



**ICBA**  
TRAINING

Course  
Catalogue



See Schedules and Register at [icba.ca/courses](https://icba.ca/courses)



For more than 45 years, the Independent Contractors and Businesses Association (ICBA) has been the voice of the construction industry.

Today, ICBA represents more than 2,500 members and clients, and is one of the leading third-party providers of group health and retirement benefits in Canada and the single largest sponsor of trades apprentices in British Columbia.

ICBA undertakes public policy analysis, advocacy initiatives, and provides training focused on the construction sector and responsible resource development.

Visit [www.icba.ca](http://www.icba.ca) for more information about our services and how to become a member.



## Catalogue Guide



**See these logos next to a course description? That means the course has been approved for continued professional development credits by Gold Seal or BC Housing.**



Available in a webinar  
live online



Available online  
on-demand



Available in-person



ICBA Leadership  
Program credits

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## Did you know that ICBA members receive a discount on training courses?

ICBA Training offers more than 400 courses across Canada and online. Most of our courses are accredited for Gold Seal and BC Housing continuing professional development credits.

If your company has a number of people who require training, there may be an opportunity for one of our instructors to provide training on-site, at your location. In some cases, the course may be customized to better suit your specific company needs.

For more information about ICBA Training, email [training@icba.ca](mailto:training@icba.ca) or visit [www.icba.ca/training](http://www.icba.ca/training).



# Our Services

## Employment Network

Do you need for more workers for your construction business? We always have resumes on file of job seekers looking for immediate employment within the industry. We work with you to make sure we find applicable matches for your needs.

Looking for work? With more than 2,500 members we can put your resume in front of the people making the hiring decisions throughout the province.

For more information about how ICBA can assist in connecting you to job seekers or to submit a resume for consideration, email us at [jobs@icba.ca](mailto:jobs@icba.ca).



## Apprenticeship Program

Do you have apprentices that work within your company? If so, we can help! We are the single largest sponsor of construction apprentices in British Columbia.

ICBA sponsors all apprenticeships through the Industry Training Authority (ITA). When you register your apprentices with ICBA, we take care of the administrative burden that comes with them, including processing apprentice application forms, processing work-based training hours, and completing tax credit reports. We also offer bursaries for successfully completing levels of technical training.

For more information on our apprenticeship program, email us at [apprenticeship@icba.ca](mailto:apprenticeship@icba.ca).



## Red Seal Prep Training

ICBA, in partnership with BC's leading contractors, has created unique training programs to support the construction industry with training and developing their workforce to achieve a Certificate of Qualification with Interprovincial Red Seal endorsement.

Each blended learning program features in-class, online and hands-on learning opportunities for participants.

For more information, contact us at [training@icba.ca](mailto:training@icba.ca).

## Workforce Development

Workforce development and apprenticeship training are big business!

Together, ICBA and MERIT Canada are your open shop voice on both Provincial and National issues as they relate to trades training. Whether it's government Red Seal reviews or provincial regulatory matters on Occupational Health and Safety, ICBA ensures the Open Shop is represented on:

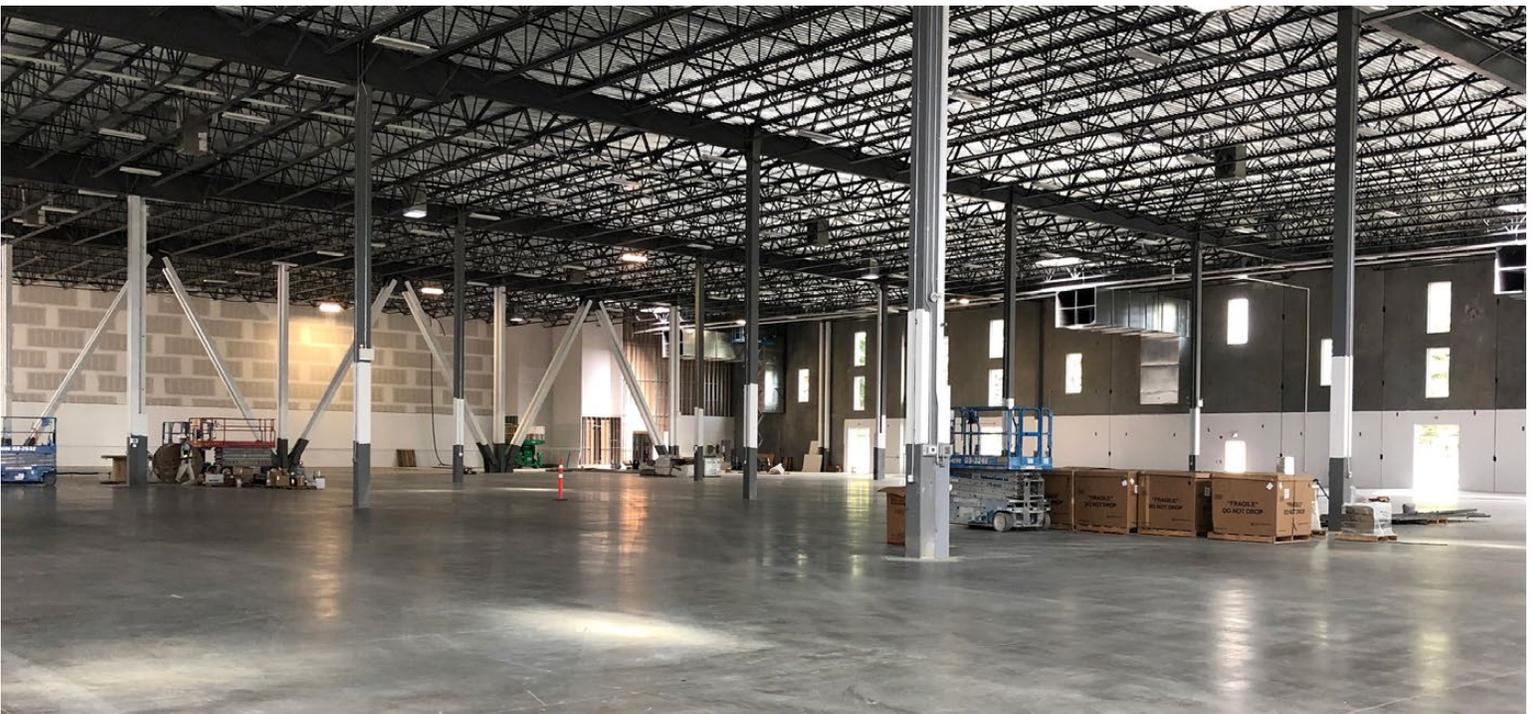
- Red Seal Review Boards
- Construction Sector Councils
- Skills Canada
- Industry Training Authority and other apprenticeship organizations
- Provincial Safety Authorities

## ICBA's Leadership Program

The ICBA Leadership Program was developed by ICBA members to address the competencies needed to successfully develop their employees' growth in the areas of site supervision, estimating and project management.

The ICBA Leadership Program utilizes the Gold Seal and/or BC Housing approved course offerings the construction industry has endorsed.

**Look for the star icon throughout this training catalogue for the courses that will give you credits toward the ICBA Leadership Program.**





# Business Management

## Buying or Selling a Construction Business

Buying, selling, or transferring a commercial operation is a complicated challenge. There are many aspects to consider to avoid the decision becoming frustrating or legally difficult.



## Earned Value Management for Construction

The fundamentals of EVM will be presented in a down-to-earth, basic approach, along with hands-on exercises and examples that will allow participants to apply the concepts.



## Change Order Management

This course will provide participants with best practices for successfully navigating change orders.



## Getting Paid and Managing Cash Flow in Construction

The Payment Process in Standard Contracts will be reviewed along with contract language from non-standard contracts which can delay payment.



