



ANNUAL REPORT

2017/2018



MANITOBA
CONSTRUCTION
SECTOR COUNCIL

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MESSAGE FROM THE MCSC BOARD CHAIR

Colleen Munro

I am proud to report that MCSC is growing as a sustainable organization. We are developing training programs to include Indigenous people, women, youth, immigrants and refugees while expanding our geographical locations.

A partnership with First Peoples Development Inc. resulted in the delivery of the Construction Employment Preparation Program designed to respond to the wide shortage of Indigenous skilled construction laborers in communities impacted by the flood of 2011. These new workers who were interested in a construction career and unemployed are now finding employment in the industry. Graduates receive job readiness, Construction Safety Association of Manitoba (CSAM) safety awareness, first aid/CPR and the framer or flatwork technician certificates. An important item to note is the request for this training came from the Manitoba Homebuilders Association as the homebuilding industry was in need of framers and concrete flatwork technicians. Timing is critical to ensure we are focusing on training for jobs that are required by industry and to ensure our students will be hired.

Partnerships for this initiative included Workplace Education Manitoba (WEM) who provided a qualified math instructor with a trade's background. WEM shared math resources with MCSC to make sure the trades math was relevant to the concrete industry. The Director of Education and Training also worked collaboratively with immigrant serving organizations resulting in construction related employment for several newcomers.

MCSC has successfully obtained funding from Western Diversification for the purchase of four drilling simulators to

deliver drilling and blasting training in Indigenous communities. Indigenous Affairs and Northern Development Canada (IANDC) set aside funding for job readiness, safety and introduction to heavy construction training in four northern communities where new schools will be built. Additional funding proposals are being submitted to IANDC to secure training dollars for drilling and blasting training in eight communities.



We continue to partner with our board associations and their industry representatives to provide opportunities for presentations at events and skill training where it does not currently exist. Lobbying with government continues throughout the year; MCSC is considered to be a valuable resource to address Manitoba's education and training needs in the construction industry.

Career fairs, presentations, expos and conferences were facilitated by all MCSC staff throughout the year and across the province. I believe we are successful in educating teachers and parents about the trades and recommending trades as a very good option compared to university. MCSC starts early with grade 5 students to encourage our youth and particularly young girls to enlist in the trades.

I would like to thank the board members and their associations for their valuable input and resources; we really appreciate everyone's time spent attending meetings and functions. Many thanks go to Carol Paul our Executive Director and her invaluable staff who continue to support all of us in the direction of the MCSC. 🙌

2017/2018 BOARD MEMBERS

MHCA

Colleen Munro
Hugh Munro Construction

Gord Lee
Nelson River Construction

Don Hurst
Manitoba Heavy Construction
Association

MHBA

Lanny McInnes
Manitoba Home Builders'
Association

Andrew Reimer
All-Fab Building Components Inc.

Janet Milne
Milne Homes

MBT

Sudhir Sandhu
Manitoba Building Trades

Chris Taran
IIBEW Local Union 2085

Marc LaFond
Operating Engineers Training
Institute of MB Inc.

WCA

Ron Hambley
Winnipeg Construction Association

Andy Dutfeld
Lafarge Canada Inc.

Peter Grose
Westland Construction Ltd.



MESSAGE FROM THE EXECUTIVE DIRECTOR

Carol Paul, B.Ed., M.Ed

Four years ago, the Manitoba Construction Sector Council (MCSC) set out on a journey to become sustainable as an organization. We reached out to partners who would support our plans for the future and form strong partnerships. When challenged, we created new ways to work around the obstacles we encountered. MCSC works towards goals for all the right reasons. Our focus is our audience including Indigenous people, women, youth at risk, immigrants, and refugees. Their stories of success give us the strength to continue when we become discouraged, tired or disheartened.

This past year took us to new heights but also new challenges. We developed a flatwork technician course so our Indigenous adults could learn how to pour driveways and sidewalks for home builders, a trade high in demand. We found partners who specialized in the field to develop the curriculum and industry who supported the delivery of training on the job site. Without the determination of La Donna Ogungbemi-Jackson this couldn't have become a reality.

