



# Construction, Business & Project Management Course Catalogue (Training Outlines)

**Delivered by:** NexLev Solutions Inc. in collaboration with multiple Associations (over 15 years of experience & student references)

**Version Date:** Feb. 19, 2024

**Locations:** Regina and Saskatoon, SK

**Delivery Method:** Blended Learning (both in-class & Cyberschool)

**Certified Materials:** certified by [CCA](#) and [PMI](#)

**Training Website:** [www.nexlevinc.com](http://www.nexlevinc.com)

**For any Questions or to Contact us at anytime:**

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## Training Courses Summary Table

Course ID#	Course Title	In-Class # Hrs	Online # Hrs	Cost (\$)
1	Project Management Fundamentals	8	8	950
2	Advanced Project Management	16	24	2000
3	Work Breakdown Structure and Scheduling	8	8	950
4	Change Control & Risk Management	8	8	950
5	Conflict Resolution	8	NA	600
6	Supervisors/Foreman	24	NA	1500
7	Leadership	24	NA	1500

\* Note 1: duration of Online courses are for 3 months (with free extensions available)

\*\* Note 2: CanSK Job GRANT requires a minimum of 24 hrs of class time (multiple classes, both In-class & Online can be combined)

\*\*\* Note 3: for class dates in your area, please refer to Spring Training Calendar

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## Executive Summary

NexLev Solutions Inc. (NexLev) is thankful to provide an opportunity to enhance Project Management culture and form partnerships. NexLev has experience and expertise in Construction and Business Management and is driven to help make the Trades/Manufacturing/Construction Industries get recognized more as a Profession and act as a springboard into other industries as required.

Every person on the job has experience in project management; however the understanding, methodologies followed, disciplines and approach may not be the same. NexLev consulting and training is based on global best practices and methodologies taught by expert consultants and trainers recognized internationally. The content and approach has been successfully delivered for over 10 years and is certified/backed by global leading Associations. We successfully have delivered to all levels of training across multiple industries, thus with a high variety of expectations (front line people without formal education to top senior executives).

Things that we pride ourselves on include: World Class Instructors, Certified/Backed manuals and templates, In-Class and Online approach (“blended training”), Online software speed and simplicity, test question data-banks, networks and alliances and continued improvement and evolution.

Increase “probability of success” and establish consistent work practices, language, approach and thus ability to help manage stakeholder expectations. Integrate our teaching, tools, templates and techniques with basic projects (\$5,000) or complex projects (\$100 million plus).

## Training Overview

NexLev Solutions is a training company specializing in business, leadership and project management training and consulting. Specialized industry verticals include construction, manufacturing, infrastructure development and digital. NexLev also has experience and expertise in consulting and the delivery of customized business/project systems and frameworks with a focus on people, process, technology and value – for all types of roles and industries.

NexLev has a national reputation of hosting workshops that are actively sought after. We are not a training institute, we don’t lecture - we live for collaborative knowledge transfer with adult employees and we make an immediate impact in the way project type work gets done. We also disrupt the market with our customized pricing, unparalleled quality and quality of the instructor. We are backed by leading Professional Associations and Organizations and primarily teach through them (part of an elite list of pre-qualified vendors across Canada).

Our workshops provide a common language and structured, repeatable approach that is aligned with globally accepted best practices and followed by all roles at all levels (across all industries). All businesses want work to flow easier with consistent

expectations. Our framework does this through workflow, guidebooks, tools, templates, and techniques that deliver a combined personal skill-set and formal toolbox. Our Framework has been taught to hundreds of companies for over fifteen years across Canada. It is approved, recognized and based on global leading PMBOK ([www.pmi.org](http://www.pmi.org)) plus other methodologies (e.g. ISO 9000, Six Sigma, LEAN, Journeyman/Gold Seal, FITT, Agile, RUP).

A tremendous differentiator of any course are the facilitators. Jason Tratch ([www.jasontratch.com](http://www.jasontratch.com)) and Darlene South ([linkedin.com/in/darlene-south](https://www.linkedin.com/in/darlene-south)) are the primary authors and instructors of all courses in this program. They are experts in their fields with multiple certifications, degrees, awards and both direct field-experience and training-experience. They actively use frameworks in their businesses (so not only teach but consult). They speak at Masters courses, colleges, conferences, seminars and trade delegations. They love to coach and educate with unmatched passion, energy, and desire to share and grow professionalism and lower stress and risk within working environments. They have over forty years of teaching experience in private and vocational college levels.