## Construction Project Management

Participants will develop skills and knowledge of how to manage a construction project. Participants will gain an understanding of the project processes and constraints encountered by project managers and how to successfully manage a complex project.



## Leading & Managing Organizational Change

This seminar is focused on preparing participants to manage organizational change and to lead and mentor others through change.



## Construction Law

Participants will develop an understanding of contract law as it relates to construction and the various CCDC/CCA and other contracts used within the industry.



## Managing Risk and Disputes in Construction Projects

This course will provide some practical advice on how to manage risks, and strategies for dealing with disputes.



## Effective Management Skills

Participants will deepen their understanding of motivation, engagement, delegation, empowerment and feedback skills.



## Negotiation Skills

In this seminar you will learn a proven, practical step-by-step approach to win-win negotiations and how to protect yourself from "hardball" negotiators.



## Effective Recruiting Strategies for Your Ideal Candidate

Participants will learn specific strategies for keeping their applicant pipeline stocked year-round, and how to implement strategies now that can help generate high quality applications.



## Cash Flow Management for Contractors

Participants will learn key tips and tools to navigate their company cash flow and maintain a healthy balance of growth and sustainability.



## Construction Business Management

Participants will learn how to improve the management and business systems of their construction company.



## Profitable Contracting

This course provides participants with the systems and processes for managing expenses and improving profitability.



## Project Accounting & Cost Control

Participants will learn how to design and ready various financial reports and improve the business systems of their company.



## Project Delivery Methods – Know Your Responsibilities

This workshop will discuss the characteristics, risks, benefits and disadvantages of various project delivery methods. Understanding the many different project delivery options for a particular project is critical to its success.



## Project Management Essentials

Participants will develop skills and knowledge of how to manage a construction project.



## Providing Exceptional Customer Service

This course will help participants develop crucial customer service skills to build strong relationships with their clients.



## PST Issues for Oil and Gas

This course helps participants involved in the oil and gas industry understand how PST applies to their business.



## Public Speaking: Presentation Survival School

In this session, participants will be introduced to the skills that will make them a better speaker and presenter.



## Sales Skills

This workshop will help participants grasp the strategies and tactics required to meet the best clients and close the sale.



## Social Media for your Business

This course explains how to find the right combination of social media platforms, tools, content, and creativity, that will provide maximum return on investment.



## Supervisory and Management Skills

Participants will improve their skills in leadership, management and supervision of staff.



See Schedules and Register at [icba.ca/courses](http://icba.ca/courses)

## The Basics of Bonding and Insurance for Construction

This course will explain the different types of bonds, requirements, and liability insurance.



## The Nuts and Bolts of Builders' Liens

Understanding this area of law and applying best practices will help you to maximize your recovery and reduce your liabilities.



## The Prime Contractor Role

This course will provide participants with a clear understanding of the role and responsibilities of the Prime Contractor.



## Time Management

In this leading-edge workshop you will gain a new mindset, skillset and toolset that will optimize your personal productivity learning how to produce greater results in less time.



## Writing Effective Letters, Scope Documents, Reports and Proposals

This course is focused on helping you write more effectively. You'll apply the strategies required for effective scope documents, letters and reports.



## Writing Winning Proposals

This course will help you to develop the confidence and writing skills necessary to write effective proposals.



## Get the PST Right!

This course helps participants understand how PST applies to their business.



# Computer Skills and Construction Software

## Bluebeam Revu Basics

This course teaches participants the fundamentals of using Bluebeam's award-winning software, Revu.



## Document Control with Bluebeam Revu

This course provides participants with the knowledge and skills to take plain PDF construction documents and create smart PDFs to give teams accurate and up-to-date information.



## Estimating with Bluebeam Revu

This course gives participants with the knowledge and skills to accurately estimate construction quantities and costs using Bluebeam Revu.



