAND</b>	1-2 March

### FOR MORE INFORMATION CONTACT

**Jan Kivell.** ✉ [jan@nziht.co.nz](mailto:jan@nziht.co.nz)  
☎ 06 759 7065 ext 708.

## SUCCESSFUL PROJECT MANAGEMENT 2 DAYS

PRESENTER **Steven Briggs**

**The pace of change means that more and more inexperienced people are being asked to lead projects.**

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.

### DATES

<b>AUCKLAND</b>	12-13 February
<b>WELLINGTON</b>	27-28 February
<b>CHRISTCHURCH</b>	22-23 March

### FOR MORE INFORMATION CONTACT

**Lisa Banks.** ✉ [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz) ☎ 06 759 7065 ext 705.

## AN INTRODUCTION TO QUALITY MANAGEMENT 1 DAY

PRESENTER **Bill Wright**

**Quality management is an important area of the civil contracting industry. NZ Transport Agency contracts are based around being able to show Quality Assurance in all areas of contracting.**

This course will help you and your company demonstrate professional skills within the company, which is often a prerequisite for tendering on Government contracts.

### DATES

<b>HAMILTON</b>	14 February
<b>CHRISTCHURCH</b>	26 February
<b>PALMERSTON NORTH</b>	20 March

### FOR MORE INFORMATION CONTACT

**Lisa Banks.** ✉ [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz) ☎ 06 759 7065 ext 705.

**NEW COURSE**

### CONTACT INFORMATION

**New Plymouth Office**  
P. 06 759 7065 F. 06 759 7066

**Hamilton Office**  
P. 07 850 8330 F. 07 850 8329

**[www.nziht.co.nz](http://www.nziht.co.nz)**

**Conferences & Specialist Workshops**  
Jill Warner – [jill@nziht.co.nz](mailto:jill@nziht.co.nz)  
ext 709

**Short Courses**  
Lisa Banks – [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz) ext 705  
Jan Kivell – [jan@nziht.co.nz](mailto:jan@nziht.co.nz) ext 708

**Degree & Diploma**  
Jill Warner – [jill@nziht.co.nz](mailto:jill@nziht.co.nz) ext 709

**The Diploma of Engineering (Civil)**  
Gerhard van der Westhuizen – [gerhard@nziht.co.nz](mailto:gerhard@nziht.co.nz)  
May Osborne – [may@nziht.co.nz](mailto:may@nziht.co.nz)

**NZ Certificate in Infrastructure Works (Level 2) + (Level 3)**  
Jan Kivell – [jan@nziht.co.nz](mailto:jan@nziht.co.nz)

*NZIHT operates as an independent company with the Western Institute of Technology at Taranaki as the sole shareholder.*



# PREPARING A TENDER

## BUILD UP A TENDER FROM FIRST PRINCIPLES

### 1 DAY

PRESENTER **David Hooker**

**Having the Winning Tender is essential to the continuing viability of any contractor. It is about having the right price and accurate calculations. Clients want an assurance that contractors making a bid do so with a full understanding of what is required, know their base costs and can be assured that the tender they receive is well prepared and competently put together for the specific job requirements.**

Winning tenders means understanding the issues and requirements of the scope of works proposed. It means pricing all the components of the works in a logical, verifiable way that wins the tender and results in a profit for the contractor when the works are completed to the agreed standards in accordance with the agreed time-line. Producing good tenders requires a methodical, accurate way of costing the components of work that must be completed to achieve the required scope of work.

If you are new to tendering or wish to have a refresher, then this course is a must.

You will learn the tender build-up process from the perspective of a contractor using a basic Microsoft Excel Spreadsheet.

This course complements our one-day course 'Understanding the Tender Process'.

#### WHO SHOULD ATTEND?

People newly responsible for preparing tenders for civil construction and maintenance, or those just wanting a refresher. Experience in using Excel spreadsheets is essential.

#### DATES

<b>TAURANGA</b>	24 January
<b>CHRISTCHURCH</b>	13 February
<b>PALMERSTON NORTH</b>	26 February
<b>INVERCARGILL</b>	22 March

#### FOR MORE INFORMATION CONTACT

**Lisa Banks.** 📧 [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)  
☎ 06 759 7065 ext 705.

# TENDERING FOR PROJECTS

## UNDERSTANDING THE PROCESS

### 1 DAY

PRESENTER **Fiona Knight**

**Winning contracts and evaluating tenders is essential to the continuing viability of any contractor/client.**

It involves an understanding of the issues and requirements of the procurement stage but also the skills and ability to structure the tender not just to be successful but to increase profits as well. If you wish to learn the tendering process, then this course is a must.