We trained over 100 framers in 2017-18 for another high demand trade. This required a skilled journey person, a training site, industry partners and the determination of James Murphy as project manager to make sure all the moving parts worked towards our end goal. Success could be seen in the eyes of the graduates when their children, spouses and elders came together to celebrate their accomplishments.

Across northern Manitoba, MCSC delivered job readiness, safety and introduction to heavy construction courses in 14 First Nations communities. It was challenging to transport materials, instructors and manage daily activities in these remote communities. Our Indigenous Liaisons, William Kirkness and Gerry Hudson listened to the needs of communities and provided the support that was required. Instructors brought in their food, walked across frozen lakes to get to class and persevered to support students who were struggling. On the last day, a young man presented our instructor with a small box of chocolates to give thanks for what he had learned. The hardships we face are trivial compared to what Indigenous youth are faced with every day in these remote locations.

This is in addition to a rigorous flurry of activity around career fairs, presentations, expos and conferences. All MCSC staff and our project partners attend events on behalf of MCSC to promote careers in construction. We use game-based learning tools and virtual reality to engage youth and place them on a construction site. This past year we spoke to over 5500 youth, teachers and counsellors across the province. Not to mention, our administrative team led by Alex DeGirolamo and supported by Karla Dugay kept the ship running smoothly and processes streamlined. The administrative team is what makes MCSC look professional.

This glimpse into the activities of MCSC is a fraction of what was achieved in 2017-18. We no longer need to seek funding or look to build new relationships; new opportunities to collaborate come to us. MCSC activities are driven by the member associations and construction companies who support us. Our human resource plan is developed by the voice of our partners and the courses are developed by the expertise of our industry experts. MCSC is recognized as a valuable partner by industry, educational institutions and government; we act as a liaison between industry and education. In the coming year, MCSC will continue to address the human resource needs and raise capacity of the entire industry

by promoting and coordinating the development of a diverse, inclusive, well educated workforce in support of careers of choice in a dynamic and evolving construction industry. 🏗️

MCSC Mission



MESSAGE FROM THE FINANCIAL MANAGER

Alex De Girolamo - BA in Economics – Public Accountant – BA in Business Administration – Member of the Golden Key International Honour Society



After one more successful fiscal year with increases in revenues and profits, MCSC has built a foundation as a predictable, feasible, and progressive non-profit organization with stable growth. Stake holders, funders, industry, federal and provincial governments and our future customers, without hesitation, see a bright future for our organization.

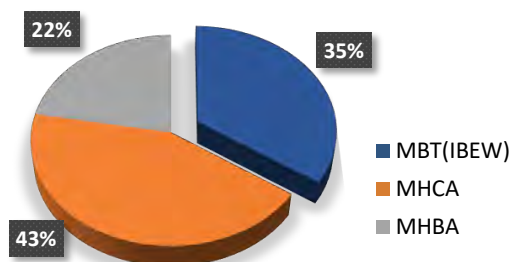
The agreement celebrated with Western Economic Diversification Canada, one of the departments of the Federal Government of Canada, allowed MCSC to invest over one million dollars in fixed assets from September 2017 to March 2019. Those fixed assets are composed of high technology and cutting-edge equipment from drilling simulators to iPads and other electronic devices. This reality is allowing MCSC to expand the reach and course offerings across Manitoba and western Canada.

In equity terms, this is a big contribution to the MCSC. The opportunity to leverage those investments is huge. So, needless to say, this opportunity has opened a big window to the MCSC in terms of serving the construction sector according its organizational mandate.

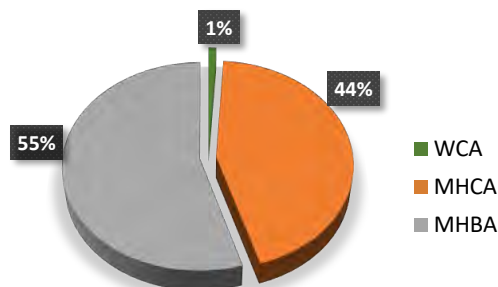
Those elements are fundamental to MCSC's financial and operational sustainability and growth. Also, attributing to the success, are the constant improvements to administrative processes in terms of internal control (protection of assets, potential liabilities, etc.) and accountability in external audits. The processes are clear and stream lined to allow MCSC to manage current and future growth.