## Blended Training Approach

A unique advantage of our style of training is the blended approach. The courseware is delivered through multiple approaches, including:

- a) In-class “face-to-face” workshops that aligns with Online courseware
- b) Private tutorials (live instructor appointments available for Q&A, etc.)
- c) Peer/student networks (access others through our Educational Portal)

Studies have shown that blended learning approach facilitates a simultaneous independent and collaborative learning experience. This increases student satisfaction and success. Typical management training at this level of quality takes weeks and costs over \$5,000; many companies find that too expensive and impossible to let employees take high amounts of consecutive days not at the office. Our quality and custom prices provide value that we will stand behind and compare to anyone across Canada.

The in-class content follows and aligns directly with the online course. Thus, after completing the class, students can go at their own pace and delve into the online course to increase understanding, retention, etc. The online course contains comprehensive details, examples, diagrams, videos, templates, exercises, tests, mind maps, games, links, etc. Instructors are also readily available through chats, email, forums or “live” weekly tutorials.

The online course has navigation designed to allow students to highly customize their learning approach (speed, focus, level of options, gamification, location, time). The online course was designed by cyber school experts and PhDs (University grade quality). Interactive tests draw from large question banks (over 1000 questions) to provide

students with an ever changing self-assessment (test questions change each time test is taken).

## Supplementary Brochures

NexLev has a repository of brochures available such as: Overview, Benefits, Author, Certifications, Who Attends, Testimonials, References, PMP Test Guarantee, Online Demo, etc.

For complete brochure access please visit: <http://nexlevinc.com/blended-Home>

## Training History

NexLev is a Project, Business Management and Technology Services company with core capabilities in training and consulting. NexLev has deployed custom solutions for international organizations in construction, manufacturing, mining, legal, health care, environmental, digital and advanced cleantech sectors. NexLev Solutions Inc. is a subsidiary of the Canadian-based Galex Group of Companies.

NexLev is unique in our diverse and robust offering of expertise. The proven experience in NexLev stems from expertise of Project Management Professionals (PMP), PhD's in various areas of specialization, a multi-discipline Engineering team and customized development tools and techniques. The NexLev approach to professional development is innovative in the ability to combine both in-class and Online tools and techniques. The NexLev Online Program (content, design and platform) is recognized as “professional cyberSchool quality standard” and dramatically increases levels of retention and desire to access the content.

NexLev conducts extensive knowledge transfer to students based on globally accepted best practices. NexLev consultants are continuously upgrading skills to offer training and business solutions that focus on advanced methodologies and combine best practices from systems such as: Project Management Institute, ISO 9000, Six Sigma, LEAN, Canadian Construction Association and Forum for International Trade Training (FITT). NexLev's trainers are passionate to identify and recommend solutions for business problems.

### **Certifications (designations) of the teachers include:**

- Journeyman, PMP, PAg, Six Sigma, ISO, TQM, Market Entry, BSc., BSA,

### **Sample list of customers taught (within SK) include:**

- Associations (Construction, Mining, Manufacturing, Agrology, Indigenous Economic Development, Innovation, Trade, Water & Wastewater, Export & Trade, PMI, Advanced Technology, Engineering)
- Saskatoon Health Region
- University of Saskatchewan
- STC – Saskatoon Tribal Council
- Cameco
- WMCZ Law Firm
- Saskatoon Business College
- DeBeers

- School of Public Policy
- Graham Construction
- Merit Construction Association
- Saskatoon Construction Association
- Canadian Mats System Inc
- Miller Hopper Bottoms
- Urban Edge Development
- Cigar Lake Mine
- Federal Government Departments – Ottawa
- Provincial Ministry Departments (SK, and Ontario)
- Points Athabasca
- Business Development Canada (BDC)
- Case New Holland
- Bioriginal

Reputation and recognition comes from multiple leading Associations, Governments, Companies, Universities, etc. Over the past 15 years, NexLev has delivered training across Western Canada in various industries, departments and types of roles. A key benefit is the ability for the instructors to be flexible and include “real-world scenarios” that they include directly within the classes based on “live-student requests”. Typical Institution-based courses generally do not include online courseware, tutorials or instructors with the same level of direct experience & expertise. NexLev strongly backs and supports the value delivered and will quality/price guarantee it across Canada.

## Course 1 - Project Management Fundamentals

**Total Duration: 8 hours (1 day) In Class, plus 8 hours Online Cyberschool (3 month licence)**

### Course Overview

This course is designed to provide knowledge and skills necessary to successfully understand the framework of project management. Project Management is a formalized, structured approach that is integral to how an organization functions. Projects have become increasingly complex and in order to meet objectives successfully project processes have become critical to project execution. This course covers both knowledge and practical tools and relates everything to the understanding of foundational processes, systems and methodologies.