**NB:** This course has changed its name to **Understanding the Tender Process** for 2018.

#### DATES

<b>AUCKLAND</b> (confirmed)	12 December
<b>CHRISTCHURCH</b>	13 December

#### FOR MORE INFORMATION CONTACT

**Lisa Banks.** 📧 [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)  
☎ 06 759 7065 ext 705.

# UNDERSTANDING NZS3910:2013 CONDITIONS OF CONTRACT

### 2 DAYS

PRESENTER **Fiona Knight**

**How well do you know the contents of NZS3910, which are the 'rules' for administering and managing civil and building contracts?**

This popular course, from a practical and 'hands-on' point of view will benefit Clients, 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.

#### DATES

<b>AUCKLAND</b> (confirmed)	7-8 December
<b>CHRISTCHURCH</b>	24-25 January
<b>WELLINGTON</b>	30-31 January
<b>AUCKLAND</b>	20-21 February

#### FOR MORE INFORMATION CONTACT

**Lisa Banks.** 📧 [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)  
☎ 06 759 7065 ext 705.

# UNDERSTANDING NZS3916 AND NZS3917

## HALF DAY

PRESENTER **Fiona Knight**

**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. It is designed for people who are already familiar with NZS3910:2013.

People newly responsible for preparing tenders for civil construction and maintenance, or those just wanting a refresher. Experience in using Excel spreadsheets is essential.

#### MAJOR POINTS COVERED ARE:

- Overview of each standard NZS3916 and NZS3917
- Points of difference from NZS3910

#### ON COMPLETION OF THIS COURSE PARTICIPANTS WILL:

- Use course notes as an up to date reference for managing contracts
- Understand the key content of NZS3916:2013 and NZS3917:2013
- Be familiar with the similarities and differences with NZS3910:2013

#### DATES

<b>TAURANGA</b>	24 January
<b>CHRISTCHURCH</b>	13 February
<b>PALMERSTON NORTH</b>	26 February
<b>INVERCARGILL</b>	22 March

#### FOR MORE INFORMATION CONTACT

**Lisa Banks.** 📧 [lisa@nziht.co.nz](mailto:lisa@nziht.co.nz)  
☎ 06 759 7065 ext 705.



# NZ CERTIFICATE IN INFRASTRUCTURE WORKS (LEVEL 2)

**FEE FREE**  
\*Conditions Apply

**New 40-credit qualification.** This part-time programme is delivered in five block courses over 20 weeks. Students are required to attend all in-class training and complete all assessment work books to achieve this qualification.

## ENTRY CRITERIA

Applicants **must** be working in the infrastructure works industries.

## HEALTH & SAFETY FOR INFRASTRUCTURE WORKS

2 DAYS

This course aims to provide individuals with the skills and knowledge to:

- > identify occupations and structures that make up New Zealand infrastructure
- > promote safe working practices for the workplace
- > identify and assess hazards in the workplace
- > put in place controls that will eliminate, isolate and minimise the risk of harm to themselves or others in the workplace
- > Participate in the use of Site-Specific Safety Plans within the workplace

## TRAFFIC MANAGEMENT

1 DAY

This course aims to equip individuals with skills and knowledge that will enable them under supervision:

- > to operate as a traffic controller
- > assist with temporary traffic management for low volume and Level 1 roads

## COMMUNICATION AND QUALITY ASSURANCE

2 DAYS

This course aims to equip individuals with skills and knowledge to:

- > participate in a team
- > use time management to facilitate efficient use of time
- > communicate with site personnel and the public regarding infrastructure works site activities
- > monitor quality of own work and demonstrate company quality assurance practices

## WORKSITE MACHINERY

1 DAY

This course aims to provide individuals with the skills and knowledge:

- > to complete work records and incident reports
- > operate and maintain small machinery safely and efficiently

## EARTHWORKS FOR CIVIL CONSTRUCTION

1 DAY

This course aims to provide individuals with:

- > skills and knowledge to identify and describe infrastructure works materials and compaction
- > prepare for compacting, had spread materials and assist with compaction
- > perform pre-start checks, and operate compaction equipment

\*This programme is subject to NZQA approval and available funding. Open to NZ Citizens or Permanent Residents only.

