



Canadian  
Home Builders'  
Association

**BRITISH COLUMBIA**

**"Building a Better BC"**

# Project Management

This course covers methods to get employees and sub-trades to work together to get the job done on time and on budget while meeting standards for quality and using new and innovative methods and materials. Techniques that will help in planning and scheduling of complex projects, get people working as a team and keeping projects on the path to successful completion are discussed. WHMIS and Residential Construction Waste are also discussed as well as the use of written contracts.

NOTE: Early registration is necessary, as this course will involve the advance receipt and completion of workbook and online quizzes and assignments by way of email, as well as the one-day session to review all material and prepare for writing the examination.

#### Course Content:

- proven traits to successful Project Managers;
- how to ensure tasks get done on time without looking over people's shoulders;
- surefire methods of cost control;
- on the job safety measures;
- the all-important administrative tasks of Project Managers; and
- how site planning can save time and money.

#### Duration:

The online portion constitutes 50% of the final grade and must be completed at least 21 days prior to the in-class session - see the website for full details on all Policies and Procedures, including our Refund Policy.

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**Victoria – Friday September 11<sup>th</sup>, 2009 - 8:30am – 4:30pm**

### Harbour Towers Hotel & Suites

345 Quebec Street  
Victoria, BC V8V 1W4



**Instructor: Warren Jones**

**Members - \$499.00** (Plus GST)

**Non-Members - \$699.00** (Plus GST)

**Deadline for Registration is August 7<sup>th</sup>, 2009**

Please register online at [www.chbabc.org](http://www.chbabc.org) or call  
Lauren at 604-432-7112 for further details.

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**Canadian Home Builders' Association of British Columbia**

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