## Field Quality Control and Deficiency Management with Bluebeam Revu

This course provides participants with the knowledge and skills to get the quality of work on projects under control and develop an effective tracking system.



## Microsoft Excel Advanced

Build error-proof data entry sheets through the use of data validation techniques, and learn to use advanced functions.



## Microsoft Outlook with One Note

Learn key setting changes in Outlook and keyboard shortcuts that can eliminate 100s of mouse clicks per day. Participants will also learn how to use OneNote to organize information.



## Microsoft PowerPoint

Learn PowerPoint's commands, functions and capabilities, and how to quickly create powerful and compelling presentations.



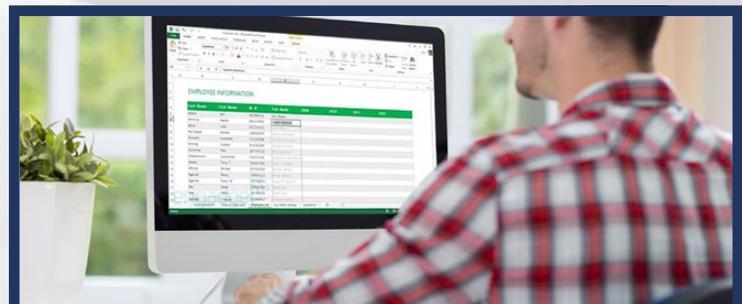
## Microsoft Project

The main objective of this course to introduce the commands, functions, and capabilities of Microsoft Project.



## Microsoft SharePoint with Teams

This course will teach participants to get the most out of their SharePoint site, and explore the tools and the customizations.



## Microsoft Excel For Business

Participants with only a very basic knowledge of Excel will quickly progress to creating basic databases, budgets, graphs, reports and equations.



# Labour Relations

## Union Organizing in your Workplace

If union organizers show up in the workplace, it is important that owners and managers understand the rules in an area fraught with pitfalls, and what can be done to communicate with employees.



## The New Labour Relations Code

This course will outline the recent significant changes to the Labour Relations Code that are important to both union and non-union companies.





# Human Resources

## Difficult Conversations in the Workplace

Learn how to prepare for a difficult conversation and how to anticipate possible responses from the other person.



## Effective Interviewing

Almost everything in business depends on the competency of the employees. Therefore, hiring is critical to a business' success.



## Ensuring an Inclusive Workplace

Employers must ensure that their site has a strong focus on inclusion of different genders and ethnic backgrounds.



## Employment Standards Act Refresher

This course will give participants a review of Employment Standards Act requirements that are relevant to construction.



## Leading and Managing Organizational Change

This course will prepare participants to manage organizational change and to lead and mentor others through change.



## Managing Employee Terminations

Dismissing employees is one of the toughest jobs an employer faces. It is essential to learn how to manage them properly.



## Meaningful Performance & Development Conversations

Managing the performance of others is more than an annual review; it is an ongoing process that results in improvement.



## Mental Health in the Workplace

This course will help participants to identify the cost savings and increased production that comes with implementing a workplace mental health initiative.



## Navigating a Multi-Generational Workplace

This course will explore some of the challenges businesses face as the Boomers retire and the next generations take their place.



## Progressive Discipline at Work

This course will discuss the process of progressive discipline and how to give direction to employees.



## Psychological First Aid

This course will teach front-line staff and supervisors to identify the core strategies of Psychological First Aid (PFA)



## Reasonable Suspicion for Supervisors

This course is designed to provide supervisors in making decisions about reasonable suspicion drug & alcohol testing.



## Social Media in the Workplace

This course will explore the pros and cons associated with social media in the workplace.



## Workplace Harassment - What It Is and What To Do About It

Harassment in the workplace can come in a variety of forms, with the potential for far-reaching effects on the health and well-being of workers.



## Workplace Wellness

With increasing costs of health care, a shrinking workforce, and aging workers, a savvy workplace understands the value in supporting workers to improve their conditioning and to live a fitter lifestyle.



