



Canadian Mechanical Contracting Education Foundation



Project Management 2009/2010 Offerings

Dates and Locations

Waterloo, ON – Cut-off date Oct 23rd

Week 1: November 12th to 16th

Week 2: December 10th to 14th

Waterloo, ON- cut-off date March 1st

Week 1: March 18th to March 22nd

Week 2: April 15th to April 19th

The Cost

Course Fee - \$ 2925.00

CMCEF Members - \$ 2600.00

Plus 5% GST

The Fee includes a complete and comprehensive manual, breakfast, and lunch each day.

BN# 867668436 RT 0001

Cancellation Policy

Thirty (30) calendar days prior to start of course—100% refund

Fifteen (15) calendar days prior to start of course—50% refund

Seven (7) calendar days prior to course commencement— No refund

Substitutions can be made up to the day before the course starts.

How To Pay

Visa, MC, Amex, Cheque

Registration

Seating is limited to 24 students!

Please fill out the attached registration form and fax or mail it to:

CMCEF

601-280 Albert St.

Ottawa, ON

K1P 5G8

Phone: (613) 232-5169

Fax: (613) 235-2793

**Registration is not complete until
payment has been received**

For more information please contact

Tania Johnston

eMail: tania@cmcef.org

Website: www.cmcef.org

The **Canadian Mechanical Contracting Education Foundation (CMCEF)** proudly presents the exclusive CMCEF Gold Seal and Blue Seal Accredited Project Management Program. The highly acclaimed program is offered in partnership with the University of Waterloo. The program takes place over a 10-day period and is split into two 5-day sessions. There have been over 20 sessions offered with more than 600 industry managers graduating from the program.

Course Outline

This Gold Seal accredited course is designed to:

- To improve the planning and controlling of your projects, thereby improving your company's bottom line
- Take a business view of projects and take ownership of a project from bid to final payment
- Increase your own project "lessons learned" by learning from experiences of other participants
- Be able and willing to contribute improvements to your company's project management process
- Be better prepared to take Gold Seal examination, if you choose
- Enjoy your projects!

Summary of Course Topics

Over the two week period sessions will be held on:

- Project Administration
- Scheduling
- Managing Individual Differences
- Safety: A Management Perspective
- Change Orders
- Construction Law
- Job Cost Controls
- Meetings and Communication
- Dispute Avoidance and Claims
- Labour Relations: Due Diligence
- Project Completion

Your Instructors:

Part of what is unique in this Project Management offering is that over the 10-day period you will be introduced to 8 different instructors who are all experts in their field of knowledge. You will learn from the best!

In order to receive the course certificate, students **MUST** attend 9 of 10 days. A final assignment must also be completed during class time.

"The Project Management Course offered by CMCEF and the University of Waterloo was very professional in its approach with very well qualified and experienced professionals. I have been associated with the contracting business for more than twenty (20) years. This course is a recommended must for those interested in having a "professional standard" approach to Project Management. Thank you for giving me the opportunity to attend" **Robert Thain, Black and McDonald, Winnipeg, MB**



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Registration Information:

Company Name: _____ Date: _____

Company Address: _____ Company Email: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Student Email: _____

** Due to limited space, registration will be processed on a first come, first served basis. Register early to avoid missing out!*

To Register Please Check: Registrant : \$2925 +GST CMCEF Contributor: \$2600 +GST

Course Name		City	Province	Course Dates
No.	Attendees Name and Email	Sub Total	GST/HST	Total
1		\$	\$	\$
2		\$	\$	\$
3		\$	\$	\$
4		\$	\$	\$

Please Note: Registrations Cannot Be Processed Without Payment

Method of Payment:

- Cheque (Payable to CMCEF)
 Visa
 MasterCard
 American Express
 Invoice Me (Members Only)

Card Number: _____ Expiration: _____

Cardholder Name: _____ Signature: _____

Cancellation Policy: Should it become necessary to cancel your participation, please send written notification to CMCEF 30 days prior to the course start date for a full refund, or 15 days for a 50% refund. Please note that after 7 days there can be no refunds but substitutions will be accepted.

Please Fax This Registration Form to 613.235.2793