

Construction Professionals

Skillnet

2024 Training Programme

For further information
or to book email
cpskillnetadmin@cif.ie



**CONSTRUCTION
INDUSTRY
FEDERATION**

www.cpskillnet.ie



2024 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

2024 Schedule

Our 2024 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 an up to date list: www.cpskillnet.ie. If you are looking for training that is not on offer here please contact Tanya cpskillnetadmin@cif.ie and we will help you source it and may be able to offer funding for its provision.

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Specifically for Construction SMEs

While all courses offered by the Skillnet are relevant to construction SMEs, the programmes in this section are designed specifically for SMEs. The first – Transform Your Business – is targeted at Owner Managers, while the second – Construction Administration – is targeted at those who manage the back-office element of a construction business.

Transform Your Business – for SME Owner Managers

Thursday mornings.
8.30am – 1pm.

25 Jan, 8 and 22 Feb,
7 and 21 March
and 11 April

Fee

Skillnet Member: €1,250

Non Member: €1,450

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>

"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.

"It's the best time I have spent on the business in a long time."

Eddie O'Connor. Litchford Construction Ltd.

"Following the completion of the Transform your Business course we began setting goals based on our values. The changes to the company structure, team and roles became the foundation of the changes. We got closer to understanding our numbers and set a path to change how we perform as a business. Within 18 months our turnover had increased by 60% and our nett profits increased significantly. The exit strategy is in motion, and we have two of our most valued managers on the course this year. This will only help to solidify the team's goals and continued success of Titan Roofing."

Keith Proudfoot. Titan Roofing.

For further information or to register for these or any course please contact Tanya cpskillnetadmin@cif.ie

Specifically for Construction SMEs

Construction Administration

Thursday mornings
9.30am – 12.30pm

11, 18, 25 April,
2, 9, 16, 23, 30 May,
6, 13, 20, 27 June 2024

Fee

Skillnet Member: €TBC

Non Member: €TBC

This new programme is targeted at providing recognised qualifications and lifelong learning opportunities for those who provide administrative support to the small construction companies around the country. The programme will cover the knowledge and skill element of the role of a small construction company administrator and will provide you with the opportunity to achieve one or two of the following qualifications: QQI Level 6 in Business Management, Level 6 in People Management and Level 5 in Communication Skills.

Content

Core modules are:

- Induction, Construction Industry Context and Company Strategy, Policies and Procedures
- Communication Skills, including Presentation Skills and Report Writing
- Employment Law
- People Management
- Finance for Construction

Additional technical modules offered at an additional cost include:

- Purchasing for Construction
- Planning and Programming for Construction
- Effective Tendering and Business Development for Construction
- Health and Safety Administration

Assessment

Assessment is by carrying out and writing a related report on a Company Improvement Project, which will enhance how you work. This could be

- the introduction of Employee Handbooks
- the introduction of a new process
- altering current processes to be more effective and efficient
- the assessment and introduction of a new technology

(Some awards require additional additional assignments to be submitted)

As certification is part of this programme, as well as ensuring you have the knowledge and skills to effectively carry out your role, we provide extra supports to enable you to achieve certification, such as presentation skills and report writing. These are included as part of the programme.

Exercises will be done during the “class” which will help you create material for your project and report. Feedback will be provided on an on-going basis. This means that you can update and improve on what you have already done and that you also get the assessment done as you go.

You will be provided a mentor from the training team to help you with your assignment. The mentor, as well as guiding you on the company improvement project, will provide support and feedback on the final report.



For further information or to register for these or any course please contact Tanya cpskillnetadmin@cif.ie

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 Safety for Construction Managers, 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 Tanya cpskillnetadmin@cif.ie

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	Spring '24	Autumn '24
Construction Project Resourcing and Cost Management	16, 18, 23, 25, January	20, 22, 27, 29 August
Managing the Technology of Modern and Traditional Construction Works	30 January, 1, 13, 15, February	3, 5, 10, 12 September
Managing Sustainable Construction	20, 22, 27, 29 February	17, 19, 24, 26 September
Contractual and Legal Responsibilities	5, 7, 12, 14 March	1, 3, 8, 10 October
Managing the Quality of Construction Works	9, 11, 16, 18 April	15, 17, 22, 24 October
Project Planning, Control, Monitoring and Risk for Construction	23, 25, 30 April, 2 May	5, 7, 12, 14 November
Managing People in a Professional Construction Context	14, 16, 21, 23 May	19, 21, 26, 28 November
Organisation of the Construction Site	11, 13, 18, 20 June	3, 5, 10, 12 December

For further information or to register for these or any course please contact Tanya cpskillnetadmin@cif.ie

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.