## Drug & Alcohol in the Workplace

This course will cover policies, procedures, testing and more when it comes to drugs and alcohol in the workplace.





# Legal

## An Overview of Tendering Law

This course is an introduction to the law of tendering, with practical tips and advice on key aspects of tendering.



## Introduction to Construction Delay Claims

This course is meant to advance participants's understanding of construction delay claims.



## Managing Risk and Disputes in Construction Projects

This seminar will provide some practical advice on how to manage risks and strategies for dealing with disputes.



## Negligence Claims and Construction Projects

This course will review aspects of a negligence claim using examples from real cases.



# Leadership

## Dealing with Difficult People

Success in dealing with conflict comes from understanding how we behave, as well as how we can influence others. Participants will learn how to turn difficult situations into opportunities for growth.



## How To Be A Better Foreman

This course gives participants the fundamentals of leadership, organization, crew morale, efficiency, and productivity.



## Construction Contracts - Choosing the Right Contract and Key Provisions

This course looks at the CCDC suite of contracts and identifies the key characteristics and differences for each.



## Overview of CCDC Contract Documents

This course will provide an overview of the most commonly used CCDC documents, and of the standard CCA 1 subcontract.



## Read the Full Contract - A Deep Dive into CCDC-2

In this workshop the bidding process will be reviewed, Request for Qualifications (RFQ), Request for Proposals (RFP), Contract A, Contract B), the difference between a Letter of Intent and Letter of Award, and the terms and conditions of the CCDC-2 Stipulated Price Construction Contract.



## The Nuts and Bolts of Builders' Liens

Understanding this complex area of law and applying recommended best practices will help you to maximize your potential recovery and reduce your liabilities.



## Intervening in Workplace Conflict for Supervisors

Participants will gain a solid understanding of how perception and conflict style can resolve or cause further damage during a conflict, and when to intervene or ask for assistance.



## Leading People to Peak Performance

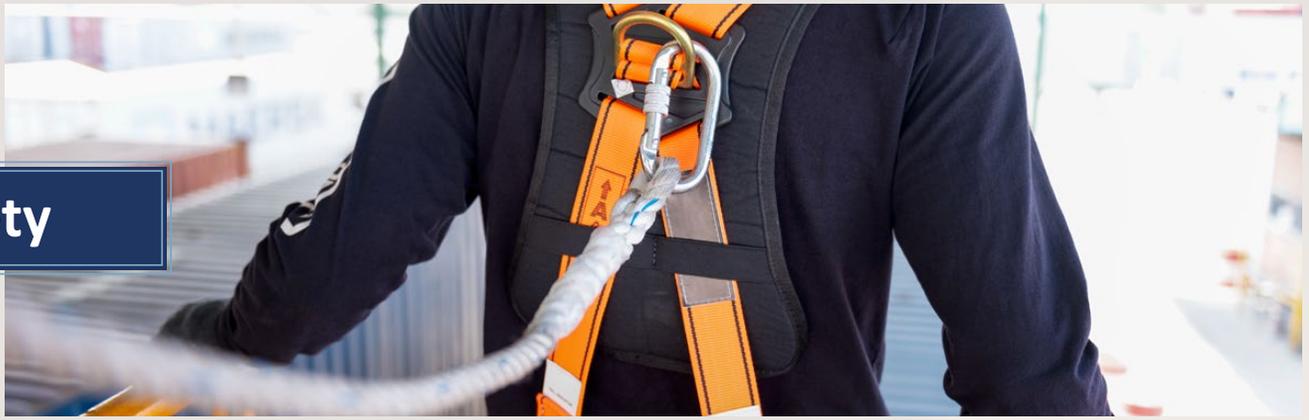
How much untapped potential, energy, commitment and creativity current exists within an organization, team or department?



## Site Leadership

This course will enhance the participant's ability to build a collaborative team culture with their staff, improve job site productivity, and complete projects on time and on budget.





