



# Autumn 2023 Training Programme

For further information  
or to book contact **Liz** or  
**Tatiana** at [cpskillnet@cif.ie](mailto:cpskillnet@cif.ie)



[www.cpskillnet.ie](http://www.cpskillnet.ie)

Enhancing Skills in the  
Construction Industry.



# Autumn 2023 Training Programme

Construction Professionals Skillnet aims to support the development and growth of construction businesses by working with them to identify and address their skills needs and providing funding towards the solutions offered. The Construction Professionals Skillnet is a network which provides funded training and development solutions specifically for the construction industry. It:

- **Saves you money**, by offering quality courses that are value for money and that your company may not be able to provide on its own
- **Saves you time and resources**, by sourcing and providing funding for courses and programmes, which can be implemented in the workplace immediately
- **Helps you improve knowledge, skills and practice** within your business and the industry as a whole
- **Enables networking** within and across the industry sectors through our events

## Autumn 2023 Schedule

Our Autumn Schedule is designed to help you and your company improve productivity to enable you to remain profitable. Courses are added regularly so please check out the website for and up to date list: [www.cpskillnet.ie](http://www.cpskillnet.ie). If you are looking for training that is not on offer here please contact **Liz Carroll** on **087 9323749** or at [cpskillnet@cif.ie](mailto:cpskillnet@cif.ie) and she will help you source it and may be able to offer funding for its provision.

## Contents

CIOB Certificate and Diploma in Construction Site Management	3
Improving Productivity	5
Interpersonal and Communication Skills	7
Microsoft Skills	10
Certificate in Strategic Collaboration and Coordination for MMC	11
SPA in Mechanical, Electrical and Plumbing - BIM	12
For Small and Medium Sized Construction Companies	13

# CIOB Certificate/Diploma in Construction Site Management

The CIOB Certificate/Diploma in Construction Site Management is designed for supervisors and assistant site managers working in the construction sector who are progressing into a construction site manager role. This qualification develops the learner's knowledge and skills to plan and programme projects, liaise with stakeholders and oversee small to medium construction projects safely and efficiently. To achieve the Certificate learners must successfully complete three modules including the MSIC from CIF, while for the Diploma learners must complete all 9 modules. Learners should be qualified tradesmen with at least two years' supervisory experience.

To register for these or any course please contact Liz Carroll at [cpskillnet@cif.ie](mailto:cpskillnet@cif.ie) or 087 9323749.

**Fee Per Module: Skillnet Member €350. Non Skillnet Member €375**

*"The CIOB Certificate is an excellent grounding in key elements of construction site management. I have 10 years' experience as a site supervisor/site manager. All my experience gained was from a practical background and my education was on the job. The course helped me understand why I was doing things the way I was doing them. But I also learned plenty of new things that I can apply on the job now."*

**Stephen Geraghty, Collen.**



Module	Dates
Construction Project Resourcing and Cost Management	22, 24, 29, 31 August
Managing the Technology of Modern and Traditional Construction Works	5, 7, 12, 14 September
Managing Sustainable Construction	19, 21, 26, 28 September
Contractual and Legal Responsibilities	3, 5, 10, 12 October
Managing the Quality of Construction Works	17, 19, 24, 26 October
Project Planning, Control, Monitoring and Risk for Construction	7, 9, 14, 16 November
Managing People in a Professional Construction Context	21, 23, 28, 30 November
Organisation of the Construction Site	5, 7, 12, 14 December

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## Construction Project Resourcing and Cost Management

Learn how to:

- Apply the key principles to determine and procure materials, plant and equipment for the construction works.
- Evaluate the site manager's role in the selection and appointment of subcontractors.
- Explain the key aspects of managing expenditure against the budget for the construction works.

## Managing the Technology of Modern and Traditional Construction Works

Learn how to:

- Apply essential performance requirements of modern and traditional construction works.
- Evaluate the principles and value of integrating MMC (Modern Methods of Construction) into a construction project.
- Explain the essential principles of the site management and conservation of traditional buildings.

