

The professional development seminars enable members to broaden their skill base and learn about trends that are important to their careers. Professional development seminars count towards APEGGA CPD requirements.

We are now offering a choice of a full-day workshop, two-day workshops and half-day sessions. The one-day and two-day workshops provide not only an in-depth examination of the topic, but also the opportunity to reflect on the subject matter. Alternatively, half-day sessions give greater variety and scope.

Dress code: business casual

ONE-DAY WORKSHOP

Friday, April 25

8:30 a.m. – 4:30 p.m.

Problem Solving and Decision Making *Ingrid Lewko*

A full-day workshop covering situation appraisal and problem analysis to make you a stronger problem solver and decision maker. See daily schedule below for more detailed session description.

TWO-DAY WORKSHOPS

Thursday, April 24 and Friday, April 25

8:30 a.m. – 4:30 p.m.

Project Management *Dr. George Jergeas, P.Eng.*

A two-day, four-part workshop introducing the principles and techniques of effective project management. **Each session will work independently from the others and can be attended without having attended the previous session(s).** See daily schedule below for more detailed session descriptions.

Contract Management *Barrie R. Touchings, B.A., LL.B.*

A two-day, four-part presentation covering the legal issues involved in managing a construction or development project. **Each session will work independently from the others and can be attended without having attended the previous session(s).** See daily schedule below for more detailed session descriptions.

THURSDAY, APRIL 25

Morning Half-Day Session choices (Please choose only one)

8:30 – 11:45 a.m.

1a. Project Management – Project Planning and Definition Part 1 *Dr. George Jergeas, P.Eng.*

Learn how to effectively formulate and communicate project plans. (*Part one of a four-part, two-day workshop providing an introduction to the principles and techniques of effective project management.*)

2a. Contract Management – Contract Law Primer

Barrie R. Touchings, B.A., LL.B.

Take part in a broad discussion of basic contract law principles. Learn how contracts are created and explore difficulties when interpreting a contract and when deciding whether someone may be in breach of a contract. (*Part one of a two-day, four-part workshop covering the legal issues involved in managing a construction or development project.*)

3. Selling Skills for Technical Experts

Alice Wheaton

Discover ideas and strategies for connecting with new and current clients. Learn the fundamentals to help make the most out of each client interaction. Logic and reason will support each theory and step.

4. Coaching

Hugh Phillips

In this session, you will learn the five step COACH process and how to utilize it; understand and practice fourteen coaching skills for productive sessions; individualize coaching approaches to meet the needs of the coachee; and practice the skills and processes of coaching.

5. Ethical Practice

Larry Staples, P.Eng.

Review the legal and ethical obligations of APEGGA members, then use newly developed video case studies as the basis for discussion of common ethical dilemmas. Participants will learn about the APEGGA perspective on such situations and about the perspectives of their colleagues.

Lunch Speaker

Stress Management – What About Number One?

Dr. John Paterson

The topic of stress and stress management has been a popular one in professional literature and the speaking circuit since the 1970's. Many people ask the question "Why now?" Sometimes we are stressed because of our perceptions of reality rather than what is actually happening in our own environments.

For over three decades, Dr. Paterson has been talking about stress management techniques and how professionals can look after themselves. Like the message he imparts, his content is light. He aims to relax his audience and demonstrate stress reduction techniques through humor and descriptions of life as he sees it.

Afternoon Half-day Session choices (please pick only one)

1:15 – 4:30 p.m.

1b. *Project Management – Project Planning and Definition Part 2*

Dr. George Jergeas, P.Eng.

Learn how to effectively organize and lead a team. *(Part two of a four-part, two-day workshop providing an introduction to the principles and techniques of effective project management.)*

2b. *Contract Management – Project Delivery*

Barrie R. Touchings, B.A., LL.B.

Examine the alternative methods of project delivery: construction management, design-build, negotiation and bidding. Examine the legal rights and obligations of the owner, the contractor, the subcontractor and the consultant who are engaged in the bidding. *(Part two of a two-day, four-part workshop covering the legal issues involved in managing a construction or development project.)*

6. *Negotiating SOLD OUT*

Loren Falkenberg, Ph.D.