## 2018 INTAKES & START DATES

CHRISTCHURCH	26 & 27 February
WELLINGTON	13 & 14 March
AUCKLAND	27 & 28 March
PALMERSTON NORTH	10 & 11 April

More dates & locations can be scheduled upon request.

## FOR MORE INFORMATION CONTACT

Jan Kivell. [E jan@nziht.co.nz](mailto:jan@nziht.co.nz) [P 06 759 7065 ext 708.](tel:067597065) [www.nziht.co.nz](http://www.nziht.co.nz)

# NZ CERTIFICATE IN INFRASTRUCTURE WORKS (LEVEL 3)

**FEE FREE**  
\*Conditions Apply

This qualification is the ideal next training programme for students who have completed the National Certificate in Infrastructure Works (Level 2).

New 58-credit qualification. This part-time programme is delivered in five block courses over 20 weeks. Students are required to attend all in-class training and complete all assessment work books to achieve this qualification.

## ENTRY CRITERIA

Applicants **must** be working in the infrastructure works industries and demonstrate an ability to succeed in tertiary study shown by the completion of any of the following qualifications or courses of study:

- > National Certificate in Infrastructure Works (Level 2) **or**
- > New Zealand Certificate in Infrastructure Works (Level 2) **or**
- > NCEA Level 1 Literacy and Numeracy requirements

Applicants who do not meet the academic entry criteria may be admitted to the programme of study if they are able to demonstrate:

- > Equivalent knowledge
- > Equivalent knowledge/capability by the testimony of an employer

## SAFE WORK PRACTICES

2 DAYS

This course aims to provide individuals with the skills and knowledge to:

- > Identify and explain health and safety requirements, high risks; and work safely with others on an infrastructure site
- > Use mobile plant safely for lifting and moving and placing loads

## PROTECTION AND SERVICES

2 DAYS

This course aims to provide individuals with the skills and knowledge to:

- > Describe protection and support systems used for excavation safety
- > Locate, mark, record and report services
- > Action a contamination incident

## SOIL AND COMPACTION

1 DAY

This course aims to provide individuals with the skills and knowledge:

- > Of soil properties for earthworks
- > Road construction materials and their compaction

## COMMUNICATIONS AND INDUSTRY DOCUMENTATION

2 DAYS

This course aims to equip individuals with skills and knowledge to:

- > Monitor quality of own work and company quality assurance and quality assurance practices
- > Interpret information; communicate with site personnel and public on an infrastructure works site
- > Describe, confirm, and complete work records including accident and incident reporting
- > Identify, describe details and features of infrastructure works plans

## SMALL PLANT AND EQUIPMENT

2 DAYS

This course aims to provide individuals with skills and knowledge to:

- > describe road saws; prepare and use a road saw
- > describe the use of a handheld saw for infrastructure works activities; prepare and use handheld saw
- > prepare for operations; perform pre-start checks, and operate compaction equipment for infrastructure works
- > prepare to load and load a vehicle; and restrain, secure, protect, and transport a load for infrastructure works activities

\*This programme is subject to NZQA approval and available funding. Open to NZ Citizens or Permanent Residents only.

## 2018 INTAKES & START DATES

<b>AUCKLAND</b>	13 & 14 March
<b>CHRISTCHURCH</b>	26 & 27 March
<b>PALMERSTON NORTH</b>	2 & 3 May
<b>NEW PLYMOUTH</b>	10 & 11 May

More dates & locations can be scheduled upon request.

## FOR MORE INFORMATION CONTACT

Jan Kivell. E [jan@nziht.co.nz](mailto:jan@nziht.co.nz) P 06 759 7065 ext 708. [www.nziht.co.nz](http://www.nziht.co.nz)

# DECEMBER 2017 – MARCH 2018

CALENDAR KEY

- Confirmed courses, but spaces still available.
- Potential courses still require numbers to run.
- Course is full.

**Aggregates for Pavement Construction** (1 day)

This course identifies the properties and characteristics of aggregates and systems for quarrying, storage, selection and handling, so that these properties are not altered and their quality remains consistent until placements in the pavement.