My final remarks have to reference the existence of multiple on-going projects and the affirmative and consistent response we receive on proposals MCSC sends to funders. MCSC has gained the respect and positive reputation of member associations and construction companies who have asked MCSC to write their proposals and manage their projects. MCSC delivers a high-quality product, within set timelines of the project and within budget. 🙌

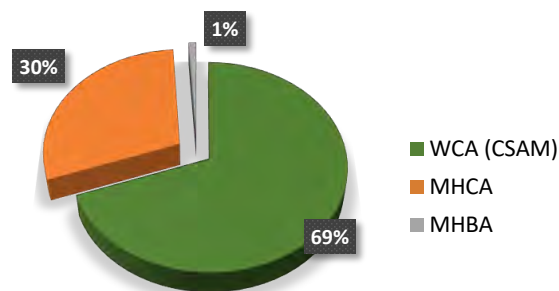
Participation of Associations in Revenue generated from their partnership with **MCSC & Workers Compensation Board** (Total \$ 222,900)



Participation in dollars spent in activities related to Associations **funded by Government** (Federal & Provincial budgets) (Total \$ 61,211)



Participation in dollars paid to Associations for services rendered from **Indigenous Community Project budgets** (Total \$ 70,167)





MESSAGE FROM THE EDUCATION AND TRAINING DIRECTOR

La Donna Ogungbemi-Jackson, 4 yr B.A., B.Ed.



During 2017 – 2018, the Director of Education and Training has been working on three main areas to meet the training needs of the existing construction industry, those who would like to enter the field, and MCSC as a whole. The three areas are Career Development and Awareness, Course Development and Updates, and Working with Underrepresented Groups.

Career Development and Awareness

MHBA Video Series: Talk to the Experts. The Director of Education and Training worked with MHBA's Education and Training Committee to develop the learning objectives, potential interview questions and recruit industry experts for two Talk to the Experts mini video series, 1) How to hire a contractor and 2) Roles of a prime contractor. MCSC hired Sound Strategy to interview the following subject matter experts: Lanny McInnes, MHBA president; Ryan Dalgleish, Chief Operating Officer at Building Professionals; Bailey Harris, Lawyer at Thompson Dorfman Sweatman; Curtis Breslaw, All Canadian Renovations; and Diego Vassallo, Owner of KDR Homes. Both video series will be shared with the subject matter experts, MHBA and its members, along with and MHBA's MCSC's websites and social media platforms. In addition, MHBA has given MCSC permission to share both video series with Manitoba schools, especially vocational programs, Post-Secondary construction related programs, and newcomers with construction backgrounds.

Trades Town – Learning App. The Director of Education and Training worked with MCSC staff and BITSpace Development to develop an interactive learning app, Trades Town. This app is intended for a variety of audiences: grades 5 to 12, newcomers with limited English, and young adults with limited construction experience/ knowledge. The Trades Town app design includes the ability for 1 – 4 players at one time. Players of the interactive app will learn various details about 16 trades and construction careers, such as duties, salary, job outlook, and Apprenticeship training years. Using a dice to move along an interactive board game, students must correctly answer multiple-choice questions about each trade, build towns and earn personal protective equipment (PPE) points. Students can also visit the Career Explorer section to find more information about the trades and watch MCSC's Trade Talk videos.

MHBA Housing Forum. In November, the Director of Education & Training delivered a workshop, Getting Results with Employee Engagement, to 16 industry members at the Manitoba Homebuilders' Association's Housing Forum. The focus of this workshop was to highlight the benefits to employee engagement, share their strategies, and participate in mini discussion groups to deepen their understanding of employee engagement.

Course Development and Updates

Residential Concrete Flatwork Technician. The Director of Education and Training and MCSC's curriculum developer collaborated with four subject matter experts (John Lebtog, Concrete Manitoba; Rick Kisil, former owner of A&L Concrete; Garry Winch, P.Eng./ ACI Manitoba Chapter; and Gerry Koersvelt, former MHBA Education & Training Committee member, Blanket Insurance) to develop a six-week course, Residential Concrete Flatwork Technician. Industry partnerships were integral to make this program a success.