To register for these or any course please contact Tanya cpskillnetadmin@cif.ie

CIOB Chartered Membership Programme Via Webinar

What is it?

This practical course is designed to meet the needs of experienced candidates working in the construction industry who may lack formal qualifications, and is a route to becoming a Chartered Construction Manager (MCIQB) with the Chartered Institute of Building.

CIOB Chartered Membership Programme Webinars

Start date:
Wednesday
10 April 2024

Fee
Skillnet Members: €1,100 including CIOB Exam Fee
Non Members: €1,300

How you are assessed?

Assessment is made via an Open Book Assessment which is carried out at the end of the programme. You will be provided with a construction project scenario and will answer four questions relating to the studied modules. You will be given ten days to submit your answer to the questions through the virtual learning environment, Moodle. This allows you to use the resources of your choice to complete your assessment.

Webinars

Typical duration of each webinar one hour.
Normally six webinars per month.

What topics are covered?

The programme comprises four main topics:

- Construction Technology
- Health, Safety & Wellbeing
- Construction Business Environment
- Management

What are the entry requirements?

Candidates must have at least one of the following to start the course:

- Five years' experience in a Construction Management role or
- Completion of a Level 4 Site Management qualification or
- Technical qualifications such as HNC or HND

How is it delivered?

There are 36 x 1hr webinars covering the course content. Candidates can choose to watch these live online, or view them at their convenience from our resources library. Classes are usually every Wednesday, with an occasional Friday class. Candidates joining the programme after the start date can also easily catch up by viewing the recordings. There are also live sessions prior to the final assessment and one after the assignments are released. Supporting reading material, past questions, copies of the presentations and links to useful publications and websites are also provided. Every candidate gets a one to one video call with the tutor for each of the four Modules to review progress and answer any individual questions.

1. Health, Safety & Wellbeing	2. Construction Technology	3. Construction Business Environment	4. Management
<ul style="list-style-type: none"> • H&S Introduction & Legal • Overview • Risk Management • CDM Regulations (UK)/ Construction Regulations (Ireland) • Accidents • Asbestos 	<ul style="list-style-type: none"> • Planning & Building Control • Geotechnical • Foundations • Superstructures & Cladding • Alterations & Refurbishment • Maintenance • Modern Methods of Construction • Services • BIM • Fire Safety 	<ul style="list-style-type: none"> • The Environment – An Introduction • Construction Site Environment • Procurement • Sustainability in Construction • Cost Planning • Valuation & Final Accounts • Contract Administration • Contract Law • Dispute Resolution 	<ul style="list-style-type: none"> • Planning & Programming • Ethics & Corporate Social Responsibility • Managing People • Managing Teams • Managing Quality • Communications • Digital & Innovation • Managing Supply Chain • KPIs & Lean Construction <p>Additional webinars are provided for Induction, Assignment Guidance, Exam Preparation and an Exam Workshop.</p>

For further information or to register for these or any course please contact Tanya cpskillnetadmin@cif.ie

Certified Programmes

SPA in Mechanical, Electrical and Plumbing - BIM

Starts:
16 January 2024

Fee

Skillnet Member: €1,365

Non Member: €1,950

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 January 2024 to May 2024, and one night per week (Tuesdays) from September 2024 to December 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

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.

Certified Programmes

Level 8 Micro-credential in Strategic Co-ordination and Collaboration

When:

The programme starts on 01 March 2024 (Induction) and then runs one day per week (Friday) for 13 weeks.

Fee

Skillnet Member: €1,300

Non Member: €1,875

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.

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.

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 in person for one or more additional days.

Certified Programmes

Level 8 Micro-credential in Strategic Supply Management

When:
This programme starts on 01 March 2024 and runs one day per week for 13 weeks.

Fee

Skillnet Member: €900
Non Member: €1,295



Understand the changing construction and supply chain ecosystems of Modern Methods of Construction (MMC) and their impact on strategic supply management.

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 from a supply management perspective.

Target audience

Project Manager, Contracts Manager, Purchasing Manager – basically those responsible for ensuring the timely supply of product to site and the co-ordination of MMC Projects

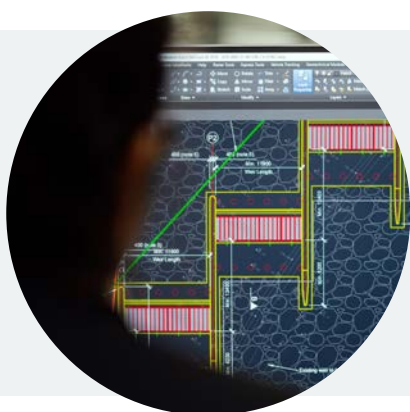
Aim

The aim of the Level 8 Micro-credential in Strategic Supply Management for MMC is to develop learners' understanding of how MMC will shape and affect decisions for the operation and sustainable growth of a construction or related organisation and build competitive advantage through strategic supply management.

Objectives

The objectives of this certificate programme are to:

- Identify the concepts, practices and frameworks that apply to Modern Methods of Construction
- Examine the direct impact of MMC on procurement and supply chain drivers to achieve organisational goals
- Analyse the enablers of procurement and supply chain management for the adoption of MMC
- Appraise the key issues and concepts in developing a procurement and supply chain strategy in planning for an MMC project
- Appraise the value of information and communication in MMC supply chain networks
- Discuss the principles of building a sustainable procurement and supply management system



Assessment: Assessment is by one interdisciplinary researched, written project reviewing the effectiveness of the supply management of a Modern Methods of Construction project.

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

Management Development Training

Engage in
Great Coaching
Conversations

3 day course
5, 6 and 26 March 2024
9am – 5pm

Fee
Skillnet Member: €725
Non Member: €875

Content

Day 1

Introduction

- Introduction to the programme
- Individual introductions and learning Goals for the programme
- Develop a Learning Contract

Role of leader/manager

- The role and responsibility of a manager/leader in today's world of work
- Define coaching/mentoring
- Using different styles on the coaching continuum
- Stay & Grow conversations and enhancing performance conversations

Skills Development

- The Interpersonal Effectiveness Model
- Listening skills with practice and introducing questioning skills
- Introduce a structure for great conversations: tGROW Model
- Live demonstration of using coaching skills
- Practice tGROW model with support and feedback

Transfer of learning

- Stages of Learning – taking it back and practising the skills with a coaching buddy
- Learning review and transfer – learning log

Day 2:

Check in and reflection

- Learning review from yesterday & check in

Dynamics of Communication

- Understanding the dynamics of communication - Transactional Analysis
- Questioning and developing skills to provide clean feedback

This programme helps you get the most out of your staff through having constructive conversations with them. Learn how to:

- Use different styles on the coaching continuum
- Listen effectively
- Effectively use the tGROW model
- Develop your communication skills
- Create an environment for improved performance by having great conversations

Practice session

- Coaching stay/grow conversations – Practice tGROW and receive feedback

Reflection

- Learning review and transfer – learning log

Establish Coaching Buddies to practice coaching skills between workshop 1 and 2 as a self-directed learning mechanism and way to integrate skills

Day 3:

Check in, reflection and refresh skills

- Learning review & check in – success and challenges with practice since last month
- Refresh skills using a coaching style - tGROW Model
- Practice tGROW model with support and feedback

Enhanced Performance Conversations

- Creating and environment for improved performance
- How to avoid psychological games - Drama Triangle and stepping into the Winners Pyramid
- Direct Communication and Respectful Challenge conversations /Enhancing performance – using tGROW +3 part assertive model and clean feedback

Skills Practice session

- Focus on performance challenges / Direct communication and respectful challenge conversations

Reflection

- Learning review and transfer – learning log
- Review of programme and reflection

Continue Coaching Buddies practicing coaching skills for the next three weeks as a self-directed learning mechanism and a way to integrate skills

Participants are encouraged to embed skills and learning with coaching buddy and on the job

For further information or to register for these or any course please contact Tanya cpskillnetadmin@cif.ie

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.

To register for these or any course please contact Tanya cpskillnetadmin@cif.ie

Lean Six Sigma Yellow Belt

22nd and 29th January or
16th and 23rd September

9am – 5pm

Fee

Skillnet Member: €195
Non Member: €225

Lean Six Sigma Green Belt

5th, 12th, 19th, 26th,
February and 4th March or
30th September, 7th, 14th,
21st, 28th October

9am – 5pm

Fee

Skillnet Member: €175
Non Member: €225

- 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.

On this course you will learn:

- the methodology of Lean Sigma
- how to practise some of the core methods
- how to build the capability to be able to:
 - » Analyse process improvement potential
 - » Select, review and evaluate Lean Sigma projects
 - » Lead or assist process improvement projects
 - » Participate in developing Lean Sigma programmes

- 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

Technical Training



BIM Project Information Management

20 March 2024

9am – 1pm

Fee

Skillnet Member: €60

Non Member: €95

- The aim of this course is to provide participants with a thorough understanding of BIM & Digital Construction procedures and standards and an understanding of the roles and responsibilities of project stakeholders in the delivery of projects using ISO19650 Information Management standards.