23 January	Auckland
14 February	Palmerston North
26 February	Christchurch
Cost (excl GST)	\$495

**Agile Management** (2 days)

The business environment is changing and the ability to deliver on time in full is vital. It's critical that good decisions are made as early as possible and that changes are communicated effectively. Teams need to dynamically adjust to changing circumstances whilst maintaining quality and performance. Old style command and control simply can't cope in the new world. Increasingly organisations are adopting the agile approach. This course explains the agile approach and how it can be applied to your workplace.



1-2 February	Auckland
13-14 March	Wellington
Cost (excl GST)	\$995

**An Introduction to Quality Management** (1 day)

Refer to page 2.



14 February	Hamilton
26 February	Christchurch
20 March	Palmerston North
Cost (excl GST)	\$495

**Applying Bitumen Emulsions and Polymer Modified Binders** (1 day)

Bitumen emulsions for chipsealing offer some significant advantages over hot bitumen cutbacks in terms of safety, total energy use, greenhouse gas emissions and reduced risk in damp and cool environments. The course introduces the materials, looks briefly at manufacture and covers properties in detail with a strong emphasis on how this influences application techniques and on-the-road performance separately for emulsions and PMB's.

14 March	Christchurch
Cost (excl GST)	\$495

**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.

15 February	Hamilton
19 March	Palmerston North
Cost (excl GST)	\$495

**Conflict Management Skills** (2 days)

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. Gain effective skills to support better communications, projects and improve your working relationships.

5-6 December	Wellington
1-2 March	Whangarei
13-14 March	Christchurch
Cost (excl GST)	\$795

**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.

29 March	Auckland
Cost (excl GST)	\$495

**Creating a Health and Safety Culture** (1 day)

Do you, your colleagues and your staff have a health and safety culture? This course has two parts: understanding the legislation; and how to put it in place by growing a culture of protecting health and safety of workers at all levels. It addresses getting people to change their attitudes as well as their actions, and doing what's not always comfortable.

1 February	Wellington
8 March	Christchurch
Cost (excl GST)	\$495

**Effective Leadership** (2 days)

The most common reason employees give for leaving their job is their leader/manager. Failing to inspire or engage with the team results in poor performance and all the issues that generate as a result. 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.

15-16 February	Auckland
1-2 March	Wellington
26-27 March	Christchurch
Cost (excl GST)	\$995

**Environmental Risks of Construction** (1 day)

*'Preparing you with the on-site essentials'*

Do you know the environmental risks and obligations of the 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.

14 February	Christchurch
21 March	Palmerston North
Cost (excl GST)	\$595

**Geomechanics for NZ Roading** (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.

6 December	Christchurch
8 March	Auckland
26 March	Palmerston North
Cost (excl GST)	\$450

**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.

5-6 December	Christchurch
20-21 February	Auckland
27-28 February	Wellington
14-15 March	Christchurch
Cost (excl GST)	\$750
2018 fee	\$795

**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.

31 January	Palmerston North
20 February	Auckland
27 March	Christchurch
Cost (excl GST)	\$495

**Inspecting Roads and Establishing Maintenance Needs** (1 day)

This course provides an introduction to the methodology used to inspect and determine road maintenance needs. Employing asset management principles and utilising industry tools, the inspector must then apply skill and knowledge to identify and prioritise maintenance activities, and present cost options balanced against contract conditions and service levels.

14 December	Dunedin
21 February	Whangarei
21 March	Christchurch
Cost (excl GST)	\$495

**Leading High Performance 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.

15 February	Christchurch
21 March	Wellington
Cost (excl GST)	\$695

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

This one day course promotes safe working practices, standards and operating procedures at roadwork sites.

6 December	Lower Hutt
12 December	New Plymouth

Calendar continued on next page >

**CALENDAR KEY**

- Confirmed courses, but spaces still available.
- Potential courses still require numbers to run.
- Course is full.

13 December	Christchurch
18 January	Auckland
22 January	New Plymouth
24 January	Hamilton
29 January	Christchurch
8 February	Palmerston North
13 February	Napier
21 February	Auckland
27 February	New Plymouth
27 February	Christchurch
5 March	Lower Hutt
7 March	Hamilton
13 March	Rotorua
20 March	Whanganui
27 March	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 new standards and operating procedures for NZTA and Local Authority roads.