## Managing Sustainable Construction

Learn how to:

- Evaluate how the selection and use of materials, products and low carbon technologies can contribute to sustainable construction.
- Explain how to manage the environmental impact of construction works.
- Apply key principles and processes for the sustainable management of construction waste.

## Contractual and Legal Responsibilities

Learn how to:

- Evaluate the impact of legislation and standards on construction works.
- Apply principles of compliance of the works under a construction contract
- Explain the key processes which deal with claims and variations.

## Managing the Quality of Construction Works

Learn how to:

- Apply the quality systems, procedures and standards for construction works
- Apply essential management systems to monitor and control the quality of work.
- Explain how the use of recycled and recovered materials impacts quality control.

## Project Planning, Control, Monitoring and Risk for Construction

Learn how to:

- Evaluate the primary information requirements used for project planning.
- Be able to produce a method statement and programme for the works.
- Apply the essential principles required to progress and monitor the construction works.

## Managing People in a Professional Construction Context

Learn how to:

- Evaluate the key construction responsibilities of site managers in managing the performance of self and others.
- Explain the principles of how good communication can impact performance on construction works
- Describe an ethical framework in which site managers should operate.

## Organisation of the Construction Site

Learn how to:

- Describe the key principles of site set-up to ensure a secure and safe environment for the construction works.
- Explain and evaluate the need for dimensional accuracy in construction works.
- Explain how site managers plan for and manage the installation of temporary works for the construction work.



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# Improving Productivity

It is now more important than ever to be looking for improved productivity and higher efficiencies. Effective supply chain management and the use of lean practices can help achieve these requirements and bring projects in on time and on budget.

Using lean techniques such as Lean Six Sigma and The Last Planner® System can help in managing the flows and developing the supply chain relationships, which can do much to bring projects in on time and on budget. Lean, in essence, is about removing the fat, i.e. waste. This can be waste in material handling, material movements, storage, errors, rework, the movement of people, plant, etc. The focus is on continuous improvement and doing things right the first time. Lean offers a number of tools and techniques which can quickly bring results and don't need to cost huge amounts to introduce.

In more recent years, the Lean Construction Institute has developed the Last Planner system. It is an alternative method of project planning – it is a collaborative approach, where each contractor is involved in developing the plan and is accountable to the commitments agreed within the plan. It involves identifying, in advance, what can prevent work flowing and then managing the constraint before they occur.

## Lean Six Sigma Green Belt

12th, 19th, 26th September  
3rd and 10th October

Fee  
Skillnet Member: €295  
Non Member: €395

On this course you will learn:

- The history and reasons for Lean Six Sigma
- How to use the concepts, tools and principles of Lean Six Sigma including the DMAIC methodology
- How to deliver (and you will have delivered) practical business improvements in the form of a green belt project
- How Lean Six Sigma can be integrated into the company's management systems
- Some initial criteria and guidelines for selecting, reviewing and evaluating Lean Six Sigma green belt projects
- How these programs can be applied to deliver an effective continuous improvement program to reduce waste and variation in the business
- Participate in larger projects under the direction of a Black Belt

## Lean Six Sigma Yellow Belt

1st September  
15th September

Fee  
Skillnet Member: €175  
Non Member: €225

On this course you will learn:

- Six Sigma
- Lean principles
- The practical application of these tools and techniques, as well as how they can actively direct, manage and participate in the transformation journey.

The Yellow Lean Six Sigma course is recommended for all those in an organisation who want to get a management overview of the concepts, tools and methodologies of Lean and Six Sigma. This course is suitable for all levels from senior managers, department managers, line managers, internal consultants, change agents, project managers and team leaders who will be responsible for directing, managing and reviewing the performance of staff who will be delivering Lean Six Sigma projects.

To register for these or any course please contact  
Liz Carroll at [cpskillnet@cif.ie](mailto:cpskillnet@cif.ie) or 087 9323749

# Improving Productivity

## Introduction to Lean and Last Planner® System

Tuesday, 3rd October

Tuesday, 5th December

Half day course

### Fee

Skillnet Member: €45

Non Member: €55

- Would you like to increase efficiencies on your construction projects?

This is an introductory module which gives you an overview of Lean in Construction and the Last Planner System. Additional modules are available which will enable you implement Lean and the Last Planner System on your projects.

Learn how to:

- Evaluate how the selection and use of materials, products and low carbon technologies can contribute to sustainable construction.
- Explain how to manage the environmental impact of construction works.
- Apply key principles and processes for the sustainable management of construction waste.



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# Interpersonal and Communication Skills

## Business Writing and Email Etiquette

Wednesday, 23 August  
Thursday, 28 September

9.30am – 5pm  
each day

### Fee

Skillnet Member: €230

Non Member: €295

The aim of the workshop is to help staff communicate effectively in writing. Participants will learn the essential skills required to communicate in a professional and competent manner in order to portray a professional image and enable understanding.

Learn how to:

- Identify the most appropriate communications tool
- Apply superb business etiquette for written communication
- Create relevant and structured letters & emails using the right content, style and approach
- Apply highly developed business English for written communication
- Apply proper business etiquette in the use of language, punctuation and grammar
- Write concise yet professional business letters to instil confidence
- Reply to written communication courteously and professionally with the right tone and level of urgency
- Manage email as an effective communications tool
- Keep emails relevant and easy to follow with related subjects, signatures & notifications
- Show discretion when forwarding emails, copying readers or sending attachments
- Follow company policies, avoid legal and copyright issues, viruses and spam emails



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# Interpersonal and Communication Skills

We can have all the proper processes and systems in place but without effective communication and people management skills the processes and systems are unlikely to be implemented to their potential. How we communicate up and down the supply chain is critical to our success.

To register for these or any course please contact Liz Carroll at [cpskillnet@cif.ie](mailto:cpskillnet@cif.ie) or 087 9323749

## Communication Skills I for Safety Officers

23 Aug 2023  
9.30am – 12.30pm

Fee  
Skillnet Member: €125  
Non Member: €140

Learn how to engage effectively with site staff to get the results you want from your safety messages. Effective communication is essential for Safety Officers to achieve safe outcomes for everyone on site. To achieve successful outcomes it is necessary to have an understanding of what happens during the communication process.

On this course you will learn :

- Tools and techniques to help you engage successfully with site staff
- How to develop the confidence and know how to communicate for positive results
- How to influence people, read body language, respond quickly and be assertive

## Communication Skills II for Safety Officers

Date TBC  
Check website

Fee  
Skillnet Member: €125  
Non Member: €140

This virtual workshop will support participants in learning enhanced communication skills essential for leading, influencing and motivating co-workers and team members. The topics covered will help participants to communicate effectively at all levels and in all instances, particularly those more challenging situations where positive outcomes are critical. Learn how to:

- Respond effectively in conflict situations by adapting the communication style to the situation and personality
- Build and enhance motivation in individuals through clear, encouraging and supportive communication
- Use a powerful model for coaching conversations
- Encourage others to take ownership and responsibility for their actions
- Develop an action plan for immediate implementation in the workplace

## Communication Skills I for Site Supervisors

23 Aug 2023  
1.30pm – 4.30pm

Fee  
Skillnet Member: €125  
Non Member: €140

Site Supervisors and Site Managers are central to the success of any project, as is their ability to communicate effectively with people at all levels and all personality types on the project. To help achieve successful outcomes it is necessary to have an understanding of what happens during the communication process.

On this course you will learn how to:

- Appreciate the importance of effective communication in a variety of situations - with Project Managers, Engineers, Architects, Qs and all members of the team on site, including sub contractors.
- Conduct a conversation with positive results at every level
- Develop the confidence and know how to communicate for greater results
- Take ownership and responsibility to ultimately communicate better at every level

## Communication Skills II for Site Supervisors

Date TBC  
Check website

Fee  
Skillnet Member: €125  
Non Member: €140

This virtual workshop will support participants in learning enhanced communication skills critical for success when leading, influencing and motivating co-workers and team members. Learn how to:

- Identify the key causes of conflict and address conflict situations effectively
- Build and enhance motivation in individuals through clear, encouraging and supportive communication
- Use the power of coaching in initiating long lasting behavioural change
- Encourage others to take ownership and responsibility for their actions



# Interpersonal and Communication Skills

## Presentation Skills

Wednesday,  
13th September

Wednesday,  
29th November

9.00am – 4.00pm

### Fee

Skillnet Member: €230

Non Member: €295

Making an impact when presenting is the key to engaging an audience and developing a rapport, which will stimulate positive outcomes. Participants will learn how to 'present' information in a way that engages the audience and motivates them to listen.

