








# Course Schedule May 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
1-May-2024	8 AM – 4 PM	Earned Value Management for Construction 	Phil Perry
2-May-2024	8 AM – 12 PM	Managing Shop Drawings	Phil Perry
6-May-2024	8 AM – 12 PM	Getting Paid and Managing Cash Flow in Construction	Phil Perry
7-May-2024	8 AM – 12 PM	CCA Subcontracts 101	Phil Perry
7-May-2024	8:30 AM – 12:30 PM	Microsoft Word 365 Part 1 Basics	Izzy Perry
8-May-2024	8:30 AM – 12:30 PM	Microsoft Excel 365 Basics	Izzy Perry
9-May-2024	8:30 AM – 12:30 PM	Microsoft Outlook 365: Beyond the Inbox	Izzy Perry
10-May-2024	8 AM – 4 PM	Microsoft Project – Basic 	Phil Perry
14-May-2024	8 AM - 4 PM	Field Productivity 101 	Phil Perry
14-May-2024	8:30 AM – 12:30 PM	Microsoft SharePoint & OneDrive 365	Izzy Perry
15-May-2024	8:30 AM – 12:30 PM	Microsoft Word Part 2 Intermediate	Izzy Perry
16-May-2024	8 AM – 12 PM	RTFC: Read the Full Contract: A Deep Dive into CCDC-2	Phil Perry
22-May-2024	8 AM - 4 PM	Microsoft Excel for Construction 	Phil Perry
23-May-2024	8 AM - 4 PM	Microsoft Project – Intermediate 	Phil Perry
28-May-2024	8 AM - 4 PM	Field Scheduling 101 	Phil Perry
29-May-2024	8 AM – 12 PM	Construction Specifications 101 	Phil Perry
29-May-2024	1 PM – 4 PM <b>*NOTE: PM COURSE*</b>	Construction Drawings 101	Phil Perry
30-May-2024	8 AM – 12 PM	Managing Change in Construction	Phil Perry
<b>ON DEMAND ONLY</b>		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 separate ½ day courses.







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

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

# Course Schedule June 2024

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

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

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

The Microsoft Word courses are three separate ½ day courses.

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

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