

Gold Seal Courses

Course Title	Description
<p>Excel Thru Learning brings you these 8 Human Resources Courses. Completion of all 8 courses will be awarded full credit by the Gold Seal Accreditation Board for the module: “Management of Human Resources in the Construction Industry.”</p>	
<p>Time Management - Getting Organized (1 SIC - 6 hours)</p>	<p>This program will help you determine your own time style and make it work for you. You will also learn techniques involved in self-management that will assist you in getting more done in less time.</p>
<p>Foundations of Leadership (2 SIC - 12 hours)</p>	<p>This program gives supervisors and managers the tools and techniques to motivate, improve communication skills, enhance team performance, give positive and negative feedback, coach, delegate and handle conflict.</p>
<p>Giving an Effective Performance Review (1 SIC - 6 hours)</p>	<p>This session will help managers/supervisors recognize the importance of their role during the performance review process. Participants will learn techniques to giving positive and constructive feedback effectively both during and after the review. They will also focus on motivating employees to action and understand the importance of developing an improvement plan.</p>
<p>Hiring the Right People for the Right Jobs (1 SIC - 6 hours)</p>	<p>This program is designed to offer interviewing techniques that will assist managers to ensure they hire for fit, skill and knowledge. Hiring the right people saves money, time and effort. This program will teach you how to get the most from your recruiting dollars and your time.</p>
<p>Coaching for Excellence (1 SIC - 6 hours)</p>	<p>This program is designed to give the internal consultants essential coaching skills and the opportunity to practice them. Coaches will become comfortable giving feedback, setting clear performance expectations and coaching managers and employees who are star performers as well as those that are challenged performers.</p>
<p>Leadership and Discipline (1 SIC - 6 hours)</p>	<p>This program was designed to provide managers with the tools and techniques to effectively manage discipline. It teaches managers the importance of discipline and why coaching and feedback is an essential part of the process.</p>
<p>Effective Presentation Skills (2 SIC - 12 hours)</p>	<p>This program gives the participants the enhanced skills required to present in front of others effectively and without fear. They will learn the importance of gaining the listener’s attention, interest and trust along with the methodology to accomplish this. Practice during the session gives the participants the opportunity to learn in a safe, supportive environment.</p>
<p>Creative Problem Solving (1 SIC - 6 hours)</p>	<p>This program offers an in-depth look at the problem solving process. Participants will be given the tools and skills to recognize, identify and handle even the most complex situations.</p>
<p>Those who complete all 8 Human Resources courses (60 hours) will be awarded full credit by the Gold Seal Accreditation Board for the module: “Management of Human Resources in the Construction Industry.”</p>	
<p>Management for Construction Superintendents <i>Those who attend 80% or more of this module will be awarded full credit by the Gold Seal Accreditation Board.</i></p>	<p>This course is designed to uphold the standards of excellence attained through Gold Seal Certification and meet the educational needs of construction supervisors, Foremen and those aspiring to these and similar positions. Course participants gain a basic understanding of how to fully manage the day-to-day affairs of a construction project to ensure its’ success. This Management for Construction Superintendents course generally covers the site project management.</p>