### Key Outcomes

Upon completion of this course, participants will be able to:

- Demonstrate a more formalized understanding of project management terminology and associated methodologies, tools and techniques
- Understand the project lifecycle and how to break it down into smaller more manageable knowledge areas/stages/phases
- Develop basic templates for the entire project lifecycle
- Understand how to kick off a project and set it up following best practices and a standardized, repeatable approach
- Work with Business Partners to develop content of deliverables
- Identifies all project dependencies and risks, ensuring they are effectively managed
- Negotiate and issue project documentation as agreed to by Sponsor and involved Stakeholders

### Content

The approach described within this manual is based on both field experience and best practices. The primary methodology referenced is from the Project Management Institute (PMI). This approach is globally recognized and followed. This content has been approved and certified by the Project Management Institute. It provides 8 PDUs towards maintaining the credits for your PMP Certification (PMI CCRs). The intended audience for this content can be very diverse and include all members of a project team and all levels of experience.

### Table of Contents

#### Introduction

- Welcome
- Overview
- Purpose Of This Course
- Workbook Structure And Content

#### What Is Project Management

- Defining A Project
- Project Management Competency
- Value Of Project Management
- Benefits Of A Project Methodology

#### Project Framework

- Project Life Cycle
- Project Process Groups
- Project Management Knowledge Areas

#### **Setting Up A Project**

- Project Stakeholders
- Organization Structures
- Roles And Responsibility
- Project Documents

#### **Main Focus In A Project**

- PM Triangle
- Causes of Project Failure
- Causes of Project Success

#### **Appendices and Exercises**

- Project Definitions
- Project Templates
- Local Project Management Associations and Readings
- Project Management Framework
- Project Competencies
- Project Exercises



## Course 2 - Advanced Project Management

**Total Duration: 16 hours (2 day) In Class, plus 24 hours Online Cyberschool (3 month licence)**

- **Note: pre-requisite is the Project Management Fundamentals Course**

### Course Overview

This course content was designed to centralize the information that is associated with best practices of Project Management. It is intended that the processes included within will serve as tools and guidelines for the routine activities and responsibilities associated with project management and client interaction. The course offers a descriptive standard of generally accepted principles for project management that have been proven and shown value over time. Information has been detailed from several different perspectives, and provides input on all stages of the project life cycle.

Much focus of this guidebook is on the commonality of activities amongst different types of projects. All projects have similar core elements, which provides an opportunity for collaboration and increased levels of reuse. Ultimately, this results in a standardized vocabulary and delivery methodology, greatly facilitating the communication between all Employees.

This course covers both basic concepts of project management and in-depth essential elements for managing successful projects. Focusing on the globally accepted practices of project management **recognized by the Project Management Institute, Inc. (PMI®) PMBOK® 5th Edition**, this course offers you a standards-based approach to successful project management across application areas and industries.

Typical roles that this book has been designed for people that work on project teams, team leads, project managers, managers involved with projects, among others.

This course describes project management concepts, definitions, life cycles, knowledge areas, inputs, tools, techniques and outputs. It is not a detailed, descriptive policy manual but rather a collection of knowledge, guidelines on how to deliver projects in a standardized, structured approach. The overall goal of this course is to provide knowledge and training based on the correct application of the included theories, tools and techniques to enhance the probability of success of a project.

### Key Outcomes

Upon completion of this course, participants will be able to:

- be prepared to successfully write the PMP certification exam
- initiate a project
- plan, monitor and control project, including work, schedules, costs, quality, staffing, communications, risks, contracts
- develop project schedules, cost estimates and budgets
- analyze project risks
- plan project procurement
- execute project work
- ensure mitigation/contingency plans are in place for identified risks
- provide project management coaching and overall team leadership for project team members

- manage client relationships as they pertain to projects assigned and deal with individuals at all levels of organization
- prioritize and manage own workload and the workload of project team members in order to deliver quality results and meet timelines
- execute project management deliverables within budget and as per the approved project plan
- provide advice and guidance to business partners as required regarding best practices in project management

### **Content**

The approach described within this manual is based on both field experience and best practices. The primary methodology referenced is from the Project Management Institute (PMI). This approach is globally recognized and followed. This content has been approved and certified by Canadian Construction Association and the Project Management Institute. It provides 38 PDUs towards maintaining the credits for your PMP Certification (PMI CCRs). The intended audience for this content can be very diverse and include all members of a project team and all levels of experience

### **Table of Contents**

1. Introduction to Project Management
2. Initiating
3. Planning
4. Executing
5. Monitoring and Controlling
6. Closing
7. Supporting Knowledge Areas
8. Agile And Digital Practices
9. PM Tools and Advancement