Learn how to:

- Present yourself to create a positive impact
- Use professional communication skills to deliver a message confidently
- Develop a presentation style which reflects your personality and combines this with the highest level of professionalism
- Make an impact when presenting
- Deliver a professional presentation to your peers and receive constructive feedback around areas for development

## Time Management

Tuesday, 26th September

Monday, 4th December

9.00am – 4.00pm

*Virtual Course*



### Fee

Skillnet Member: €230

Non Member: €295

Managing your time, to meet the needs of internal and external clients and delivery quality service is a business critical requirement. Developing these skills helps professionals take control of their performance and positions them to achieve outstanding results throughout their careers.

The Time Management programme is designed to help identify opportunities for improvement and illustrate how to manage time for optimal performance and results. Participants will examine strategies for evaluating priorities, remaining focused and managing expectations. They will practice responding to the constant requests from Managers, peers and clients.

This interactive workshop will explore ways to organise and prioritise and make informed decisions about time management.

Learn how to:

- Create an effective master task list with time estimates and accurate durations
- Prioritise a master task list into realistic weekly plans based on urgency and importance
- Recognise how regular plans can influence decision-making when prioritising tasks
- Apply habits of effective communication to challenging discussions about priorities

To register for these or any course please contact

Liz Carroll at [cpskillnet@cif.ie](mailto:cpskillnet@cif.ie) or 087 9323749

# Microsoft Skills

Many of us learn how to use MS Office by trial and error. These courses will enable you to use functions and features which will save you time and give you more professional looking documents.

## Introduction to Excel

21.08.23 & 22.08.23  
10am – 1pm

11.10.23 & 12.10.23  
10am – 1pm

### Fee

Skillnet Member: €230  
Non Member: €295

The Microsoft Excel Introduction training course is aimed at users who are new to Excel and want to set up their own spreadsheets and manipulate existing ones. Participants need have no prior knowledge of Microsoft Excel but should be comfortable using MS Windows and should be able to start a Microsoft Office application, use the help feature and open, close and save files.

Having completed this course, participants will have a good working knowledge of Excel including the following:

- Basic functions and formulae
- Sorting and filtering data
- Formatting and printing spreadsheets

## Intermediate Excel

19.09.23 & 20.09.23  
2pm – 5pm

08.11.23 & 09.11.23  
2pm – 5pm

### Fee

Skillnet Member: €230  
Non Member: €295

This course is aimed at users who have basic experience with Excel and want to build on their current knowledge to set up their own spreadsheets and manipulate existing ones. Participants should be existing users of Microsoft Excel who can create, edit, format and print a spreadsheet. They should also be able to create basic formulae and, ideally, should have completed the Excel Introduction training programme.

Learn how to:

- Create complex formulae incorporating relative and absolute cell addressing (used in BOQ, etc.)
- Use a wide range of Excel functions such as Sumif, Countif, IF, Or, And, Lookups, ISError and many more
- Build and apply Conditional Formatting
- Link Sheets and Files
- Manipulate Data – Sorting, Filtering, Validation
- Create Pivot Tables
- Create a wide range of Charts

## Advanced Word for Reporting

02.10.23: 10am – 1pm

06.12.23: 10am – 1pm

### Fee

Skillnet Member: €140  
Non Member: €165

The Microsoft Word Advanced course is aimed at users who generate and manipulate long reports and documents that may need collaboration from multiple users. The information needs to be presented in an engaging and concise way. Participants should be existing users of Microsoft Word.

Having completed this course, participants will be able to produce high quality reports and documents using Word to ensure that the message is communicated to their audience professionally.