Firstly, the American Concrete Institute (ACI) International gave MCSC permission to use the MCSC's Residential Concrete Flatwork Technician curriculum as a study guide to ACI's CP-10(10): Craftsman Workbook for ACI Certification of Concrete Flatwork Technician & Flatwork Finisher. Secondly, Western Construction Services Inc. (WCSI) provided the site for the practical training, tools, equipment, and additional materials in exchange for five of their flatwork technicians to attend portions of the MCSC Flatwork training program and ACI certification exam. Thirdly, Andy Dutfeld and Luis Leitao from LaFarge donated 10 cubic metres of concrete and 17 yards of in-fill, along with a tour of the pre-cast and ready-mix plants at LaFarge to ensure our students had a foundational understanding of concrete. Finally, our partnership and funding from First Peoples Development Incorporated allowed MCSC to pilot the six-week course with 11 Indigenous adult learners and 5 uncertified flatwork technicians. The main course instructors were John Lebtog, Rick Kisil and the exam administrator, Garry Winch. MCSC contracted Sound Strategy to film the practicum and interview instructors and students for supplementary resources for the course and marketing for future course funding.

MCSC Website and Learning Management System (LMS). The Director of Education and Training worked with BITSpace Development, practicum students and a contractor to revise the current MCSC website which uses Storyteller as the platform, to a more versatile and compatible platform such as WordPress. This website development included the transfer of MCSC's two online courses, New Construction Supervisor and Advanced Construction Supervisor, to our new Learning Management System (LearnPress). The new MCSC website that will be able to showcase MCSC and industry related events on the website's calendar, has a job board for employers to post employment opportunities for free, and allow job seekers access to job opportunities in construction.

Working with Underrepresented Groups

Summer Camps. In July 2017, the Director of Education and Training partnered with Skills Canada – Manitoba representative, Jennifer Daniels, Winnipeg School Division and the Community Education Development Association (CEDA) to offer two 4-day summer camps (carpentry and welding) for 15 high needs male and female students (aged 15 – 18), as well as a 5-day camp (heavy construction) for 8 female students. All students attend schools in Winnipeg's North End and were recruited from CEDA. The goal of the three camps was to provide these students with hands-on career awareness activities that enabled them to consider a career in construction while engaging with industry. Students completed 'before' and 'after' camp surveys to see if their experience had increased their knowledge about construction and willingness to pursue a career in this industry. The overall response was quite positive, especially for the female students. MCSC contracted Parachute Media to develop a video of the three camps to showcase and share with funders and all camp partners. MCSC acknowledges that community and industry participation was vital to the success of these camps.


Newcomer Events. The Director of Education and Training organized four mentorship events in partnership with immigrant serving organizations (i.e. Manitoba Start, Success Skills Centre, and Immigrant Centre). The first event, Industry Insights, included a 5-person panel of industry experts whose experience spanned across residential, commercial, industrial and even safety in construction. After the panel discussion, four panelists and three additional industry supporters (Apprenticeship Manitoba, aWEST Centre, and CSAM) delivered mini breakout sessions for the 24 newcomer participants. The main door prize for this event was two tickets to Manitoba Homebuilders Association's Housing Forum which the two winners thoroughly enjoyed. (Thank you again, Lanny!) The next event, Industry Review, included three industry mentors and 12 newcomers. This event's goal ensured industry

members provided feedback to their newcomer mentees regarding their resumes, job search strategies, and interview skills. The third event, Safety Orientation Training, ensured 13 newcomers received access to CSAM's online course, S.C.O.T (Safety Construction Orientation Training), additional information such as Health & Safety practices and Employment Standards via a Safe Workers of Tomorrow presentation, and learned how to deliver effective safety talks with Brent Good, HMCL.

The Wrap Up Event: Technology in Construction included 5 activity stations for 13 newcomer participants with construction backgrounds to expand their knowledge and learn about the types of technology that are being used to train people working in construction. We encouraged attendees to bring their phone/ device to receive access to free training apps to give them an extra advantage in the field. Partners for this event included Manitoba Hydro, Manitoba Heavy Construction Association, Safeworkers of Tomorrow, and BITSpace Development. The overall response to these events was extremely positive for both industry representatives and newcomers. MCSC contracted Parachute Media to film these events to showcase and share with funders and all partners.