4-5 December	Rotorua
7-8 December	Dunedin
18-19 December ●	New Plymouth
16-17 January	Auckland
17-18 January	Lower Hutt
24-25 January	Christchurch
24-25 January	New Plymouth
19-20 February	Auckland
22-23 February	New Plymouth
26-27 February	Hamilton
8-9 March	Palmerston North
15-16 March	Napier
22-23 March	Auckland
27-28 March	New Plymouth
27-28 March	Christchurch
Cost (excl GST)	\$545
plus NZTA Registration	\$40

**Maintenance & Safe Use of Small Equipment**

(1 day)

Power tools, generators, rollers, screeds and other small machines are basic equipment used in the everyday operation of any roading or civil contracting company. The proper care and correct use of such small plant enhances work practices and improves productivity. A variety of equipment is demonstrated in this course to illustrate key principles and safety procedures.

22 February	Auckland
20 March	Christchurch
Cost (excl GST)	\$495

**Managing Flooding and Erosion Risks for Rivers**

(1 day)

The effective management of the risks associated with erosion and flooding from rivers and streams is vitally important for the protection of key infrastructure and providing for the safety and well-being of the

communities that live on floodplains. This course will provide an overview of river and stream processes, hydrological and hydraulic analysis tools, risk management frameworks and an outline of structural and non-structural flood and erosion management options.

22 February	Tauranga
15 March	Christchurch
Cost (excl GST)	\$695

**Microsoft Excel – Improving Spreadsheets**

(1 day)

This workshop will hone your skills. Move from the basics to the many advanced Excel functions, make Excel work for you. Learn how analysis your data with functions, filters, Pivot tables, charting, navigate large spread sheets, save time, and become a confident Excel user.

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

**Microsoft Project – Resource Management**

(1 day)

This 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.

6 December	Christchurch
21 February	Rotorua
13 March	Invercargill
Cost (excl GST)	\$520
2018 fee	\$595

**Microsoft Project – Task Management**

(1 day)

Have you attended our Successful Project Management or Tendering for Projects courses? Now put these skills into practical use with MS Project. 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.

20 February	Rotorua
12 March	Invercargill
Cost (excl GST)	\$595

**Microsoft Word – Improving Documents Documents**

(1 day)

Creating documents for tenders, health and safety, contracts, business proposals: how do you make these documents readable with consistent layouts that adhere to your company's standards? This course is designed for Word users from basic to intermediate who need to be more efficient with developing documents to an advanced level using many automation aspects of Word. Win more tenders, contracts with consistent, clear and well formatted files.

1 March	Wellington
21 March	Auckland
Cost (excl GST)	\$595

**Preparing a Tender** (1 day)

Refer to page 4.

24 January	Tauranga
13 February	Christchurch
26 February	Palmerston North
22 March	Invercargill
Cost (excl GST)	\$520

**Process Improvement** (2 days)

Faster, cheaper, better quality – the demands on your output are always increasing. How do you manage all these at the same time? Expediting particular tasks or focusing on one thing often means the problems simply happen elsewhere. It's frustrating! On this course you'll quickly learn all about why processes fail and how to improve them simply and forever. You will be guided through the simple five step approach in our highly interactive two day course. It's a practical approach that is easy to apply to any situation.

30-31 January	Tauranga
15-16 March	Wellington
Cost (excl GST)	\$995

**Productive Conflict** (1 day)

Better understand how to respond in conflict situations. Learn communication strategies for efficiently dealing with conflict. Discover the destructive and the productive behaviors that are typical with different DISC personality styles.

31 January	Christchurch
8 March	Palmerston North
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.

7 December	Lower Hutt
13 December ●	New Plymouth
14 December	Christchurch
19 January	Auckland
23 January	New Plymouth
25 January	Hamilton
30 January	Christchurch
9 February	Palmerston North
14 February	Napier
22 February	Auckland
28 February	New Plymouth
28 February	Christchurch
6 March	Lower Hutt
8 March	Hamilton
14 March	Rotorua
21 March	Whanganui
28 March	Auckland
Cost (excl GST)	\$345
plus NZTA Registration	\$40

**Reinstatement of Service Trenches** (1 day)

Avoid costly rework to suburban service trenches. Rough surfaces increase road user costs.

