

BUILDING PROFESSIONALS

TRAINING



Training Development and Delivery Services

Who Are We?

The Building Professionals Training (BPT) is an organization that focuses on training design, development, and delivery of energy efficient construction training programs.

BPT has been involved in training since 1983, and has trained thousands of installers across Canada and the United States. BPT focuses on a "holistic approach" to training, using innovative methods and techniques for development and delivery. BPT training focuses on the actual "on-site" worker, as his ability has a direct impact on whether a building will function or not. BPT also trains site supervisors, estimator's, foreman, architects, building officials, inspectors and other related individuals in the construction industry.

We use a competency-based approach to learning, helping all individuals to attain the skills necessary to successfully accomplish their goals.

We pride ourselves in meeting your needs by being:

- adaptable and flexible
- quick to respond to industry changes
- innovative
- committed and efficient

We have worked exclusively in training for the energy efficient and building performance industry. We have an understanding of what is required, the challenges, and what is needed to succeed.

Let our experience, our vision and our commitment to excellence take you to the next level. We have been able to focus our efforts and provide cost effective solutions to both existing and new industries.

We are never satisfied. We continue to improve and are not happy with the "status quo". We treat training as a business, and realize you must too. Let BPT provide you with the answers that work, for now and the future.



What is Our Experience?

BPT has experience in all aspects of training and has worked with a number of groups in both development and delivery of training programs.

From individual contractors, industry associations, government agencies and utilities, to community based groups, we have worked with an array of organizations to help meet their training needs.

We have developed courses that are 2 hours long to courses that are 10 months and have also delivered them too.

We have run literally hundreds of short term training programs and have professionally managed over a hundred long term training programs all over North America. We have been able to form partnerships with a number of delivery agents which include colleges, trade unions, other training organisations and industry associations.

If you already have a program, let us manage it for you or perform the delivery. If you want to deliver the program, let us develop the course and provide you the needed assistance to teach you to deliver it yourself.

Some of the clients we have developed training for:

- Canadian Urethane Foam Contractors Association (CUFCA)
- Natural Resources Canada (NRCan)
- National Air Barrier Association (NABA)
- Plasti-Fab
- Cement Association of Canada (CAC)
- Island Lake Tribal Council
- National Building Analyst Association
- Ontario Hydro
- Air Barrier Association of America (ABAA)
- DOW Chemical
- BBA Fiberweb

Some of the clients we have delivered training for:

- Human Resources Development Canada - Building Analyst and Residential Renovations
- Ontario Ministry of Energy - Energy Efficiency Upgrades
- Manitoba Education & Training - Residential and Commercial Renovations and 1st level carpentry
- Atlantic HomeBuilders Renovation Sector Council - Residential Energy Efficient Renovations
- Canadian Urethane Foam Contractors Association (CUFCA) - Sprayed Polyurethane Foam Insulation
- National Air Barrier Association (NABA) - Commercial Air Barrier Systems
- Cement Association of Canada (CAC) - Insulating Concrete Forms
- Plasti-Fab - Enermizer ICF Construction and Structural Insulated Panels
- Air Barrier Association of America (ABAA) - Commercial Air Barrier Systems
- Manitoba Home Builders Association - Master Builder Program

customized training DEVELOPMENT

Building Professionals Training is a leader in the design and development of training programs in the construction and energy conservation industries. Whether it is a 8 hour program, or a 8 month program, BPT provides a full service, “one-stop” shopping concept for your training needs.

COURSE DEVELOPMENT

A full service provider, BPT can meet all your needs in regards to designing and developing training programs. Each training program is customized to your specific needs, whether it is the upgrading of an existing program, or a completely new program, designed from scratch.

BPT also has designed and developed a number of their own training modules. These modules can be tailored to your specific needs. This method can become very cost effective.

We offer a long-term vision, based on years and years of experience. Our training plans are designed to take a holistic approach to your goals. We look at the long-term, and pride ourselves in keeping industries one step ahead of the game.

As we provide these services for a number of trade associations, and groups, we are able to offer superior services at a very cost effective means.

Course Development Services we offer consist of:

Pre-Development

- Facilitating industry focus groups to identify training needs
- Design of industry survey forms
- Conducting industry surveys and interpretation of results
- Definition of skill requirements
- Research and exploration into existing curriculum available

Development

- Defining and establishing learning requirements
- Designing and developing of lesson plans, course schedules, and course administration manuals
- Research of technical information
- Development of Standards of Performance
- Designing and writing of technical students manuals to appropriate grade level
- Designing and developing of instructor guides
- Designing and developing of case studies
- Designing of student task assignments
- Designing of course evaluation forms

Whether you require one of these, all of them, or are not quite sure, we can help you out. Our business is training. We will bring everything you need to the table.

If you are not sure quite what you need or require, we will help facilitate the process and have the ability to “take the ball, and run”.

customized training DEVELOPMENT

STUDENT MANUAL DEVELOPMENT

Have you every figured out how to program your VCR ? Are you glad that a book of instructions came of how to do it ?

This concept holds true when teaching and instructing individuals in construction. A manual, or book of instructions provides a valuable resource for the student. It assists in making a training program run smoothly, provides a resource after training has been completed, and is great for reinforcing the concept.

Many times, training programs rely solely on instruction and the retention of the student while in the program. Unfortunately, the student will never retain all the information. By having a detailed student manual it allows for study prior to the course and reinforcement of the principles being taught.

BPT has a full service facility for upgrading current manuals, or the production of new, leading edge training manuals.

We can provide everything from A - Z to produce a quality, professional, easy to use manual.

Our Manual Production services consists of:

Pre-Development

- In-depth research
- Review of industry best practices
- Survey of industry
- Defining proper grade level for writing

Development

- Technical Writing and Editing
- Manual formatting
- CAD Drawings
- Photography
- Picture Manipulation
- Graphic Design and layout
- Coordination of industry stakeholders for review and commenting
- Production of camera ready artwork

Post-Development

- Manual Production capabilities

customized training DEVELOPMENT

INSTRUCTOR RESOURCES DEVELOPMENT

How do I teach this course ? How long should each module be ? How can I ensure that there is consistency in delivery ? How do I offer the training to different target markets ? All very good questions to ask. By having instructor resources, or materials that provide guidance, many of the questions are answered ahead of time.

Basically, instructor resources are a manual of instructions on how to instruct the training program. When looking at implementation on a national or international level, you must ensure consistent delivery. The instructor is a key component in effective delivery. Giving that individual assistance, guidance, and help will translate into more effective training.

We can take the guess work out of course delivery, providing easy to use and logical step-by-step guidance for the instructor.

The instructor resources, while providing the benchmark, provide flexibility and allow for adaptation by each instructor, as each individual will have their own method of delivery. The instructor resources are another step to ensuring the success of your training program.

Our development services for instructor resources consist of:

Pre-Development

- Assessment of instructor pool (if applicable)
- Course planning and time lines
- Identification of existing teaching aids

Development

- Technical writing and editing of instructor manuals
- Targeted audience lesson plans
- Course timetables
- Answer keys for student reviews
- Course feedback and student review forms
- Audio/Visual requirements
- Classroom policy and procedures
- Instructor policy and procedures
- Instructor contracts
- Course administration manuals
- Tools and materials list and requirements
- Student practical assignments and assessment forms



customized training DEVELOPMENT

INTERACTIVE TEACHING AIDS DEVELOPMENT

“This course is boring. All the instructor does is read out of a textbook”. These are words that you do not want to see on a course evaluation form. Unfortunately, this is the case with many organizations and groups that view training as one person talking, all others listening. Talking does not teach people, but getting them involved does.

Teaching aids can be in the forms of overheads, videos, powerpoint presentations, slides, mock-up's, group discussion papers and so forth. These aids also assist the instructor in his delivery of the program.

In any training program, the more interactive and interesting the course is, the more the student will pay attention and retain the information learned. That is where we come in.

BPT offers a full service teaching aid development resources.

Both through in-house production and with our network of development providers, we can provide professional teaching aids to enhance any training program. Whether you are interested in a video, powerpoint presentation, or the creation of mock-up's, we can provide the assistance you are looking for.

Our development services for interactive teaching aids consist of:

Pre-Development

- Recommendations and plan for cost-effective teaching aids
- Identification of existing teaching aids

Development

- Basic PowerPoint Presentations
- Advanced PowerPoint Presentations with sound, animation, and video
- Photography and transformation into slides or overheads
- CAD drawings of mock-up walls, material requirements and take-offs
- Videos - basic and advanced



customized training IMPLEMENTATION

Now that you have your training course developed, what is the the next step? Where do you go from here?

The next step is the implementation phase. This is the work required prior to the actual delivery of the training program. The implementation phase consists of a number of steps that must be taken to ensure the success of your training program.

Once again, BPT can provide all the necessary steps for a successful implementation.

TRAIN THE TRAINER SERVICES

Train the trainer programs are designed to provide the instructors with a “hand’s on” session of how to instruct the program, use of the instructor resources and teaching aids, adult education principles, classroom control, student assessment and other related items to make the program a success. Typically, the train the trainer programs are 3 - 5 days in length.

BPT can help develop the train the trainer course, provide instructors for facilitation and provide all course logistics.

The train the trainer program gives the potential instructors a solid foundation to start with and gets them comfortable with the curriculum and delivery methods.

TRAINING IMPLEMENTATION PLANS

A complete training plan of action provides you with a detailed plan of attack of how, when and where the training can be delivered. There are many different choices to make that we can help provide assistance with.

Based upon your long-term goals, objectives, budget constraints, and scope of delivery, we can formulate a winning plan to successfully implement your program on a local, national, or international level.

The training plan will look at:

- Delivery venues and partners
- Course budgets
- Course scheduling
- Partnership opportunities with colleges, unions, trade associations
- Pilot delivery programs
- Plan of action for updating course curriculum
- Identification of target markets
- Marketing avenues
- Course quality assurance initiatives

COURSE MARKETING MATERIALS

Need to market your course? BPT offers a full range of graphic design services in the production of course brochures and booklets. From the design, to camera ready artwork stage, we can produce high quality, professional marketing materials to reach your target market.

customized training DELIVERY

COURSE MARKETING SERVICES

Are you not getting the people to come to the training? Is sending out a package or fax just not working ?

Being involved in training for many years, we have come to realize that sometimes letting people know training is available will not necessarily get them to commit to come. Training typically has a cost associated with it, along with a commitment of time on the part of the individual. Time is very valuable, even more then the monetary cost of the training. As such, a comprehensive marketing approach must be taken to “sell” the idea to the contractor or installer.

We have been working with contractors and industry associations for years. We know what is important to them and can communicate the message in a way that will show the benefits of investing in training.

Everything from simply coordinating mailings and fax distribution to comprehensive marketing plans, contractor scripts and direct contact.

TRAINING PROGRAM MANAGEMENT

BPT can provide you with an experienced team of program managers to oversee and coordinate all aspects of a long-term training programs. If it is a 2 week course, or a 8 month course, we have the experience to ensure the program runs smoothly and efficiently.

Some of the services we can offer are:

- Student assessment and selection (if applicable)
- Obtaining and organizing training facility
- Course cash flows, financial statements, payroll, and government reporting
- Instructor selection and assessment
- Setting up of practical work experience
- Liaison with industry and community groups
- Conflict resolution
- Course assessments
- Course quality control reviews
- Progress reporting
- Overseeing quality of instruction
- Administrative duties

COURSE LOGISTICS AND PLANNING

For your short term training programs, we offer a complete planning and logistics package. Simply put, we take care of all the details in setting up and running a training program. Everything from obtaining a training facility, coordination of instructors, course registrations, manual production and AV needs. You will not have to worry about anything !

customized training DELIVERY

COURSE DELIVERY SERVICES

The key to a successful training program is an effective, quality instructional team. Qualified instructors are the cornerstone to program success and satisfied clients. BPT training programs utilize instructors with years of industry experiences. Their extensive knowledge of technical and energy conservation issues, and adult education training, makes our course practical and relevant to today's workplace.

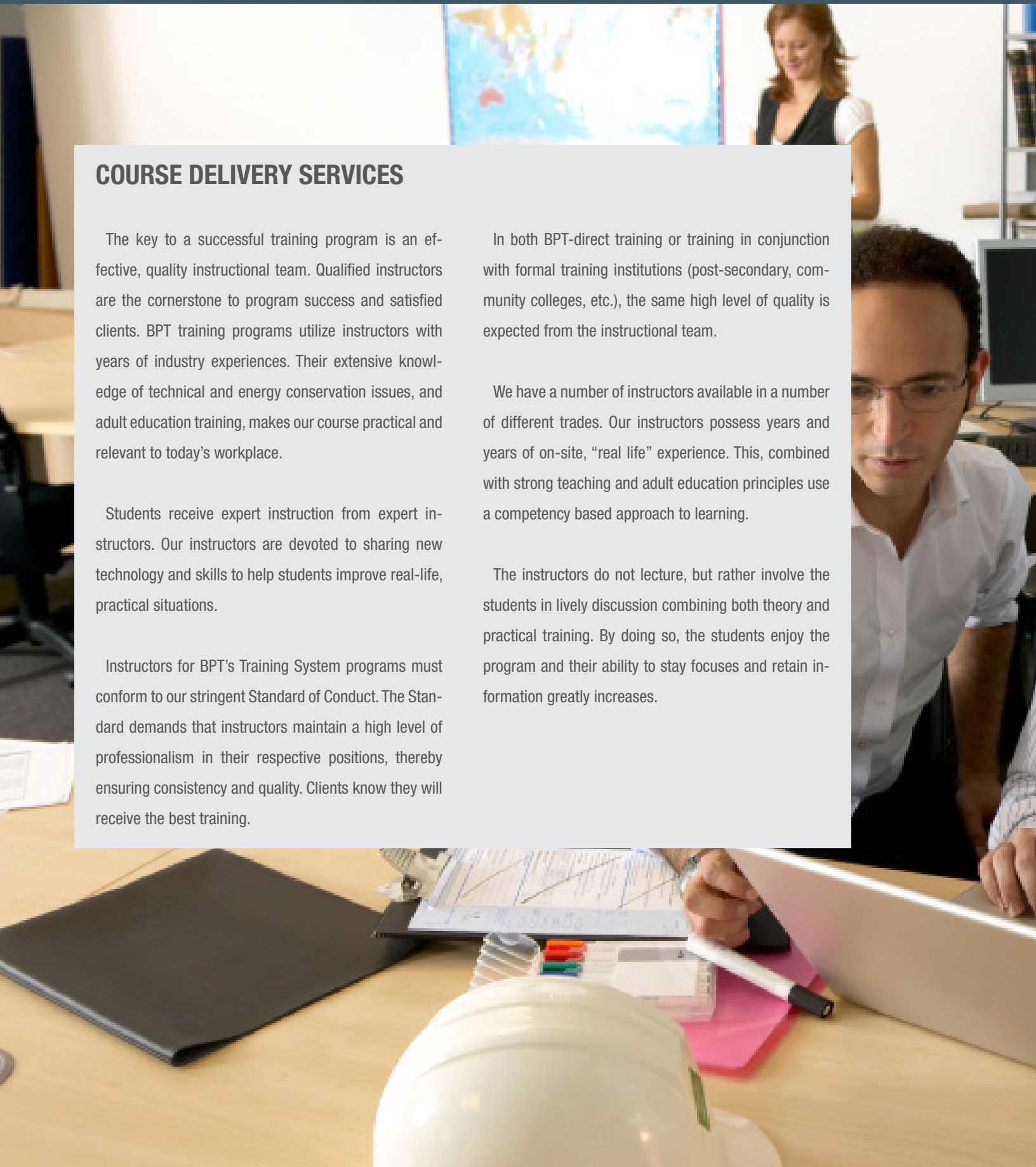
Students receive expert instruction from expert instructors. Our instructors are devoted to sharing new technology and skills to help students improve real-life, practical situations.

Instructors for BPT's Training System programs must conform to our stringent Standard of Conduct. The Standard demands that instructors maintain a high level of professionalism in their respective positions, thereby ensuring consistency and quality. Clients know they will receive the best training.

In both BPT-direct training or training in conjunction with formal training institutions (post-secondary, community colleges, etc.), the same high level of quality is expected from the instructional team.

We have a number of instructors available in a number of different trades. Our instructors possess years and years of on-site, "real life" experience. This, combined with strong teaching and adult education principles use a competency based approach to learning.

The instructors do not lecture, but rather involve the students in lively discussion combining both theory and practical training. By doing so, the students enjoy the program and their ability to stay focuses and retain information greatly increases.



BUILDING PROFESSIONALS | TRAINING

For more information

call: 1-866-268-6322

email: info@buildingprofessionals.com

website: www.buildingprofessionalstraining.com

410-250 McDermot Avenue

Winnipeg, MB R3B 0S5

Toll Free: **866-268-6322**

Fax: **204-956-5819**

Email: training@buildingprofessionals.com

**BUILDING
PROFESSIONALS**
TRAINING