Discover how to improve the dynamics of the negotiation process, in particular how to create and claim value when negotiating agreements, and how to deal with difficult negotiators.

7. *Mental Toughness – The Practice of Confidence SOLD OUT*

Lisa Brown, B.A., M.A.

Master the “power of positive thinking”. Learn and practice core techniques for accessing personal power, will, assertiveness and confidence every day of your life.

8. *Reading Financial Statements*

Larry Wood, B.Comm., M.B.A., C.F.P.

Learn the basics of reading and analyzing financial statements, with particular emphasis on the oil and gas sector. Learn to assess a company’s relative health, its performance over time and increase your knowledge of the shortcomings of financial reporting.

FRIDAY, APRIL 25

Morning Half-Day Session choices (Please choose only one)

8:30 – 11:45 a.m.

1c. *Project Management – Project Implementation Part 1*

Dr. George Jergeas, P.Eng.

Learn about project procurement, building the project team and contract administration.

(Part three of a four-part, two-day workshop providing an introduction to the principles and techniques of effective project management.)

2c. *Contract Management – Project Administration*

Barrie Touchings, B.A., LL.B.

Review the legal implications experienced during the construction or development phase of a project, including administering change orders and directives, giving notice of claims and making claims under bonds or insurance policies. *(Part three of*

a two-day, four-part workshop covering the legal issues involved in managing a construction or development project.)

9. *Problem Solving and Decision Making*

Ingrid Lewko

Learn to apply a proven process for managing complex issues by separating them into workable pieces and setting priorities. Discover the step-by-step process for identifying, analyzing and resolving any problem efficiently and cost effectively. **Note: this is a full-day workshop.**

10. *Goal Setting*

Debora Rothermel

Attaining the success you want in life requires more than daydreaming, desire and even hard work. In this session, explore the five facets necessary to become a master goal setter, and in turn learn how to become the master of your own destiny.

11. *Winning With Difficult People*

Jeanette Kasper

Whiners...antagonists...negaholics...slackards...worse! We all have to work with them and none of us knows what to do about them. What is their problem? An understanding of why they do what they do leads quickly to solutions that work in this fascinating, provocative workshop.

Lunch Speaker

Frogs have it easy – they can eat what bugs them

Jeanette Kasper

Who bugs you? What is it about them that gets you every time? Develop the skills that will dramatically improve your ability to build winning, working relationships with everyone, every day. Learn the words and actions that will establish instant trust, acceptance and cooperation with each person in your life.

Join us for lunch as renowned author and speaker Jeanette Kasper delivers a wacky, wonderful, welcome explanation of why other people are the way they are and what we can do about it.

Afternoon Half-day Session choices (please pick only one)

1:15 – 4:30 p.m.

1d. *Project Management – Project Implementation Part 2*

Dr. George Jergeas, P.Eng.

Learn about contract administration (continued from previous session), project control and dealing with disputes and claims.

(Part four of a four-part, two-day workshop providing an introduction to the principles and techniques of effective project management.)

2d. *Contract Management – Project Delivery*

Barrie Touchings, B.A., LL.B.

Review the legal implications of project delivery. Consider Certificates of Substantial Completion, the rights and responsibilities under the Alberta Builders' Lien Act and the Statutory Declaration dealing with payments for labor and material. *(Part four of a two-day, four-part workshop covering the legal issues involved in managing a construction or development project.)*

12. *Selling Self & Ideas SOLD OUT*

Debora Rothermel

Today, more than ever, individuals need to sell their skills and talents to the organization they work for. Discover the high performance behaviours that accompany this skill set. Learn how to demonstrate your worth as an employee, a team player and a champion of your organization.

13. *Time Management & Personal Productivity Seminar*

Heather Fischer, B.Ed.

Learn how to identify your strengths and weaknesses and tailor a plan of action for greater professional success. Discover tools to effectively manage day to day activities, set goals to obtain your objectives, eliminate distraction and reduce stress and handle all information (email, voicemail, memos, etc.) efficiently.

For detailed information regarding each session, or to register on-line, please visit the APEGGA Web site at www.apegga.org.