

Course Schedule January 2024

All courses are virtual instructor-led training (VILT) using the PESL GoToTraining platform.

Please note all times are in Alberta (Mountain) time.

Date	Time	Course	Facilitator
3-Jan-2024	8 AM - 12 PM	Construction Specifications 101	Phil Perry
3-Jan-2024	1 PM - 5 PM *NOTE: PM COURSE*	Construction Drawings 101	Phil Perry
4-Jan-2024	8 AM - 12 PM	Managing Change in Construction	Phil Perry
9-Jan-2024	8 AM - 4 PM	Earned Value Management for Construction	Phil Perry
9-Jan-2024	8:30 AM - 12:30 PM	Microsoft Word 365 Part 1 Basics	Izzy Perry
10-Jan-2024	8 AM - 12 PM	Managing Shop Drawings	Phil Perry
10-Jan-2024	8:30 AM - 12:30 PM	Microsoft Excel 365 Basics	Izzy Perry
11-Jan-2024	8 AM - 12 PM	CCA Subcontracts 101	Phil Perry
11-Jan-2024	8:30 AM - 12:30 PM	Microsoft Outlook 365 Basics	Izzy Perry
16-Jan-2024	8 AM - 4 PM	Microsoft Project - Basic	Phil Perry
16-Jan-2024	8:30 AM - 12:30 PM	Microsoft SharePoint & OneDrive 365	Izzy Perry
17-Jan-2024	8:30 AM - 12:30 PM	Microsoft Word Part 2 Intermediate	Izzy Perry
17-Jan-2024	8 AM - 4 PM	Field Productivity 101	Phil Perry
18-Jan-2024	8 AM - 12 PM	Getting Paid and Managing Cash Flow in Construction	Phil Perry
23-Jan-2024	8 AM - 4 PM	Microsoft Excel for Construction	Phil Perry
24-Jan-2024	8 AM - 4 PM	Field Scheduling 101	Phil Perry
25-Jan-2024	8 AM - 12 PM	RTFC: Read the Full Contract: A Deep Dive into CCDC-2	Phil Perry
30-Jan-2024	8 AM - 4 PM	Microsoft Project - Intermediate	Phil Perry
31-Jan-2024	8 AM - 12 PM	Construction Specifications 101	Phil Perry
31-Jan-2024	1 PM - 5 PM *NOTE: PM COURSE*	Construction Drawings 101	Phil Perry
ON DEMAND ONLY		Microsoft Teams <i>(delivered through Teams not GoToTraining)</i> Microsoft PowerPoint 365 Microsoft Word Part 3 Advanced	Izzy Perry

* Blue shading denotes a FULL DAY course, which are also Gold Seal Courses.

**Construction Specifications 101 and Construction Drawings 101 taken together are 1 Gold Seal Credit.

The Microsoft Word courses are three Janarate ½ day courses.







Microsoft Excel Basics and Microsoft Excel for Construction Estimating are two Janarate courses (and are ½ day and full day respectively).

Students should review the course outlines to determine which course(s) they need.

Course Schedule February 2024

All courses are virtual instructor-led training (VILT) using the PESL GoToTraining platform.

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Date	Time	Course	Facilitator
1-Feb-2024	8 AM - 12 PM	Managing Change in Construction	Phil Perry
6-Feb-2024	8 AM - 4 PM	Earned Value Management for Construction 	Phil Perry
7-Feb-2024	8 AM - 12 PM	Managing Shop Drawings	Phil Perry
7-Feb-2024	8:30 AM - 12:30 PM	Microsoft Word 365 Part 1 Basics	Izzy Perry
8-Feb-2024	8 AM - 12 PM	CCA Subcontracts 101	Phil Perry
8-Feb-2024	8:30 AM - 12:30 PM	Microsoft Excel 365 Basics	Izzy Perry
13-Feb-2024	8 AM - 4 PM	Microsoft Project - Basic 	Phil Perry
13-Feb-2024	8:30 AM - 12:30 PM	Microsoft Outlook 365: Beyond the Inbox	Izzy Perry
14-Feb-2024	8 AM - 4 PM	Field Productivity 101 	Phil Perry
14-Feb-2024	8:30 AM - 12:30 PM	Microsoft SharePoint & OneDrive 365	Izzy Perry
15-Feb-2024	8 AM - 12 PM	Getting Paid and Managing Cash Flow in Construction	Phil Perry
15-Feb-2024	8:30 AM - 12:30 PM	Microsoft Word Part 2 Intermediate	Izzy Perry
21-Feb-2024	8 AM - 4 PM	Microsoft Excel for Construction 	Phil Perry
22-Feb-2024	8 AM - 12 PM	RTFC: Read the Full Contract: A Deep Dive into CCDC-2	Phil Perry
27-Feb-2024	8 AM - 4 PM	Field Scheduling 101 	Phil Perry
28-Feb-2024	8 AM - 4 PM	Microsoft Project - Intermediate 	Phil Perry
29-Feb-2024	8 AM - 12 PM	Managing Change in Construction	Phil Perry
ON DEMAND ONLY		Microsoft Teams <i>(delivered through Teams not GoToTraining)</i> Microsoft PowerPoint 365 Microsoft Word Part 3 Advanced	Izzy Perry

* Blue shading denotes a FULL DAY course, which are also Gold Seal Courses.

**Construction Specifications 101 and Construction Drawings 101 taken together are 1 Gold Seal Credit.

The Microsoft Word courses are three Janarate ½ day courses.

Microsoft Excel Basics and Microsoft Excel for Construction Estimating are two Janarate courses (and are ½ day and full day respectively).

Students should review the course outlines to determine which course(s) they need.

Course Schedule March 2024

All courses are virtual instructor-led training (VILT) using the PESL GoToTraining platform.

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Date	Time	Course	Facilitator
5-Mar-2024	8 AM - 12 PM	Construction Specifications 101	Phil Perry
5-Mar-2024	1 PM - 5 PM *NOTE: PM COURSE*	Construction Drawings 101	Phil Perry
6-Mar-2024	8 AM - 4 PM	Earned Value Management for Construction	Phil Perry
6-Mar-2024	8:30 AM - 12:30 PM	Microsoft Word 365 Part 1 Basics	Izzy Perry
7-Mar-2024	8 AM - 12 PM	Managing Shop Drawings	Phil Perry
7-Mar-2024	8:30 AM - 12:30 PM	Microsoft Excel 365 Basics	Izzy Perry
12-Mar-2024	8 AM - 12 PM	CCA Subcontracts 101	Phil Perry
12-Mar-2024	8:30 AM - 12:30 PM	Microsoft Outlook 365 Basics	Izzy Perry
13-Mar-2024	8 AM - 4 PM	Microsoft Project - Basic	Phil Perry
13-Mar-2024	8:30 AM - 12:30 PM	Microsoft SharePoint & OneDrive 365	Izzy Perry
14-Mar-2024	8 AM - 12 PM	Getting Paid and Managing Cash Flow in Construction	Phil Perry
14-Mar-2024	8:30 AM - 12:30 PM	Microsoft Word Part 2 Intermediate	Izzy Perry
19-Mar-2024	8 AM - 4 PM	Field Productivity 101	Phil Perry
20-Mar-2024	8 AM - 4 PM	Microsoft Excel for Construction	Phil Perry
21-Mar-2024	8 AM - 12 PM	RTFC: Read the Full Contract: A Deep Dive into CCDC-2	Phil Perry
26-Mar-2024	8 AM - 4 PM	Field Scheduling 101	Phil Perry
27-Mar-2024	8 AM - 4 PM	Microsoft Project - Intermediate	Phil Perry
ON DEMAND ONLY		Microsoft Teams <i>(delivered through Teams not GoToTraining)</i> Microsoft PowerPoint Microsoft Word Part 3 Advanced	Izzy Perry

* Blue shading denotes a FULL DAY course, which are also Gold Seal Courses.

**Construction Specifications 101 and Construction Drawings 101 taken together are 1 Gold Seal Credit.

The Microsoft Word courses are three Janarate ½ day courses.

Microsoft Excel Basics and Microsoft Excel for Construction Estimating are two Janarate courses (and are ½ day and full day respectively).

Students should review the course outlines to determine which course(s) they need.

Course Schedule April 2024

All courses are virtual instructor-led training (VILT) using the PESL GoToTraining platform.

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Date	Time	Course	Facilitator
2-Apr-2024	8 AM - 12 PM	Managing Change in Construction	Phil Perry
3-Apr-2024	8 AM - 12 PM	Construction Specifications 101	Phil Perry
3-Apr-2024	1 PM - 4 PM *NOTE: PM COURSE*	Construction Drawings 101	Phil Perry
4-Apr-2024	8 AM - 12 PM	Managing Shop Drawings	Phil Perry
9-Apr-2024	8 AM - 4 PM	Earned Value Management for Construction	Phil Perry
9-Apr-2024	8:30 AM - 12:30 PM	Microsoft Word 365 Part 1 Basics	Izzy Perry
10-Apr-2024	8 AM - 4 PM	Microsoft Project - Basic	Phil Perry
10-Apr-2024	8:30 AM - 12:30 PM	Microsoft Excel 365 Basics	Izzy Perry
11-Apr-2024	8 AM - 12 PM	CCA Subcontracts 101	Phil Perry
16-Apr-2024	8 AM - 4 PM	Field Productivity 101	Phil Perry
16-Apr-2024	8:30 AM - 12:30 PM	Microsoft Outlook 365: Beyond the Inbox	Izzy Perry
17-Apr-2024	8 AM - 4 PM	Microsoft Excel for Construction	Phil Perry
17-Apr-2024	8:30 AM - 12:30 PM	Microsoft SharePoint & OneDrive 365	Izzy Perry
18-Apr-2024	8 AM - 12 PM	Getting Paid and Managing Cash Flow in Construction	Phil Perry
18-Apr-2024	8:30 AM - 12:30 PM	Microsoft Word Part 2 Intermediate	Izzy Perry
23-Apr-2024	8 AM - 4 PM	Field Scheduling 101	Phil Perry
24-Apr-2024	8 AM - 4 PM	Microsoft Project - Intermediate	Phil Perry
25-Apr-2024	8 AM - 12 PM	RTFC: Read the Full Contract: A Deep Dive into CCDC-2	Phil Perry
ON DEMAND ONLY		Microsoft Teams (<i>delivered through Teams not GoToTraining</i>) Microsoft PowerPoint Microsoft Word Part 3 Advanced	Izzy Perry

* Blue shading denotes a FULL DAY course, which are also Gold Seal Courses.

**Construction Specifications 101 and Construction Drawings 101 taken together are 1 Gold Seal Credit.

The Microsoft Word courses are three Janarate ½ day courses.

Microsoft Excel Basics and Microsoft Excel for Construction Estimating are two Janarate courses (and are ½ day and full day respectively).

Students should review the course outlines to determine which course(s) they need.