On completion of this course participants will have an in-depth knowledge of ISO19650 and the following topics:

- General principles
- Industry transition to ISO19650
- ISO19650-2:2018 Process Flow
- Information Management Functions
- Appointing Party Documents
- Appointed Party Documents
- Project Checklist
- Common Data Environment Principles

The target audience includes:

- Contract/ Project Managers
- BIM Manager/ Information Manager
- Estimating Team
- Health & Safety Team
- Tender & Submissions Team
- Pre-Qualification/ Pre-construction Team
- Procurement
- Quantity Surveyors
- Site Managers /Foreman/ Site Engineers

Green Procurement

01 May 2024
22 October 2024

9am – 4pm

Fee

Skillnet Member: €225

Non Member: €255

All procurement using public funds now need to include green criteria. Similarly many investors and clients in the private sector are now also moving to include green criteria in their projects. This training day will give you an overview of what your company needs to prepare for Green Procurement in line with Irish and EU policy and legislation.

You will learn:

- What is green procurement?
- Who is required to implement Green Public Procurement (GPP)
- The types of evidence you will need to provide in the public tendering process
- The ten steps your company needs to take to prepare for GPP
- How to do a life-cycle cost analysis
- How to set up a resource efficient construction site
- How to incorporate GPP into your existing policies and procedures

Attendees are invited to submit some real-life examples to be used during the training.

Number of participants is limited to a maximum of 20.

For further information or to register for these or any course please contact Tanya cpskillnetadmin@cif.ie

Technical Training

Green Procurement for Tender Respondents

15 February 2024
or
11 November 2024
9am – 5pm

Fee

Skillnet Member: €225

Non Member: €255

The aim of this programme is to give a perspective on green procurement in the context of carbon reduction, ISO50001, the circular economy and green public procurement guidelines that have been in place since 2023.

On completion participants will be able to:

- Review their companies' environmental impacts at a high level
- Focus on areas of significance
- Apply EU GPP Guidelines when preparing tenders (EPA Green Public Procurement Guidelines for the Public Sector are based on these)
- Measure the impacts for continuous improvement
- Respond to tenders showing how the company meets green public procurement requirements



Interpersonal and Communication Skills

Business Writing and Email Etiquette

25 January, 10 April,
10 May, 18 June, 20 August,
03 October or 14 November

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



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.

Communication Skills I for Safety Officers

08 February, 27 May,
11 September or
04 December
9.30am – 12.30pm

Fee
Skillnet Member: €125
Non Member: €160

Fee for Communication Skills I & II on the same day:
Skillnet Member: €230
Non Member: €295

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
- Influence people, read body language, respond quickly and be assertive

Communication Skills I for Site Supervisors

06 February, 08 May,
04 September or
26 November
9.30am – 12.30pm

Fee
Skillnet Member: €125
Non Member: €160

Fee for Communication Skills I & II on the same day:
Skillnet Member: €230
Non Member: €295

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 Safety Officers

08 February, 27 May,
11 September or
04 December
1.30pm – 4.30pm

Fee
Skillnet Member: €125
Non Member: €160

Fee for Communication Skills I & II on the same day:
Skillnet Member: €230
Non Member: €295

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 II for Site Supervisors

06 February, 08 May,
04 September or
26 November
1.30pm – 4.30pm

Fee
Skillnet Member: €125
Non Member: €160

Fee for Communication Skills I & II on the same day:
Skillnet Member: €230
Non Member: €295

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

Negotiation Skills

11 January 2024,
30 April 2024,
28 August 2024 or
11 November 2024
9am – 4.30pm

Fee

Skillnet Member: €230
Non Member: €295

This programme presents strategies for negotiating in business and daily situations. It covers techniques for developing a negotiation plan, evaluating the opposition, and taking advantage of body language, props, timing, and questions. It presents strategies for gaining control in negotiation situations and effective methods of getting past obstacles. This programme will explore various approaches to successfully closing a negotiation. Several everyday negotiation scenarios are explored, with tips for effective practical negotiation techniques to apply to these situations.

You will learn:

- How to develop a plan for a negotiation, incorporating methods to enable them to evaluate the opposition.
- The importance of the effective use of language, body language and props will be highlighted and put into practice.
- How to take advantage of timing in negotiations and realise the right questions to ask in progressing a negotiation.

This programme will focus on gaining professional presentation techniques, including a full appreciation of both verbal and non-verbal communication. Participants will design, develop and deliver a presentation and will in turn give and receive constructive feedback to cement the learning experience.