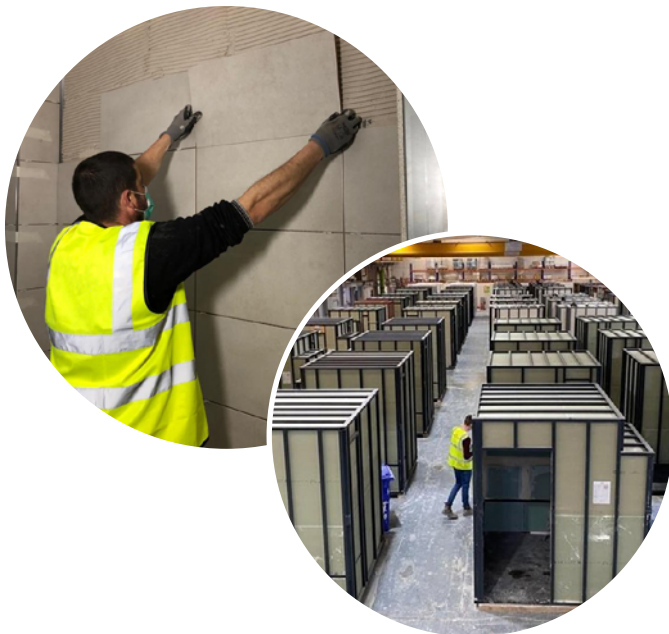
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# Certificate in Strategic Collaboration and Coordination for MMC

(Level 8 with 15 ECTS Credits)

## Understand the Opportunities and Overcome the Challenges of Modern Methods of Construction (MMC).

Government bodies and private clients are beginning to look for MMC knowledge and experience as part of awarding criteria. Understand the opportunities MMC brings and learn how to overcome the challenges in its implementation.



## Target audience

Project Manager, Contracts Manager, Site Engineer, Designer – basically those responsible for the co-ordination of MMC Projects. Participants must be employed in a Small and Medium Enterprise (SME), i.e. less than 250 employees and under €43m turnover.

## Aim

The aim of the Certificate in Strategic Collaboration and Coordination for MMC is to develop learners' understanding of the concept and practices of Modern Methods of Construction (MMC) and the role of coordination and collaboration in MMC project management.

## Objectives

The objectives of this certificate programme are to:

- provide the learner with knowledge and understanding of Modern Methods of Construction as a business model
- develop the learner's appreciation of the necessity for coordination, cooperation and collaboration along the value/ supply chain.
- develop learners' interpersonal skills such as empathy, commercial awareness, relationship management, project management, teamwork and time management skills as well as research, communication and presentation skills.

**Assessment:** Assessment is by one interdisciplinary researched, written project reviewing the effectiveness of a Modern Methods of Construction project, and a short reflection on the learning from the three modules on the programme.

**When:** The programme starts on 22 September 2023 (Induction) and then runs one day per week (Friday) for 13 weeks.

**Fee**  
**Skillnet Member: €1,350**  
**Non Member: €1,600**

**Where:** Induction will be at Griffith College Dublin, South Circular Road. The remainder of the programme will be delivered virtually, with the possibility of participants agreeing to meet for one or more additional days.

To register for these or any course please contact  
Liz Carroll at [cpskillnet@cif.ie](mailto:cpskillnet@cif.ie) or 087 9323749

# SPA in Mechanical, Electrical and Plumbing - BIM



This programme aimed at those who wish to enhance their 3D drawing and design skills in order to operate within a Building Information Management (BIM) regulated environment. It is suitable for those employed or seeking employment with design consultants or engineering/facilities departments within the pharmaceutical, biopharmaceutical, medical device, food manufacturing and water treatment sectors.

The programme has been specifically designed in response to industry needs for upskilling as identified by the South West Regional Skills Forum (SWRSF). The SWRSF (made up of manufacturing, mechanical and MEP consultancy companies) has identified BIM and Revit as two of their top three priority areas for upskilling.

Participants will be provided with the skills necessary to contribute effectively through the use of BIM related software applications, specifically Autodesk Revit for Mechanical, Electrical and Plumbing (MEP), in conjunction with a specialised module dedicated to piping design.