Calendar continued on next page >



**CALENDAR KEY**

- Confirmed courses, but spaces still available.
- Potential courses still require numbers to run.
- Course is full.

Over recent years many roading authorities have reported instances of poor trench reinstatement that gave rise to road surfacing problems.

9 March	Auckland
27 March	Palmerston North
Cost (excl GST)	\$450

**Road Condition Rating – Sealed Roads**

(2 days)

Refer to page 2.

22-23 February	Palmerston North
1-2 March	Auckland
Cost (excl GST)	\$795

**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.

30 January	Palmerston North
19 February	Auckland
26 March	Christchurch
Cost (excl GST)	\$495

**Slinging, Lifting, Moving and Placing, with and 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.

12 February	Whangarei
21 March	Invercargill
Cost (excl GST)	\$495

**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.

5 December	Christchurch
12 February	Christchurch
19 March	Hamilton
28 March	Palmerston North
Cost (excl GST)	\$450

**Successful Project Management** (2 days)

Refer to page 2.

12-13 February	Auckland
27-28 February	Wellington
22-23 March	Christchurch
Cost (excl GST)	\$995

**Supercharged Supervisors Toolkit** (1 day)

Refer to page 2.

30 January	Christchurch
22 February	Auckland
20 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. Basic measurements, offsetting and marking out for construction works are discussed and demonstrated.

4 December	Auckland
8 December ●	Christchurch
Cost (excl GST)	\$595

**Tendering for Projects** (1 day)

Refer to page 4.

12 December ●	Auckland
13 December	Christchurch
Cost (excl GST)	\$520

**The National Utilities Code – What staff on-site should know** (1 day)

How well do you know the National Utilities Code? This course is designed specifically for contractors and utility network staff who install or maintain utility assets in the road and rail corridors to give an overview of the National Utilities' Code.

7 March	Auckland
16 March	Dunedin
Cost (excl GST)	\$495

**Time Management** (1 day)

Stop working hard – work smarter and get more done. Learn how to do all this in one day. This very powerful seminar has participants construct their own personalised Time Management Plan according to their style and work environment.

14 February	Christchurch
23 February	Auckland
Cost (excl GST)	\$695

**Transforming your Leadership** (1 day)

Being a leader in your business or field can be tough. Managing people, making hard decisions and maintaining an effective work/life/family balance can be challenging. We can teach you many things about leadership, culture and teams. We can train you in conflict management, team building, and creative organisational solutions.

26 January	Tauranga
9 March	Palmerston North
Cost (excl GST)	\$520

**Understanding NZS3910:2013 Conditions of Contract** (2 days)

Refer to page 2.

7-8 December ●	Auckland
24-25 January ●	Christchurch
30-31 January	Wellington
20-21 February	Auckland
Cost (excl GST)	\$750
2018 fee	\$795

**Understanding NZS3916 and NZS3917** (half day)

Refer to page 3.



16 February	Wellington
15 March	Christchurch
20 March	Auckland
Cost (excl GST)	\$395

**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.

20-21 February	Wellington
27-28 February	Christchurch
22-23 March	Auckland
Cost (excl GST)	\$795

**Understanding the Construction Contracts Act 2002** (1 day)

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.

16 February	Wellington
15 March	Christchurch
20 March	Auckland
Cost (excl GST)	\$395

**Understanding the National Utilities Code** (2 days)

How well do you know the contents of NZS3910, which are the 'rules' for administering and managing civil and building contracts? This popular course, from a practical and 'hands-on' point of view will benefit Clients, 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.

6-7 December	Wellington
15-16 February	Auckland
28 Feb-1 March	Napier
14-15 March	Dunedin
Cost (excl GST)	\$750
2018 fee	\$795

**Understanding the Tender Process** (1 day)

Winning contracts and evaluating tenders is essential to the continuing viability of any contractor/client. It involves an understanding of the issues and requirements of the procurement stage but also the skills and ability to structure the tender not just to be successful but to increase profits as well. If you wish to learn the tendering process, then this course is a must.

26 January	Christchurch
22 February	Wellington
27 February	Tauranga
Cost (excl GST)	\$520

**Working with Concrete – Basic Skills** (1 day)

This course aims to give workers basic knowledge relating to preparing, placing and finishing minor concrete works and the equipment needed to produce quality results.

13 February	Whangarei
22 March	Invercargill
Cost (excl GST)	\$495