Note: Detailed course outline available upon request, this course meets all pre-requisites to challenge the PMP exam, and has 100% passing rate success rate

## Course 3 - Work Breakdown Structure and Scheduling

**Total Duration: 8 hours (1 day) In Class plus 8 hours Online Cyberschool (3 month licence)**

### Course Overview

The Work Breakdown Structure (WBS) gives a snapshot of the high level deliverables and how they are broken down into the lowest level work packages. The WBS can be described as a deliverable oriented hierarchy that defines all the work and only the work of the entire project. It also serves as the platform agreement from which the rest of the project planning will be based on (e.g. estimating costs, resources, timing, etc). Often it is documented as a diagram similar to the concept of a “family tree” diagram.

### Key Outcomes

Upon completion of this course, participants will be able to:

- Oversee the project management process and project deliverables for assigned projects
- Work with business partners to develop content of deliverables
- Take a large level project and break it down into smallest tasks, sequencing the activities
- Overall team leadership for project team members

### Content

The approach described within this manual is based on both field experience and best practices. The primary methodology referenced is from the Project Management Institute (PMI) with customizations from multiple other methodologies (based on work breakdown concepts). It is recommended to align the teachings of this course with an existing methodology that exists within the organization. If a methodology does not exist samples can be provided through custom course development.

### Table of Contents

- 1) Introduction
- 2) What Is a WBS (Work Breakdown Structure)
- 3) Project Lifecycle alignment with a WBS
- 4) Tools and Techniques in developing a WBS
- 5) Templates
- 6) Evolution of a WBS

## Course 4 - Change Control & Risk Management

**Total Duration: 8 hours (1 day) In Class plus 8 hours Online Cyberschool (3 month licence)**

### Course Overview

This course is designed to provide alignment, knowledge, tools and understanding of change management. The focus is how a company can maintain momentum through a transition or change and how to minimize the time spent in the bottom of the “transition curve” and move through the stages easier and quicker. It provides a common framework, tools, templates and techniques based on best practice concepts, methodologies to manage risk (in a formal manner).

### Key Outcomes

Upon completion of this course, participants will be able to:

- Understand fundamentals of change and four phases of change/transition
- Identify steps of change process and choose response strategies
- Identify obstacles to change and how to better manage change
- Change Management tools and techniques
- Improve understanding of the how risk is part of business and how to lead teams to successfully identify, analyze and respond to risk.
- Understand concepts and tools to respond to risk and conduct root cause analysis to understand why the risk occurred and how to learn from it.
- Receive and improve templates, systems, tools & techniques

### Content

The key is for all roles to work from one common, structured approach. Teaching approach varies and is adapted based on class level of knowledge, experience and understanding/retention (e.g. review of manuals, slides, exercises, discussions, etc). The early focus is at a higher strategic level (concepts) how change and risk is part of business and can be broken down into processes and when combined can be integrated into the greater management system. Clarifications occur on risk terminology, types and how to identify, analyze and respond to them. Lifecycles are covered and how to work with others to ensure the change and risk is formally managed (proactive and reactive aspects).

### Table of Contents

- 1) Introduction
- 2) What Is Change Management
- 3) Change Management Phases of Transition
- 4) Change Processes
- 5) Introduction to Risk Concepts
- 6) Risk Management Systems
- 7) Tools and Techniques, Templates and Methodologies

## Course 5 – Conflict Resolution

**Total Duration: 8 hours (1 day) In Class**

### Course Overview

In its simplest form conflict is a disagreement typically stemming from a lack of communication or poor communication. It is a normal and healthy part of any relationship as no two people view the world in the same way. It should not be about right or wrong; but often it is. We make it about winning or losing. We see it as a threat and we respond to conflict based on our perception of the threat as we see it. It is not usually isolated to the present situation; it is a reflection of our past experiences with conflict and the results of that conflict. This workshop explores the “Why” of our personal reactions to conflict, how to stay in the present, take the personal out of the conflict and see the facts not the story. To feel secure in the knowledge the relationship can survive challenges and disagreements.

### Key Outcomes

Upon completion of this course, participants will be able to:

- What we bring personally to conflict.
- How it affects the way we deal with conflict.
- The influence it has on our lives.
- How important it is to deal with conflict.
- Never making it about judgement or being a good or bad person.
- How to positively resolve conflict.

