



**PERRY**  
EDUCATIONAL  
SERVICES



# About Us



Phil Perry has over thirty years in the Construction industry, most of which was managing industrial projects for general contractors. He has been teaching post-secondary construction management courses for the last thirteen years. Phil

has been facilitating Better SuperVIsion programs since 2009. He has facilitated over six hundred courses, training over four thousand students over the last five years.

Clients include the Edmonton Construction Association, Calgary Construction Association, Independent Constructors and Business Association (BC), Vancouver Regional Construction Association, Ontario Roadbuilders Association, Grand Valley Construction Association, University of Alberta Faculty of Extension, and the Northern Alberta Institute of Technology.

In his spare time, Phil is a Master Course Facilitator for a national sports organization and chaired their national Coaching/Instructional program for four years. Phil was the recipient of the 2018 IG Wealth Management Community National Coaching Certification Program (NCCP) Coach Developer Award, presented to individuals who go above and beyond to develop trained and certified NCCP Coaches.

Isabelle ("Izzy") Perry is an administrative professional with over twenty years of experience working with Microsoft Office. She is a Microsoft Office Specialist Expert, as well as a Microsoft Certified Trainer.

Her experience in various paralegal, corporate and government offices gives her differing perspectives to engage and develop both her and her students' knowledge.

She is passionate about computers and software and brings that passion to her work and her classes.

Izzy served as President of the Canadian Sport Parachuting Association and was on their Board of Directors for five years.

She is a Learning Facilitator and Coach Evaluator certified through the Coaching Association of Canada and the National Coaching Certification Program, and has been teaching people to skydive for twelve years.

Izzy was the recipient of the 2020 Canadian Sport Parachuting Association Cathy Johnson Service Award, in recognition of the outstanding support, contribution and dedication to sport parachuting in Canada.



## Virtual Instructor-Led Training

Perry Educational Services has designed and delivered over six hundred courses - training over four thousand students since 2016. We have worked with over thirty five local construction associations, trade associations and construction companies across Canada - from Vancouver Island, to St. John's, to Inuvik.

In 2020 we successfully pivoted to virtual instructor led training (VILT) using a multi-association common course model. We have partnered with over twenty associations to deliver training to their members on a consistent basis, delivering over two hundred courses - training over thirteen hundred students - using the VILT model.

We develop and deliver train-the-trainer workshops to potential local trainers for newly developed material or existing training material.

We also provide in-house customized construction management and Microsoft Office training for businesses of all sizes which lets you train your employees in the areas you want, using company-specific examples and scenarios, making the training more personal and valuable to your business and employees.

## Hybrid and In-Person Training

A hybrid class mixes in-person and virtual participants. The remote participants will likely be connected individually with their computer, while others may not.

## Document Management

Izzy has over twenty years of experience working with computers to create and edit documents of all kinds, including manuals, proposals, reports, forms, presentations and templates. She has created and edited documentation for national sports organizations, provincial government, and businesses of all sizes in various industries.

Creating a cohesive, on-brand look can be time consuming and difficult. Poorly formatted documents, reports and manuals can distract from what your company is saying. We can transform your company's documentation to create personalized, quality materials that showcase your company's strengths and let your business shine, and let your employees focus on what they need for continued success.

# Our Training Platform

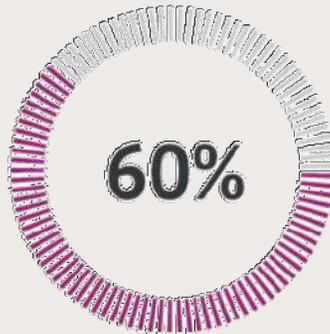


Perry Educational Services has chosen the GoToTraining Learning management system for delivering virtual training. GoToTraining is an easy-to-use web based online training tool that allows us to provide quality virtual instruction to students with all levels of technology experience, from multiple geographic locations.

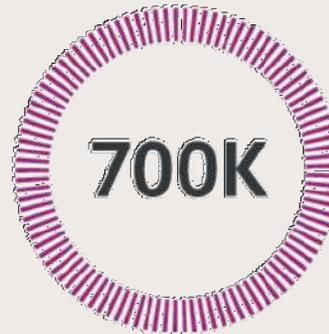
Catering to both remote and hybrid learning scenarios, GoToTraining offers an emphasis on engaging session attendees with collaboration features provided by exclusive technology. Integrated YouTube and Vimeo video sharing, the ability to show learners a live class whiteboard, screen-sharing for both the instructor and students lets us gauge performance and capture feedback in real time. Students have the ability to download the class materials before, during, and after the session by simply clicking a link. Built-in video conferencing, hand raising and chat tools all help to keep participants connected, while the breakout session feature allows smaller class groups to easily splinter off for small group discussion and work, and rejoin the session when finished.

Behind the scenes, GoToTraining makes administration easy. The simple registration process lets us keep registration open until the day before a session. Reports can be generated to gain valuable knowledge about the quality of our training and student experience, which is shared with clients so they can see the benefits of working with Perry Educational Services.

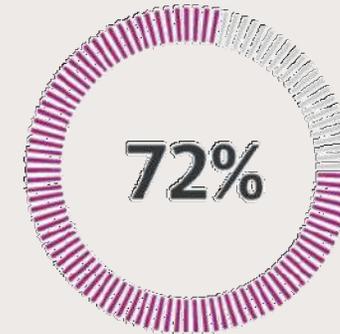
Trainers rate GoToTraining the #1 brand name in the training industry.



60% of organizations saw more than 26% increase in employee productivity with GoToTraining.



Majority rules: over 700K annual trainings with over three million annual attendees.



72% of students rated the GoToTraining experience "Excellent" or "Very Good."



CANADIAN CONSTRUCTION  
ASSOCIATION  
CANADIENNE DE LA CONSTRUCTION

# Course Offerings

## CCA Gold Seal Construction Courses *(1 credit, full day courses unless otherwise noted)*

### **CCDC Contracts 101 (2 Credits)**

The Canadian Construction Documents Committee publishes standard contracts for the construction industry. This two-day course reviews the various CCDC contracts, emphasizing which contracts to use in which situations, and the roles & responsibilities of owners, designers, and constructors.

### **Field Productivity 101**

Contractor success depends heavily on the field production of tradespeople. Lead towards efficiency and start seeing improvements to your bottom line. This course will define field productivity, discuss the effects of low field productivity, and outline approaches to increasing field productivity.

### **Field Scheduling 101**

The aim of this course is to provide tools for scheduling at the site and crew level. Project management and site management (superintendents, general foremen and foremen) influence millions of dollars of construction a year. They must ensure that all resources are being used efficiently with minimal waste, yet they often receive very little in the way of training on how to plan and schedule field activities.

### **Earned Value Management (EVM) for Construction**

Earned Value Management (EVM) is a project planning and control approach which provides cost and schedule performance measurements. It compares actual accomplishment of scheduled work and associated cost against a baseline schedule and budget plan. Its benefits include projections of anticipated project schedule, and cost trends, and the ability to take timely corrective actions for undesired variances. EVM is one of the most powerful and productive concepts used in managing today's complex projects in private, commercial, and government environments.

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.

### **Microsoft Excel for Construction Estimating**

The ability to produce cost estimates efficiently and accurately is a critical step in many construction career paths and a high-demand skill throughout the construction industry. Computer software has become a popular tool for estimating, and Microsoft Excel is the most widely used option. In this one-day course, learn how to produce your estimates more quickly and accurately by harnessing the power of Microsoft Excel.

# Course Offerings (cont)

## **Microsoft Project – Basic**

This course is intended for anyone who is new to, self-taught or has never used Microsoft Project and would like to learn how to use it as a tool to manage their projects.

## **Microsoft Project – Intermediate**

This course will provide an in-depth look at the features of Microsoft Project as a project management tool.

## **CCA Subcontracts 101 (also available in a non-credit half day version)**

Eighty percent of the people managing construction contracts do not read, do not understand or are not following the construction contract in place between the two organizations. This creates problems for both the contractor and the subcontractor (and sub-subcontractor).

The Canadian Construction Association publishes standard documents for the construction industry. This is a workshop on the various CCA subcontracts with an emphasis on the roles and responsibilities of the contractor, the subcontractor, and the sub-subcontractor.

## **PESL non-CCA Gold Seal Construction Courses** *(half day courses)*

### **CCA Subcontracts 101**

(see full day version description)

### **Construction Specs 101**

This is an interactive half-day course that will cover the fundamentals of interpreting construction specifications. The seminar will deal with the basics of reading and interpreting both the general and technical specifications.

### **Construction Drawings 101**

This is an interactive half-day course that will cover the fundamentals of interpreting construction drawings. This course will deal with the basics of interpreting information from plans, elevations, sections, details and notes contained in typical drawings.

### **Getting Paid and Managing Cash Flow in Construction**

The Canadian Construction Documents Committee (CCDC) and the Canadian Construction Association (CCA) publish standard contracts and guides for the construction industry. In this half-day course the payment process in standard contracts will be reviewed along with contract language from non-standard contracts which can delay payment.

## **RTFC - Read the Full Contract – A deep dive into CCDC-2 (2020) Stipulated Price Contract**

The Canadian Construction Documents Committee (CCDC) and the Canadian Construction Association (CCA) publishes standard contracts and guides for the construction industry. In this course, we'll review the bidding process (EOI, RFQ, 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 (2020) Stipulated Price Construction Contract.

## **Managing the Shop Drawings and Submittals**

The process for submitting shop drawings, submittals and samples is key to getting the right materials and equipment

to the right place at the right time. However, many contractors, trade contractors and suppliers are struggling with getting timely reviews of the submittals. This course will review the process from cradle to grave and offer tips and tricks to avoid common mistakes.

## **Managing Change in Construction**

The Canadian Construction Documents Committee (CCDC) and the Canadian Construction Association (CCA) publish standard contracts and guides for the construction industry. In this half-day workshop, the change management process in standard construction contracts will be reviewed along with various forms from CCDC-24 – A Guide to Model Forms.

## **Canadian Construction Association Courses – *Delivered through your local Construction Association***

### **Construction 101 and Beyond (2 Credits)**

The Canadian Construction Documents Committee publishes standard contracts for the construction industry. This two-day course reviews the various CCDC contracts, emphasizing which contracts to use in which situations, and the roles & responsibilities of owners, designers, and constructors.

#### **Who should attend?**

Anyone whose work is described in industry contracts: owners, architects, engineers, project managers, project coordinators, construction managers, superintendents and estimators of all levels. This course is delivered as an in-person course.

### **Construction Ethics (1 Credit)**

For owner/clients, contractors, supervisors, project managers, etc. who must deal effectively and professionally with employees, subtrades, owners, clients, engineers, employers, and the public.

Understand ethics as it relates to the construction industry and learn how to navigate daily ethical grey areas.

- Understand what is included in "ethical behaviour."
- Be aware of the importance of ethics in business.
- Know how to make ethical decisions.
- Recognize ethics in the context of the law.
- Understand the direct link between ethics and a company's success.

## Microsoft Office Courses *(half day courses)*

### **Introduction to Microsoft Teams**

This course is intended for people who want to use Teams for more than just meetings alone, and explore the different features of Teams. Participants will gain efficiency in using many of Team's features to communicate and collaborate within (and beyond) their organization.

### **Microsoft Outlook 365**

This course is intended for anyone who uses Microsoft Outlook. Participants will gain efficiency in using many of Outlook's features to manage email, contacts and calendars.

### **Microsoft SharePoint and OneDrive 365**

This course is intended for participants who want to learn the nuts & bolts of how SharePoint and OneDrive work within the Microsoft 365 Environment. Participants will gain a basic overview of the SharePoint online platform to create and navigate SharePoint sites, and work with documents and libraries. Participants will learn how to use OneDrive to store, share and manage files.

### **Microsoft Excel Basics**

This course is intended for anyone who wants to gain a foundational understanding of Microsoft Excel. Participants will learn how to use the basic features and functions of Excel to create and edit basic spreadsheets.

### **Microsoft Word part 1 (basic)**

This course is intended for students who have little to no familiarity with Microsoft Word. Participants will gain efficiency in using some of Word's features to create and manage professional looking documents.

### **Microsoft Word part 2 (Intermediate)**

This course is intended for those who use the basic features of Microsoft Word, but want to learn more. Participants will gain efficiency in using many of Word's more advanced features to create and manage professional looking documents.

### **Microsoft Word part 3 (Advanced)**

This course is intended for users who want to take their knowledge of Microsoft Word to the next level. Participants will gain efficiency in using many of Word's advanced features to create different types of documents, and collaborate with others.

### **Microsoft PowerPoint 365**

This course is intended for anyone who wants to gain a foundational understanding of Microsoft PowerPoint. Participants will learn how to use the basic features and functions of PowerPoint to create and edit engaging presentations.

All Microsoft Office courses are delivered using the GoToTraining platform, except Introduction to Microsoft Teams, which is delivered using Microsoft Teams. Microsoft Office courses are taught by Izzy Perry, Microsoft Office Specialist Expert and Microsoft Certified Trainer.



# Our Network



# What's Right for You?

## Which Courses will benefit you most?

	Management	Project Manager	Project Coordinator	Project Admin	Estimator	Superintendent	Foreman	Owners	Designers	Administration
<b>INDUSTRY COURSES</b>										
CCDC Contracts 101: Which is the Right Contract for Your Project?	*	*	*	*	*	*		*	*	
CCA Subcontracts 101	*	*	*	*	*	*				
Field Productivity 101	*	*	*		*	*	*			
Field Scheduling 101 – Who Does What When in the Field?	*	*	*		*	*	*			
Earned Value Management (EVM) for Construction	*	*	*	*	*	*		*	*	
Construction Specifications 101		*	*	*	*	*	*			
Construction Drawings 101		*	*	*	*	*	*			
Getting Paid and Managing Cash Flow in Construction	*	*	*	*		*		*	*	
Managing Change in Construction	*	*	*	*	*	*		*	*	
Managing Shop Drawings and Submittals	*	*	*	*	*	*		*	*	
RTFC – Read the Full Contract – A Deep Dive into CCDC-2 (2020)	*	*	*	*	*	*		*	*	
<b>MICROSOFT COURSES</b>										
Microsoft Project 365 - Basic	*	*	*		*	*		*	*	
Microsoft Project 365 - Intermediate	*	*	*		*	*		*	*	
Microsoft Excel for Construction Estimating		*	*	*	*	*				
Introduction to Microsoft Teams	*	*	*	*	*	*	*	*	*	*
Outlook 365 Basics	*	*	*	*	*	*	*	*	*	*
SharePoint and OneDrive 365 Basics	*	*	*	*	*	*	*	*	*	*
Microsoft Word part 1 (Basic)	*	*	*	*	*	*	*	*	*	*
Microsoft Word part 2 (Intermediate)	*	*	*	*	*	*	*	*	*	*
Microsoft Word part 3 (Advanced)	*	*	*	*	*	*	*	*	*	*
Microsoft Excel Basics	*	*	*	*	*	*	*	*	*	*
Microsoft PowerPoint	*	*	*	*	*	*	*	*	*	*

# What our students say

“Izzy was articulate and engaging, thank you. Well done!”

“Another excellent course taught by Phil Perry. Phil is so extremely knowledgeable and able to answer questions that pertain to everyone's area of business, whether small or large, whether you're a designer or contractor...”

**Well done! Phil knows his stuff!**

Content was very informative...I was really pleased with the presenter and the way he took advantage of bringing the client and subcontractor into the various discussions surrounding various scenarios.”

“I have taken a lot of courses online. I really appreciated the pace and tone.”

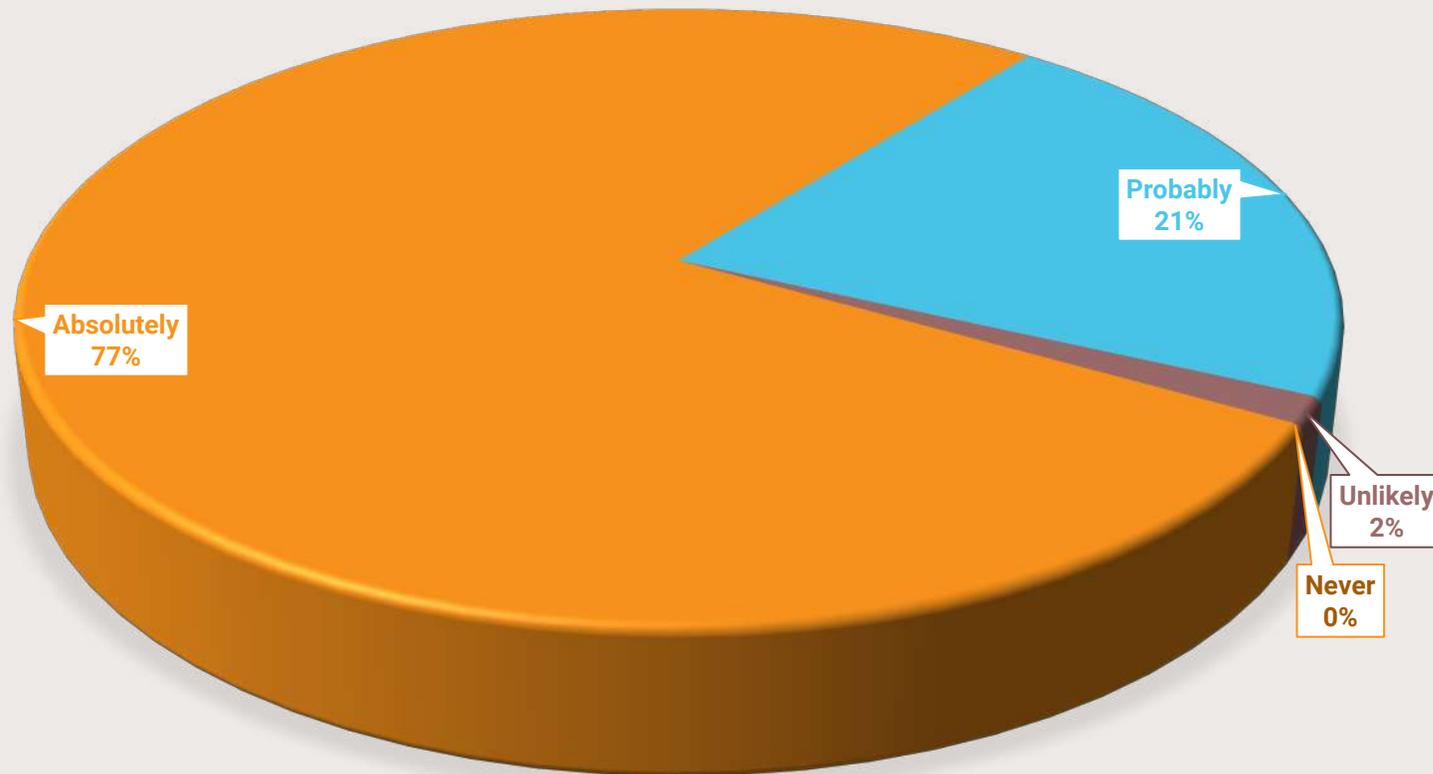
“Once again, I received more information than I could have imagined.”

“Well put together presentation; relatable to the construction industry.”

# What our students say

## STUDENT FEEDBACK - VIRTUAL INSTRUCTOR LED TRAINING (VILT) COURSES APRIL 2020 TO APRIL 2021

"I WOULD RECOMMEND THIS COURSE TO A COLLEAGUE"



Your career.  
Your education.  
Your life.  
**GREATER.**



Parkland County, Alberta

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