# Safety

## Arc Flash Safety Training

Participants will gain a full understanding of hazards encountered while operating or maintaining electrical installations in the low voltage class.



## BC Ground Disturbance Level 1®

This course is designed to ensure participants are aware of the hazards and necessary items required to ensure safety, under the direct guidance of a supervisor with Level 2 certification.



## BC Ground Disturbance Level 2®

This program is designed for any party supervising a ground disturbance, independently performing a ground disturbance, or issuing and receiving a ground disturbance permit in B.C.



## Construction Safety for Supervisors

Participants will learn the fundamentals for building a safe workplace that is appropriate for their construction company.



## CSO - Safety Management Training

Participants look at specific parts of the OHS regulation and the WCA to ensure that they are knowledgeable on a worksite.



## Fall Protection (4-hour and 8-hour)

This course introduces workers to fall protection methods.



## Hazard Recognition and Control

This course covers the principles of hazard recognition and control and the methods of ensuring hazards are addressed.



## Incident Investigation

This course covers the principles of incident investigation.



## Occupational First Aid 1

This course designed to cover all medical techniques within the responsibility of the Occupational First Aid Level 1 Attendant.



## Occupational First Aid Level 2

This WorkSafeBC course is designed for the urban Occupational First Aid attendant, defined as anyone within 20 minutes surface travel time to a hospital.



## Traffic Control Person

The TCP certification program is required to be completed prior to becoming a construction flagger. ICBA also offers TCP requalification training.



## Transportation Endorsement

This course focuses specifically on the transport of injured workers to medical aid.



## Trenching & Excavation Safety

This course walks participants through a program that includes what WorkSafeBC regulations state and safe work procedures.



## TSC - Safety Management Training

This course provides participants with an understanding of the Worker's Compensation Act and the OHS Regulation for B.C.



## Responsibilities of Joint Health & Safety Committees

This course will help participants fulfill the requirement for all members to receive eight hours of training.





# Personal Development

## Assertiveness - How to Set Boundaries and Avoid Conflict

This course will allow participants to understand the importance of being assertive and establishing workplace boundaries.



## Communication Skills

Participants will learn how to improve their listening, speaking and writing skills.



## Developing Skills for Effective Conflict Resolution

This course will help participants learn to resolve conflict and create a smoother work or personal environment.



## Emotional Intelligence (EQ) - The Myths and the Mastery

The purpose of this course is to demystify EQ, help participants assess their current level of EQ, and provide strategies on how to develop one's EQ.



## Negotiation Skills

Participants will learn an approach to win-win negotiations and how to protect themselves from "hardball" negotiators.



## Time Management Workshop

Participants will learn how to optimize their personal productivity, and learn how to produce results in less time.



## Understanding Anger and Healthy Responses

Participants will learn the tools to understand and manage anger constructively.



## Understanding Trauma

This course will allow participants to understand the effect that trauma has on employees and coworkers.



# Technical Training

## Alternate Energy Systems & Uses for Residential Occupancies

This course explores alternative energy systems in residential building including solar and wind.



## Building Code for Residential Builders

Participants will learn how to read, interpret and use the B.C. Building Code (2018).



## Construction Estimating

Participants will learn skills and knowledge to estimate construction projects and prepare a successful bid.



## Construction, Excavation and Demolition Involving Hazardous Building Materials

This course will provide a refresher on regulatory sampling requirements and how to test for hazardous substances.



## Construction Specifications 101

This course will cover the fundamentals of interpreting construction specifications.



## Electrical Blueprint Reading

Participants will learn how to read a set of electrical construction blueprints, drawing specifications, and general notes.



## Electrical Estimating

Participants will develop skills and knowledge to estimate electrical construction projects and prepare a successful bid.



## Environmental Awareness in Restoration

This course will cover the dangers and health effects associated with mold and materials containing things as asbestos and lead.



### Frame Scaffold Competent Person

This course will provide demonstrations and practice with the typical methods of constructing frame scaffolding.



### Introduction to Blueprint Reading

Participants will learn how to read blueprints and specifications using samples of residential and commercial blueprints.



### Introduction to Electrical Quality Management Systems (QA/QC)

This course is designed to provide participants with a practical understanding of the general principles and framework of electrical quality management systems, the purpose and requirements of codes and standards, and their application for the delivery of a quality product or service.



### Lean for Construction - A Practical Approach

This course will teach participants a simple and practical approach to implementing Lean concepts within construction.



### Managing Shop Drawings, Samples and Submittals

This course will review the process for submitting shop drawings, submittals and samples and offer tips and tricks to avoid common mistakes.



### Municipal Map Reading & Utility Safety Workshop

This course is designed to give participants an understanding on how to interpret and read documentation relating to the municipal infrastructure.



### Restoration 101

This course gives an overview of the restoration industry and how issues are dealt with by the restoration professional.



### Rigging Fundamentals (Fulford Certification)

This course is designed for anyone who rigs loads for lifting by cranes or other hoisting equipment.



### Site Surveying 101 - Introduction to Leveling

This course is designed for participants interested in learning skills and principals interested in learning aspects of leveling.



### Strategic & Cost-Effective Step Code Compliance for Part 9 Buildings

This course will enhance participants' comprehension of Step Code for Part 9 buildings and enable them to prioritize the energy conservation measures considered for the project.



### Swing Stage Awareness

This course is designed for anyone with little or no working knowledge of operating and working from a swing stage.



### System Scaffold Competent Person

This course will provide demonstration and practice with the typical methods of constructing systems scaffolding.



### Utility Locator Specialist

This course is for participants wanting to obtain introductory level training in underground utility locating.



### Water Damage Remediation Basics

This course considers a number of aspects associated with water damages including the role of owners, property managers, contractors and more.



### 2018 BC Electrical Code Change Training PLUS!

Learn all about the updates to the BC Electrical Code including code changes, interpretations, and the impact to your business.



### B.C. Regulations & Residential Building: Permits, Inspections and Declarations Rules You Need To Know

This course explores B.C. safety regulations and administrative responsibilities that impact residential builders.





# Civil Training

## Challenges with Shoring Design

This course describes various earth shoring techniques for building construction including aspects of design and safety.



## Civil Blueprint Reading

Participants will learn how to read a set of civil construction blueprints, drawing specifications, and general notes.



## Civil Sitework Estimating

Participants will learn skills and knowledge to estimate civil sitework construction projects and prepare a successful bid.



## Design, Construction and Maintenance of Sidewalks and Recreational Trails

This course includes an overview of the basic functions of sidewalks and recreational trails, and various types of surfaces.



## Design and Construction of Mechanically Stabilized Earth (MSE) Retaining Structures

This webinar provides a basic understanding of the type of MSE walls, their primary uses, and key design factors.



## Design and Construction of Roller Compacted Concrete Pavements

This webinar includes the basics of roller compacted concrete, construction, ensuring pavement longevity, and more.



## Innovation in Roadway Design, Construction and Maintenance

This webinar will explore highlights of innovation roadway infrastructure design, delivery and construction techniques.



## Maintenance and Rehabilitation of Highway and Municipal Pavements

This webinar will include a background on pavement condition evaluation, maintenance techniques, and the life cycle of pavement maintenance and rehabilitation.



## Site Surveying 101 - Introduction to Leveling

Learn skills and principles to successfully run level loops, transfer and establish benchmarks on construction sites, and determine the elevations of objects independently and/or relative to each other.



## What is Gold Seal Certification?



Gold Seal Certified construction management professionals have attained the highest standard of excellence in the industry, have proven industry experience, and are held in the highest regard. For more information, visit [goldsealcertification.com](http://goldsealcertification.com). Many of ICBA's virtual, online and in-person courses are approved for Gold Seal Credits.