### Content

- Personal definitions of conflict and our responses.
- Sense of Self – How we see ourselves in any conversation, sense of self is vulnerable. One party maybe discussing the situation / issue at hand; but the other may be discussing their fears. To them this is the real conversation.
- State of Mind – How we feel in the moment affects our response to conflict, how to recognize where we are and consider how that maybe affecting our response to conflict
- Perception refers to how we see the world, our actions, emotions, thoughts & feelings are triggered by perception of surroundings & dependent on how threatened we feel.
- Stories – Conflict is not isolated to just the situation at hand, it is based on the past experience. How to differentiate between fact and story
- Phases of conflict, the moment of choice and identifying personal goals of conflict
- Causes of conflict in the workplace, successful resolutions, personal and professional
- Successful resolutions personal and professional

### Table of Contents

- 1) Conflict – What is it, personal definitions, key points
- 2) Perception – Find it
- 3) State of Mind – Be aware of it
- 4) Story – Don’t do it
- 5) Goals – Finding trust
- 6) Safe – Feel or leave it
- 7) Styles – Determine yours

## Course 6 – Supervisors/Foreman

**Total Duration: 24 hours (3 days) In Class**

### Course Overview

Front line supervisors & foreman have the most challenging positions in any organization, yet they often receive very little formal training to supervise. They transition from being a crew member to a management position. They are expected to manage members of a crew they worked with, sometimes for years. They are the highly skilled on the line; but are perhaps not as highly skilled to manage. This workshop delves into skills necessary to deal with the typical management issues in supervision. Roles, hires, leadership, conflict, team culture and training.

### Key Outcomes

Upon completion of this course students will recognize:

- What we each bring to the workplace personally
- Recognizing the impact “personal” has on our ability to manage effectively
- How to maximize the best in ourselves and those we manage
- The importance of behavior in building culture
- Conflict resolution, the part our perceptions play in conflict and where it comes from
- Hires - the good, the bad, and the ugly; what we need in a hire to be productive
- Addressing basic human needs in the workplace as a supervisor
- Employee development strategies for recruitment and retention
- Best practices in hands on site management

### Course Content

- Personal Assessment Report - Behaviors, ability to learn, integrity, work drive, moral code, cognitive attitude – numerical, verbal, reasoning skills, managing task structuring, leadership ability, the view from the crew of supervision
- Defining what we want in a good hire, labor shortage, green employees
- What we bring to the job personally and the impact it has on our leadership
- Conflict, what is it, why does it happen, how to deal with conflict effectively
- Creating a positive team culture, the difference between those who can’t and those who won’t
- Training soft and hard skills necessary for the job on the line and in the office
- Day-to-day site management and best practices

### Table of Contents

- 1) The Industry, The Issues
- 2) Description of a Supervisor
- 3) Hires and Fit
- 4) Baggage and Conflict
- 5) Behavior /Attitude / Personalities
- 6) Employee Development Strategies
- 7) Site Management

## Course 7 - Leadership

**Total Duration: 24 hours (3 days) In Class**

### Course Overview

This training introduces principals of a culture of value. A workplace where employees feel valued, respected and appreciated. When people feel appreciated and valued, they become engaged, motivated and accountable. They are comfortable saying what they think knowing their opinions matter and are respected for the part they play in the company. Communication becomes easier, open and more effective. Personal assessments done in this workshop are especially valuable and lay groundwork for exploring where we come from, why we do what we do, how our personal lives can impact the workplace. This builds appreciation & understanding where others are coming from with practical application of leadership principals and styles.

### Key Outcomes

Upon completion of this course students will recognize:

- If their leadership is not about people, they are not leading people anywhere, the difference between management and leadership
- Management is doing things right; leadership is doing the right thing.
- Management works, it just doesn't work as well as leadership
- The right thing is getting to know your people, value who they are, appreciate the talent they bring to your company
- Find their value, tell them you know their value

### Course Content

- Assessment Report- Managerial Style Testing - Three levels, each with an evaluative report and explanation of aptitude, results, list of strengths and developmental concerns, desirable & undesirable behaviors. Identifying management styles & leadership qualities to direct, motivate, make decisions & ethically, focus on productivity indices & career development component.
- Effective Performance - First Impressions, body language, verbal communication, tone, appearance, posture and their influence on leadership. Etiquette and how it influences people positively, building self-esteem & self-confidence.
- Employee's view of leadership and performance, What they look for in leaders
- Culture, training, mission and vision statements, the importance of each
- Human needs, the pyramid, leadership styles, core principals of leadership, empowerment

### Table of Contents

- 1) What is leadership
- 2) What do we all bring to the workplace
- 3) Basic Human Needs - The Differences, now and then
- 4) The Impressions we Make
- 5) What Matters to Employees
- 6) People Thought &
- 7) Conflict
- 8) Employment Development Strategies
- 9) Leadership Styles and Principals of Good Leadership