



# Canadian Mechanical Contracting Education Foundation Supervisory Program



## Supervisory Program Registration Information

### Date and Location

Week 1: October 26-29, 2010  
Week 2: November 24-26, 2010

Cambridge, ON

### The Cost

Registration Fee: \$ 2320 + HST  
CMCEF Member: \$2100 + HST  
BN# 867668436 RT 0001

### How To Pay

Visa, MC, Cheque

### Registration

Seating is limited to 24 students. A minimum of 15 attendees is required to run the program.

### General Information

All course materials, continental breakfast and lunch are included in the course fees.

For more information please contact  
Tania Johnston  
eMail: [tania@cmcef.org](mailto:tania@cmcef.org)  
Website: [www.cmcef.org](http://www.cmcef.org)

This program would not be made possible without the initial financial support of the following:

**Comstock Canada Ltd.**  
**MCA Hamilton**  
**Great West Life**

The **Canadian Mechanical Contracting Education Foundation (CMCEF)** proudly presents the exclusive Gold Seal Accredited CMCEF Supervisory Program. After much research and countless hours of collaboration with many experts, CMCEF feels that it has the most comprehensive Supervisory program available to the construction industry. This program will take place over a 7-day period and will be split into two sessions; the first will be 4-days, followed several weeks later with a 3-day session. An assignment must be completed between the two sessions.

### Target Audience

The target audience for this course is foremen superintendents working in a supervisory capacity for a Construction Contractor. Apprentices have also indicated that this course is very useful in helping them to understand the role of the foreman and supervisor thus assisting in their day to day routine. This course is designed with the adult learner in mind and emphasizes participant/instructor group interaction.

### Course Outline

**Course content** will include but not limited to the following broad topics:

- **Planning a project**, to include an understanding of the phases of construction, the staffing issues associated with construction, and the documents and protocols governing the construction process.
- **Executing the work**, emphasizing the importance of having key project controls in place to assist in managing the job site as the work is being performed as well the techniques for maintaining jobsite harmony.
- **Monitoring the work**, stressing an understanding of the elements and importance of monitoring the project as the construction progresses from start-up through to close-out.
- **Closing-out a project**, providing an understanding of the steps involved in closing out a project and stressing the importance it has for future projects.

### Course Assessment

**Course Assessment** consists of various assignments and a case study. In total there are seven (7) and will cover the following:

- One group home assignment on *"Production Management"*
- One individual home assignment on *"Prioritizing the Work"*
- One in-class group break-out assignment on *"Tools and Equipment Management"*
- One basic case study on *"Cost Coding"*
- Three assignments on *"Change Orders, Planning and Scheduling Work, and Material Laydown"*

### Your Instructor:

Gary Leaman and/or Guy Brideau will lead the 7 day program. Both Gary and Guy have been instructors, teaching Supervisory courses to the industry for many years. Also, both gentlemen have worked extensively on the development of this program and are extremely familiar with the content.



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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 : \$2320       CMCEF Member : \$2100

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: \_\_\_\_\_

**Please Fax This Registration Form to 613.235.2793**

Special thanks go to course development sponsors:

