



INSTITUTE OF CIVIL MANAGEMENT TRAINING MAGAZINE

# GET on COURSE

## The civil industry's continual learning e-magazine for all those supervising, managing and leading

Hello again,

A lot has happened since we last spoke just two weeks ago. Our Member base is growing by the day and the Institute's team has been working hard to make sure your continual learning journey is the best it can be.

We have more course presenters who have done some amazing things out there in the corporate world and we can't wait for them to share their stories with you.

It's great to see so many people in the industry who have made the conscious decision to put some time into their professional development, and it's very pleasing to see employers saying "we want our people to learn".

We have launched our first *Constructing our Industry's Future* series of conferences in May and have an action packed agenda for each. No boring conference content here...we are giving a few things a shake up.

You don't have to be a Member of the Institute to participate in our upcoming courses. Naturally, as Membership supports the Institute to achieve its Mission, Institute Members receive significant discounts on the cost of training, and attendance at courses and events will earn Members CPD points.

**"YOU DON'T HAVE TO BE GREAT TO START, BUT YOU HAVE TO START TO BE GREAT." – ZIG ZIGLAR**

I know you are busy, but stop and think for a moment about what you need and deserve. Learning is a journey, so get on board and enjoy the ride.

**CEO - David Castledine**



## EDITION 2

### IN THIS EDITION...

- *What's on the cards?*
- *Some civil stats...*
- *Are your technical skills up to scratch?*
- *Training for employers*
- *Grading explained*
- *Start your personal relationship with the Institute*
- *Tools down? Get on course!*
- *Featured course*
- *Events: Constructing the Industry's Future Conference Series*
- *What kind of leader are you?*



*Big things are coming your way. Read on to find out what the Institute and the industry has in store.*

## ICI - WHAT'S ON THE CARDS?

***The answer is 'So much!'***

***Professional Excellence is one of the Institute's Values - Professional collaboration for networking and continuing professional development for industry excellence.***

As part of our [Vision, Mission and Values](#), we're thrilled to be able to bring you a myriad of courses under the three main management areas: Technical, People Management and Business & Operations as well as events which provide excellent networking opportunities for Members.

Built by the industry, for the industry, we know what's needed to strengthen and sustain the industry into the future. Our learning programs designed to providing anyone involved in civil construction, from leading hands to CEOs, boundless opportunities to build on and advance their management skills.

In May, our brand new future-focused *Constructing our Industry's Future Series* will kick off with three Conferences in May with the fourth conference to be held at the end of July. Designed to develop your civil management excellence, all four conferences have CIM networking events attached to them. Attend the full day conference and the related networking event is free of charge. You can find more info on our [website](#). Read on for details about the first conference in the series which is open for booking now! Watch this space for details about Conference 2, to be held on 28 May.

Ongoing, the Institute will work tirelessly to provide a calendar full of industry-relevant learning courses across all training management areas, made accessible for any manager working in civil construction looking to value-add to their workplace.

For a complete list of upcoming courses visit our [website](#).

CONFERENCE 1 HEALTH & SAFETY 27 MAY 2019	CONFERENCE 2 WORKFORCE & SKILLS 28 MAY 2019	CONFERENCE 3 CONTRACTS & PROCUREMENT 29 MAY 2019	CONFERENCE 4 INDUSTRIAL RELATIONS 31 JULY 2019
--	---	--	--

## SOME CIVIL STATS

- *In Australia, small businesses underpin the building and construction industry, with more than 360,000 small businesses accounting for 98% of the construction industry*
- *More than 100,000 new skilled jobs have been created in the past year by the construction industry, accounting for more than one in every four new jobs created*
- *This makes the construction industry Australia's third largest employer and the largest employer of full-time skilled workers*
- *An additional 300,000 employees, apprentices and contractors are needed over the next decade and 50,000 new entrants each year over the next 10 years to meet forecast demand*

*(The Road to Construction Manager: Hays plc 2018)*

## ARE YOUR TECHNICAL SKILLS UP TO SCRATCH?

### What is Technical Civil Management?

In Technical (Civil) Management the CIM learning offerings cover the following areas:

- Site Control
- Materials
- Plant and machinery
- Engineering construction and maintenance
- Design
- Environmental management
- Project management

LEARN MORE



*All Learning Program Courses and Events are specifically tailored to the interests and needs of the people in the civil industry. Ultimately, this benefits the development of a skilled and sustainable industry and is the key reason the Institute was created.*

## TRAINING FOR EMPLOYERS

*While the responsibility for engaging in continual professional development is ultimately up to the individual, more and more employers are highlighting the importance of CPD and encouraging their staff to get involved in industry-associated training.*

## SALLY COOPER - COOPERS EARTHMOVING

As an employer, Sally Cooper understands the challenges people face when it comes to continuing their professional development. But she also knows that on-the-job skills can be supported through learning programs.

"ICI is an integral part of this process in our industry," she said.

"We never stop learning; skills learnt are improved, supported and certified through ICI training. People who have worked and learned through life skills on the job but don't have the documentation to support their abilities, can continue to develop and grow their abilities through professional development.

"We gain the most out of staff by acknowledging them. People in general do like to learn and improve their skills and have those skills recognised," Sally continued.

"The biggest challenge it seems is time or the lack thereof. We are so often caught up in the 'paperwork' requirement of jobs that we lose sight of the human factor involved.

"But with knowledge and education comes confidence. Which in turn becomes an asset to the person and the position they hold."

***Get your staff on course. Contact the Institute's Civil Learning Consultant today to find out how. [Email Nick Fox.](#)***



## IT'S TIME TO GET RECOGNISED!

***"Don't worry when you are not recognised, but strive to be worthy of recognition." - Abraham Lincoln.***

### Are you being recognised for your skills in the workplace?

If the answer is no, help is at hand.

After joining, Civil Infrastructure Manager (CIM) Members can apply to be graded. Grading is a way for you to be recognised for the experienced manager you are, and to clearly define your career path.

Grading is based on your work experience, which you enter into your work history in the Member portal. There are no exams or tests involved!

The grading standards are set by the Institute's Board on advice of the Grading Standards Committee, comprising a diverse range of industry participants. They ensure the grades reflect a realistic pathway for individual career development and will make the grade holder desirable to the industry.

[Read more about grading on our website.](#)



***Start your journey of recognition by joining the Institute as a CIM...***





Supporting people's futures

# Join ICI today

You'll receive between \$500 and \$850 credit towards training and membership

To find out more visit  
[www.iciaustralia.com](http://www.iciaustralia.com) or call 1300 424 287

JOIN NOW AND SAVE

## START YOUR PERSONALISED LEARNING JOURNEY

### A NOTE FROM NICK FOX - THE INSTITUTE'S SPECIALIST CIVIL LEARNING CONSULTANT

Working in the civil industry is challenging and fast paced and the years can really fly by as you complete one project and start another.

Experience brings confidence and opportunities for promotion provide for career stability in an organisation.

The problem is, as your career gains momentum, your skills and knowledge need to keep pace to meet the challenges, complexities and scale of the projects you are now involved in to deliver on your responsibilities as a civil professional.

So how do you keep pace and continue learning to develop yourself with so much happening? Time is critical and career opportunities for advancement are ever present. You need to have your experience recognised by the civil industry in order to validate your capabilities and progress your career.

The Institute of Civil Infrastructure is your key to designing a learning program which complements your career objectives and provides a structured and flexible approach to learning so you can keep pace with industry demands and demonstrate your commitment to developing yourself as a civil professional.

The best way to get ahead is to make a start, so let's talk about you and your future in civil.

[Email Nick](#)

BECOME PART OF OUR MEMBERSHIP COMMUNITY

## TOOLS DOWN? GET ON COURSE



Bad weather on the horizon? We've got you covered!

The weather can be unpredictable at this time of the year, but instead of completely writing a day off, why not book yourself and your co-workers into a learning course and get engaged in some professional development?

It only takes five minutes to book yourself in. Keep your eye on the the Institute's learning calendar and if there's space, you'll be able to book.

Can't get to the the Institute's Training Centre in time? No worries. Our courses can be done in class or joined live-online via Zoom link. All you need is a good internet connection. You'll receive all of these details in your booking confirmation.

**[Check out what's coming up on the Institute's learning calendar](#)**

## FEATURED COURSE



### The Basic of an Employment Relationship (P0217)

CPD  
**5**

CORE  
**1**

#### DATE

TUESDAY 30 APRIL, 2019

#### TIME

8.30am - 12.30pm

#### VENUE

INSTITUTE'S TRAINING CENTER / WEBINAR

#### WHAT THIS COURSE COVERS

This four- hour course covers the fundamentals of the employment relationship and what managers and supervisors need to know about it in order to do their role effectively:

- Types of employment agreements
- The process of hiring
- Induction as part of the employment process - it's value
- The role of policies and procedures in the employment relationship
- Creating an environment that promotes work
- Bullying, harassment and more
- Leave and entitlements
- Workers compensation
- Monitoring performance as a supervisor and reporting up
- The types of termination and how they differ and occur

#### WHO SHOULD ATTEND

This course is specifically for new to relatively new leading hands, supervisors and people managers.

#### PRESENTER

Liz Rooke is an industrial relations lawyer with more than nine years' experience in both the construction industry and local government. Also CCF NSW's Director of Workplace Relations, Liz will provide participants with an understanding of the entire employment relationship and what obligations they have as a supervisor in ensuring a successful and compliant relationship with staff members.



#### COST

Tickets

Member Price Price \$337.00 Inc GST

Affiliate Price Price \$377.00 Inc GST

Non-Member Price Price \$432.00 Inc GST

Registration Closes: 29 April, 2019

[BOOK NOW](#)

## LOOK INTO THE FUTURE OF CIVIL



### Conference 1: Creating a Civil, Safe & Healthy Workplace

#### Who should attend this conference?

Those involved in WHS, workers compensation, recruitment, HR, senior management, business ownership.

Institute Members who attend will receive 10 CPD points.

#### Topics covered

- State of the industry and where we're heading
- Managing millennials and Gen Z to safety success
- How will we safely manage drug use?
- Supervising safely in the future - the legal issues
- Mental health - a workplace and productivity issue
- The changing nature of works compensation in civil

#### Conference details

**Date:** Monday 27 May, 2019

**Time:** 8am-4pm

**Location:** Doltone House, Hyde Park

**Registration:** ICI Members \$310 (inc. GST) Non-members \$410 (inc. GST)

[REGISTER FOR CONFERENCE 1 AND NETWORKING EVENT](#)

### Networking 1: CIM Networking Event - Health and Safety

This learning and networking event is for Civil Infrastructure Managers (CIM).

#### Topics covered

The event will feature a guest speaker on ***A Culture of Safety: Inspire, develop and lead in times of change and challenge*** delivered by guest speaker, Lyn Ainsworth.

#### Networking event details

**Date:** Monday 27 May, 2019

**Time:** 4pm-6pm

**Location:** Doltone House, Hyde Park

**Registration:** This networking event will be held immediately after the conference on Creating a Civil, Safe and Healthy Workplace. This booking system allows registration for the learning and networking event only. If you also wish to attend the conference please go to the conference booking site as this will allow free of charge attendance at this networking event.

Guest speaker profile: Lyn Ainsworth



A Culture of Safety: Inspire, develop and lead in times of change and challenge

At a time of growth and some challenging changes in the civil industry it is important to understand how strategically we can use creative values-based leadership with a focus on people-based business operations.

Lyn Ainsworth has an impressive track record and a recognised ability to inspire, develop and lead teams in times of change and challenge.

She is a manager with incredible reserves of vision, passion and integrity. This combined with an unwavering commitment to getting outcomes for service users and staff.

Despite resource constraints and significant changes in her sector, Lyn is someone who finds a way to open doors to innovation and progressing best practice.

In this session, Lyn will explore how managers can lead in times of considerable change and challenge in order that a culture of safety is created.

WATCH THIS SPACE!

CONFERENCE 2	CONFERENCE 3	CONFERENCE 4
WORKFORCE & SKILLS	CONTRACTS - PROCUREMENT	INDUSTRIAL RELATIONS
COMING SOON	COMING SOON	COMING SOON
28 MAY 2019 8am – 4pm Doltone House, Hyde Park	29 MAY 2019 8am – 4pm Doltone House, Hyde Park	31 JULY 2019 8am – 4pm Doltone House, Hyde Park

Conferences

**28 May:** *Creating Tomorrow's Skilled Civil Workforce.* This conference is recommended for those involved in workforce planning & development, training, recruitment, HR, senior management and for business owners.

**29 May:** *Efficient and Effective Procurement and Contracts.* This conference is recommended for commercial managers; bid, contracts and procurement specialists; project & construction managers; Legal counsel; Government as customer; senior management; and business owners.

**31 July:** *Industrial Relations Conference.* Further information on this conference will be available after the election.

Networking Events

**28 May:** *Developing a Culture of Success in Your Organisation* with Vanessa Porter, Managing Director, All of You.

**29 May:** *Successfully climbing Everest...*and completing projects with Neill Johanson, architect, business owner and mountaineer.

OPEN FOR BOOKING SOON!

MORE INFO

WHAT KIND OF LEADER ARE YOU?



***You have probably seen a similar version to this, eg there are three kinds of people. Those that make things happen, those that watch things happen and there are those that say "what the #\$@! happened". I'm talking about the five kinds of people in your organisation when it comes to leadership. They are ...***

- 1 Highly Effective Leaders
- 2 Leaders
- 3 Managers
- 4 Followers
- 5 Saboteurs.

**Saboteurs don't care whether your organisation wins or loses**

These guys are actively disengaged. They may even be working to cause problems. They gossip, are dishonest and back stab. There is no place in your organisation for people who act in this way.

**Followers are neutral**

They are neither engaged or disengaged. Sometimes they care, sometimes they don't. They go with the flow, which is not all bad, but we want them to care more. Rather than just follow we want them to show initiative and be more positive.

**Managers are the ones working to maintain the status quo and keep the wheels turning**

They follow correct policy and procedure. They care about the organisation and its people. They take responsibility for the goals and targets they have been given. They are actively engaged and really important. (NB – you don't have to actually have 'Manager' in your title to be in this group).

**Leaders challenge what they see in front of them and want better**

They steer the organisation in new directions. They produce results. They inspire others around them to strive to do better. They take ultimate responsibility for the performance of the organisation. They are highly engaged.

**Highly Effective Leaders do all that leaders do and more.**

The most important responsibility they take on is to grow others into effective leaders. Their mission is to leave a legacy, to make the organisation and its people better than when they found it. Some interesting questions – which one are you? What is the proportion of each in your organisation?

**What can you do about it?**

The answer is to create a culture of leadership in your organisation so that everyone moves towards becoming a highly effective leader - except the saboteurs – they move out!

To see more of this author visit [www.gregmowbray.com](http://www.gregmowbray.com)

WHAT'S ON THE CALENDAR IN APRIL

APRIL

PEOPLE MANAGEMENT	PEOPLE MANAGEMENT	TECHNICAL	TECHNICAL
Right of Entry Law (Part 1) - Your role as a site based supervisor	Right of Entry Law (Part 2) - Your role as a manager of managers	Underground Services: Understanding Plans from a Manager's Perspective	Understanding a Construction Environment Management Plan  Course No: T0011 Core: Technical Stage



Course No: P0213

Core: No

Date: 15 April 2019

Time: 9.00 AM - 11.00 AM

Webinar & ICI Classroom

Jurisdiction: All

BOOK NOW

Course No: P0214

Core: No

Date: 15 April 2019

Time: 2:00 AM - 4:00 PM

Webinar & ICI Classroom

Jurisdiction: All

BOOK NOW

Course No: T0002

Core: No

Date: 16 April 2019

Time: 8.30 AM - 11:30 AM

Webinar & Classroom

Jurisdiction: All

BOOK NOW

1

Date: 29 April 2019

Time: 12.30 PM - 4.30 PM

Webinar & Classroom

Jurisdiction: All

BOOK NOW

PEOPLE MANAGEMENT

Managing Diversity in the Workplace (2)

Course No: P0206

Core: People Stage 2

Date: 18 April 2019

Time: 8:00 PM - 12.00PM

Webinar & ICI Classroom

Jurisdiction: All

BOOK NOW

PEOPLE MANAGEMENT

Leadership can be taught - the fundamentals and mindset

Course No: P0209

Core: People Stage 3

Date: 18 April 2019

Time: 1.00 PM - 5.00 PM

Webinar & ICI Classroom

Jurisdiction: All

BOOK NOW

PEOPLE MANAGEMENT

The Basics of an Employment Relationship

Course No: PO217

Core: People Stage 1

Date: 30 April 2019

Time: 8:30 AM - 12:30 PM

Webinar & Classroom

Jurisdiction: All

BOOK NOW

PEOPLE MANAGEMENT

A Manager's Guide to the Employment Process

Course No: PO219

Core: People Stage 2

Date: 30 April 2019

Time: 2.00 PM - 6.00 PM

Webinar & Classroom

Jurisdiction: All

BOOK NOW

CLICK HERE TO SEE COMPLETE CALENDAR AND EXPLORE NEXT MONTH

MORE COURSES - APRIL & MAY

CORE 1

TECHNICAL

Understanding a construction environment management plan for the new manager (T0011)

29 April, 12.30pm-4.30pm

BOOK NOW

CORE 2

PEOPLE MANAGEMENT

Managing diversity in the workplace - Managing a diverse team (P0206)

18 April, 8.00am-12.00pm

BOOK NOW

CPD 3

CPD 4

## PEOPLE MANAGEMENT

*Right of entry - Your role as a site-based supervisor (P0213)*

15 April, 9.00am-11.00am

[BOOK NOW](#)

## BUSINESS & OPERATIONS

*The Importance of Debtor Management (B0407)*

16 May, 2.00pm-4.30pm

[BOOK NOW](#)

## YOUR CIVIL CAREER



*Can credentials give you civil industry credibility?*

[READ MORE](#)



*Six reasons why networking is important*

[READ MORE](#)

## OUR SPONSORS

### DIAMOND



### PLATINUM



### GOLD



### SILVER



### BRONZE



Should someone else be getting this email?  
These types of email updates cover a number of topics and it would be a shame if someone in your organisation was missing out on vital training information or missed an invitation to a networking event in your area. Send an email to [admin@iciaustralia.com](mailto:admin@iciaustralia.com) or call 1300 424 287 with the names and emails of people in your business who should be receiving them to get more people aware of what ICI has to offer.

[JOIN OUR MAILING LIST](#)



Institute of Infrastructure (ICI)  
Unit 11/9 Hoyle Avenue, Castle Hill NSW 2154  
PO BOX 7252 Baulkham Hills BC NSW 2153  
02 9009 4000 [iciaustralia.com](http://iciaustralia.com)

Copyright © 2019 Institute of Civil Infrastructure, All rights reserved.

You are receiving this email as a subscriber to an Institute of Infrastructure mailing list.

You can [Unsubscribe](#) from this list

## INSTITUTE OF CIVIL INFRASTRUCTURE

[iciaustralia.com](http://iciaustralia.com)

T 1300 424 287 F (02) 9009 4050

Unit 11/9 Hoyle Avenue, Castle Hill NSW 2154  
PO box 7252, Baulkham Hills BC NSW 2153



The Institute of Civil Infrastructure operates in partnership with the  
Civil Contractors Federation of NSW



---

This email has been scanned by the Symantec Email Security.cloud service.  
For more information please visit <http://www.symanteccloud.com>

---