Students will develop the ability to use modern computer- based engineering tools to solve well defined building services design problems and communicate effectively with the engineering community. They will learn to create and place equipment, route and coordinate pipework, add electrical components and use P&ID data all within a multidiscipline 3D environment. The programme will also incorporate the use of Piping Standards (BS, DIN, ANSI, etc.) and engineering symbols standards.

## Entry Requirements

Applicants should have a minimum of a Level 6 qualification (or equivalent) in an engineering discipline such as mechanical, electrical or building services engineering. €Equivalent recognition may be given through the Recognition of Prior Learning (RPL) process on an individual case-by-case basis to candidates who have not achieved this academic standard but who can demonstrate significant relevant professional experience in the Built Environment discipline.

## When and Where

Two nights per week (Tuesdays and Wednesdays) 6.30pm to 9.30pm from September 2023 to December 2023, and one night per week (Tuesdays) from December 2023 to May 2024. This course will be delivered fully online.

## Award

Special Purpose Award - 15 ECTS Credits at Level 7 on the National Framework of Qualifications, awarded by Munster Technological University.



## Modules

- Revit Introduction – introduction to the BIM environment
- Revit-MEP – multidisciplinary services design
- 3D Piping Design – detailed piping design in a virtual environment

## Specific content includes

- Intelligent P&ID generation linked to 3D Piping Packages
- 3D Piping and Equipment Modelling
- Estimating pipe sizes and duct sizes using Revit software
- 3D Isometrics and BOM generation
- Utilising Project Browser to generate and manage useful views
- Generating reports and schedules using Revit software

## Fee

Skillnet Member: €1,365  
Non Member: €1,950

Please note that applicants will be required to pay an acceptance fee of €250 online if a place on a course is offered. This fee is deductible from the overall course fee. You will not be charged for applying for the programme by clicking the 'apply now' button; you are only asked to pay an acceptance fee if a place is offered to you and you wish to accept it.

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# For Small and Medium Sized Construction Companies

## Transform Your Business

17 and 31 August,  
14 and 28 September,  
12 and 26 October

8.30am - 1pm

### Fee

Skillnet Member: €1,250

Non Member: €1,450

*"The Transform Your Business course is a beautifully delivered, and in the end gratefully received, kick in the pants for business owners & managers. It opened my eyes to things that I was aware of but wasn't proactively acting on. Unless you already have a world class, efficient, profitable business, you cannot afford to not take this course."*

**Michael Spillane, Spillane Brothers.**

## Would you like to Transform Your Business in 3 months?

This programme will give you the tools to dramatically improve how you run your business now and plan for the future.

Focusing on the real requirements of Irish Construction businesses, this programme will help the Owner Manager and their senior staff to think strategically and give them the tools to turn strategy into practical results. It is a task based programme where the learning is put straight into practice in your company. IF you commit you will get the most out of yourself and the talent around you. In this programme you will be prepared for the following:

- Have a working strategy for your company now and for the future
- Have a systematic way of maximizing the resources around you
- Drive productivity through better work practices and systems
- Set your business on a path for growth
- Have business and personal satisfaction

The programme includes:

- 6 Online Interactive meetings focusing on Strategy, leadership, operational excellence and Performance Management
- Step by step exercises that will transform how you run your company and plan for the business you want
- Access to support and mentoring
- Group dynamics in problem solving for participating businesses

Watch Damien O'Brien, SME Matters, give an overview of how to Transform Your Business:

<https://www.youtube.com/watch?v=V3Tdf1b0hhM>

## Digital Construction for Small and Medium Construction Companies

If you are a construction SME (from the one man band up to 250 employees) the Construction Professionals Skillnet has new funding which save you time and money. We are looking to help SMEs make use of technology to make doing business easier. This is from the most basic introductory level of how to make better use of your phones, tablets, apps, etc. and teaching your staff to use them, right up to creating and implementing a digital strategy. We work with individual companies (no matter how small) to help solve your specific problem and help you save both time and money.

What, where and when depends on you and your company.

Cost – we can give you at least 30% off the cost of introducing the chosen solution to your company.

If there is something you would like help with, talk to Liz on **087 9323749** or email her at [cpskillnet@cif.ie](mailto:cpskillnet@cif.ie).