In person. Location: CIF, Construction House, Canal Road, Dublin 6.

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.

Presentation Skills

21 February 2024,
22 May 2024,
10 July 2024 or
23 October 2024
9am – 4.30pm

Fee

Skillnet Member: €230
Non Member: €295

Time Management

20 February 2024,
14 May 2024,
13 August 2024 or
05 November 2024
9am – 4.30pm

Fee

Skillnet Member: €230
Non Member: €295

Managing your time, to meet the needs of internal and external clients and deliver 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.

This 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. You 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.

You will learn how to:

- Create an effective master task list with time estimates and accurate duration
- 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

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

10 & 11 Jan, 10am – 1pm,
16 & 17 Apr, 2pm – 5pm,
6 & 7 Aug, 10am – 1pm or
12 & 13 Nov, 2pm – 5pm
2024

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 for Construction

23 & 24 Jan, 2pm – 5pm,
14 & 15 May, 10am – 1pm,
4 & 5 Sep, 2pm – 5pm or
19 & 20 Nov, 10am – 1pm
2024

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 Tenders, Reports and Pre-Quals

12 March, 10am – 1pm,
6 June, 2pm – 5pm,
8 October, 10am – 1pm or
5 Nov, 2pm – 5pm
2024

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.



For further information or to register for these or any course please contact Tanya cpskillnetadmin@cif.ie

Microsoft Skills

MS Project

7 & 8 Feb, 10am – 1pm,
10 & 11 Apr, 2pm – 5pm,
11 & 12 Sep, 10am – 1pm or
6 & 7 Nov, 2pm – 5pm

Fee

Skillnet Member: €230

Non Member: €295

- Learn how to use Microsoft Project effectively for setting up projects, resource management, tracking progress, reporting and communicating to stakeholders. This one day course covers:
 - Essential Steps for Creating a new Project in Microsoft Project
 - Task Maintenance
 - Task Sequencing
 - Other Task Functions
 - Views
 - Printing
 - Resources
 - Task Types
 - Assigning Resources To Tasks
 - More Views
 - Setting The Project
 - Project Progress



For further information or to register for these or any course please contact Tanya cpskillnetadmin@cif.ie

Free Resources

The Construction Professionals Skillnet has developed a number of Free Resources for the construction industry. They can be accessed here:

Digital Construction Pack

<https://www.cpskillnet.ie/wp-content/uploads/2023/09/Digital-Construction-Pack-11-Compressed.pdf>

The aim of this guide is to bring even the uninitiated reader logically through the pre-construction and delivery of construction projects using digital technology, i.e. digital construction. The contents are clearly marked so you can dip in and out of the sections as they are relevant to you. There are four main sections, other than the introduction and context of the guide. These are:

- First steps in going digital
- Digital construction starter pack
- Standards, policies and guides
- Bidding For Digital Project Delivery

MMC Videos

<https://www.cpskillnet.ie/news/mmc-programme-launch-2023/>

Following the publication of Modern Methods of Construction: Defining MMC Business in April 2022, further research was done on the detail behind the key future workforce requirements. MMC Understanding had been identified as a fundamental requirement in April 2022. During the further research, it was identified that there was a large cohort that need to have a basic understanding of what MMC is and its benefits. It was decided that bite sized videos would be an effective way of getting this information across.

This series of short videos are the result. The nine videos cover:

- Introduction to MMC
- Business Model of MMC
- The Benefits of MMC
- Introduction to DfMA
- Planning for Production
- Roles and Responsibilities in MMC
- Risks of MMC
- The Importance of Interfaces
- MMC Case Studies

The Irish Construction Contracts Act 2013 Overview- Video

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

This short video highlight the key points of the Irish Construction Contracts Act

Constructive Conversations Podcasts

<https://www.cpskillnet.ie/constructive-conversations-podcast/>

For anyone looking to build a successful career in the construction industry, join us as we delve deep and explore the ins and outs, the tools, the trades, and the training needed to not just survive but thrive.

We'll be your guides on this journey, tackling everything from mastering essential skills to staying up to date with the latest industry trends. We'll have candid conversations with industry experts, tradespeople, and educators, providing you with the knowledge and tools to enhance your career in construction.

So, whether you're mixing cement, navigating Modern Methods of Construction, or managing a construction project, Constructive Conversations has something for you. Get ready to build your future, one conversation at a time.

SUBSCRIBE HERE : <https://open.spotify.com/show/1FybiXa5K2xLJE5Ba70Sa2>