## What are BC Housing CPD Points?



All residential builders in B.C. are required to take Continued Professional Development annually in order to renew their licence. Many of ICBA's virtual, online and in-person courses are approved for CPD Points. For more information about the process, visit [bchousing.org](http://bchousing.org).



# Online Training

Accident/Incident Investigation



Asbestos Awareness



Basic Rigging & Inspection

Bear Awareness

Behaviour-Based Safety

Communication, Negotiation, Conflict Resolution



Confined Spaces Safety Awareness



Construction Industry Ethics



Construction Law



Construction Project Management



Electrical Worker - Arc Flash & Shock ESTS



First Level Supervisor Training Program



FSR Renewal Online Course - BC Electrical Code Change Training (recognized by Technical Safety BC)

Ground Disturbance Supervisor Training

H2S Awareness

Hand and Power Tool Safety



Incident Investigation and Root Cause Analysis



Introduction to BIM (Building Information Modeling)



Introduction to Construction Estimating



Introduction to Rigging

Ladder Safety



Lockout/Tagout Awareness



Mold Awareness



Prime Contractor



Propane Handling and Exchange



Rigging and Slinging (Advanced)



SiteReadyBC



Transportation of Dangerous Goods

WHMIS (GHS)



Working in a Respectful and Inclusive Workplace



Workplace Violence, Harassment and Bullying

For more information on these courses and for a full list of online offerings, visit [icba.ca/online](http://icba.ca/online).

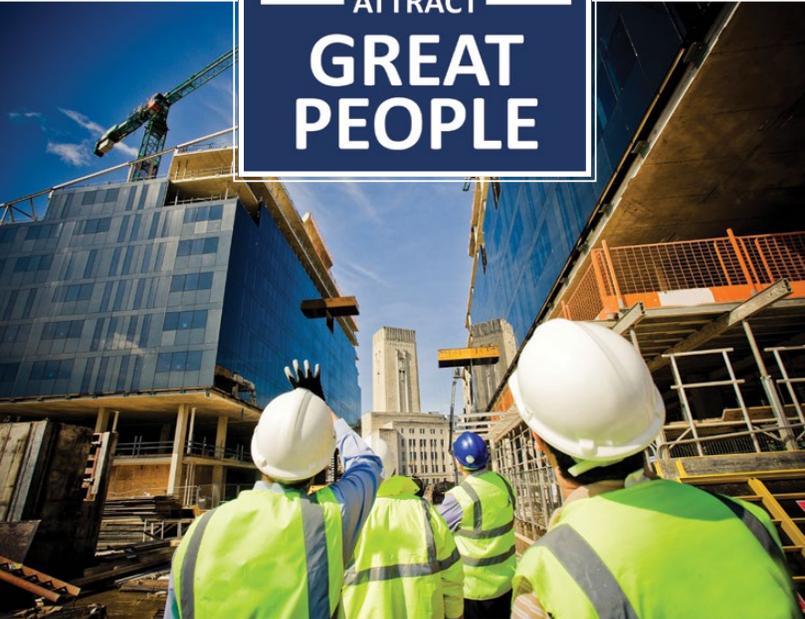


## Pipeline Construction Safety Training (PCST)

This course is designed to familiarize workers with the unique safety requirements associated with working in the pipeline construction industry, from construction to inspection.



**GREAT  
BENEFITS**  
— ATTRACT —  
**GREAT  
PEOPLE**



# ICBA BENEFITS

*Does your company's  
benefit plan attract  
the best of the best?*

*ICBA Benefits offers a full range  
of employee benefit products  
to cover any size business.  
Employees are your greatest  
asset. Let's build the best plan  
to protect them.*

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**1.888.298.7752**

Contact us at  
[info@icbabenefits.ca](mailto:info@icbabenefits.ca)  
for a competitive quote.

**[ICBABenefits.ca](http://ICBABenefits.ca)**