Young Women's Events. The Director of Education and Training continues to participate on the planning committee for Skills Canada- Manitoba's Young Women's Conference. Together, we planned two all-day construction related careers events for girls in grades 8 -10 in Manitoba that include female speakers, female mentors, hands-on trades activities and tours of the various construction related programs that post-secondary institutions (i.e. Manitoba Institute of Trades and Technology and Red River College) offer to students.

In November and December 2017, the Director of Education and Training partnered with Skills Canada – Manitoba program coordinator, Jennifer Daniels, the Community Education Development Association (CEDA), University of Manitoba: WISE Kid-netic Energy, and industry to offer after- school career awareness programming, Girls Try-A-Trade in Electrical and Technology, to 10 Grade 8 girls in the North End. Students were introduced to the electrical wiring of a lamp, digital devices to program LED lighting systems, and basic coding concepts through jewellery making and robotics.

The 2017-2018 fiscal year marked MCSC's third year participating at the Unlocking the Toolkit event. This time, MCSC provided an activity station with our new interactive board game, Trades Town. The all-day event took place at Winnipeg Construction Association with over 100 grades 5 and 6 girls from three school divisions: River East, Sunrise and Louis Riel. Female mentors who worked in the trades led the girls to activity stations such as carpentry, plumbing, and ironwork. 



MESSAGE FROM THE COMMUNITY & YOUTH LIAISON

James Murphy

The Manitoba Construction Sector Council and First People Development Inc. (FPDI) partnered together and offered a Construction Employment Preparation Training Program (CEPP), starting on March 27, 2017 until June 29, 2018. This program was designed to provide Indigenous adults from Lake St. Martin, Little Saskatchewan, Pinaymootang, Dauphin River, Lake Manitoba, Kinonjoshtegon, Peguis, Fisher River, Ebb & Flow, O-Chi-Chak-Ko-Sipi with pre-employment construction training with a main focus on residential framing for the first four cohorts and residential flatwork technician and framing for the fifth cohort. The goal was to employ graduates at the end of the 16-week program.

There were five cohorts with 25 students selected per cohort. CEPP included job readiness, essential skills, employability skills and safety for the first four weeks and a framing course that included carpentry math, power tool training, framing skills, on-site tours, on site work experience and role model presentations throughout the final twelve weeks.

The program was designed to respond to the wide shortage of Indigenous skilled construction labourers from the above mentioned communities. The recruitment for the Construction Employment Preparation Program five cohorts began with an advertisement in the Winnipeg Free Press, FPDI and MCSC social media websites and news bulletins sent to First Nation Band offices in the FPDI ASETS communities.


There was a total of 361 participants who registered for the orientation. Applicants were required to complete a math and program readiness assessment to be shortlisted to the 35 participants eligible for an interview. From this shortlist, 25 were chosen per cohort.

There was a total of 120 participants selected over the five 16-week CEPP training programs. In cohort one 15 graduated, cohort two 15 graduated, cohort three 25 graduated and cohort four 17 graduated. Cohort 5 was still in progress at the time of this report. 38 CEPP graduates found employment in construction by the end of March 2018.

This training program is bringing a representative population of Indigenous workers into the industry, individuals who were unemployed and interested in a career in construction. The program increased participants' understanding of the role of essential skills and safety in the construction industry, to ensure a better trained and professional workforce. MCSC accommodated a broad range of education and skill levels of participants. This was in a large part due to the expertise of the delivery team. MCSC has a team of Indigenous job readiness coaches, elders, mentors from the homebuilding industry, a red seal carpentry instructor, an educational assistant who graduated from cohort one, Construction Safety Association of Manitoba safety advisors, and our industry and community partners. The make-up of the CEPP staff team and delivery of this industry driven training program ensures the new workers begin day one on the job well prepared.

In addition to managing the CEPP program, the Community and Youth Liaison attended career fairs at twenty-three schools, engaging with over 2,463 students. Students were part of a 45-minute presentation that included videos, a power point and game base learning tools. The Community and Youth Liaison Director promoted the construction industry to potential job seekers by answering questions, sharing trade talk videos, providing construction trades brochures, explaining where to find training and what the work environment is like, and by encouraging students to visit the Trade Up Manitoba website for more information about the construction trades.

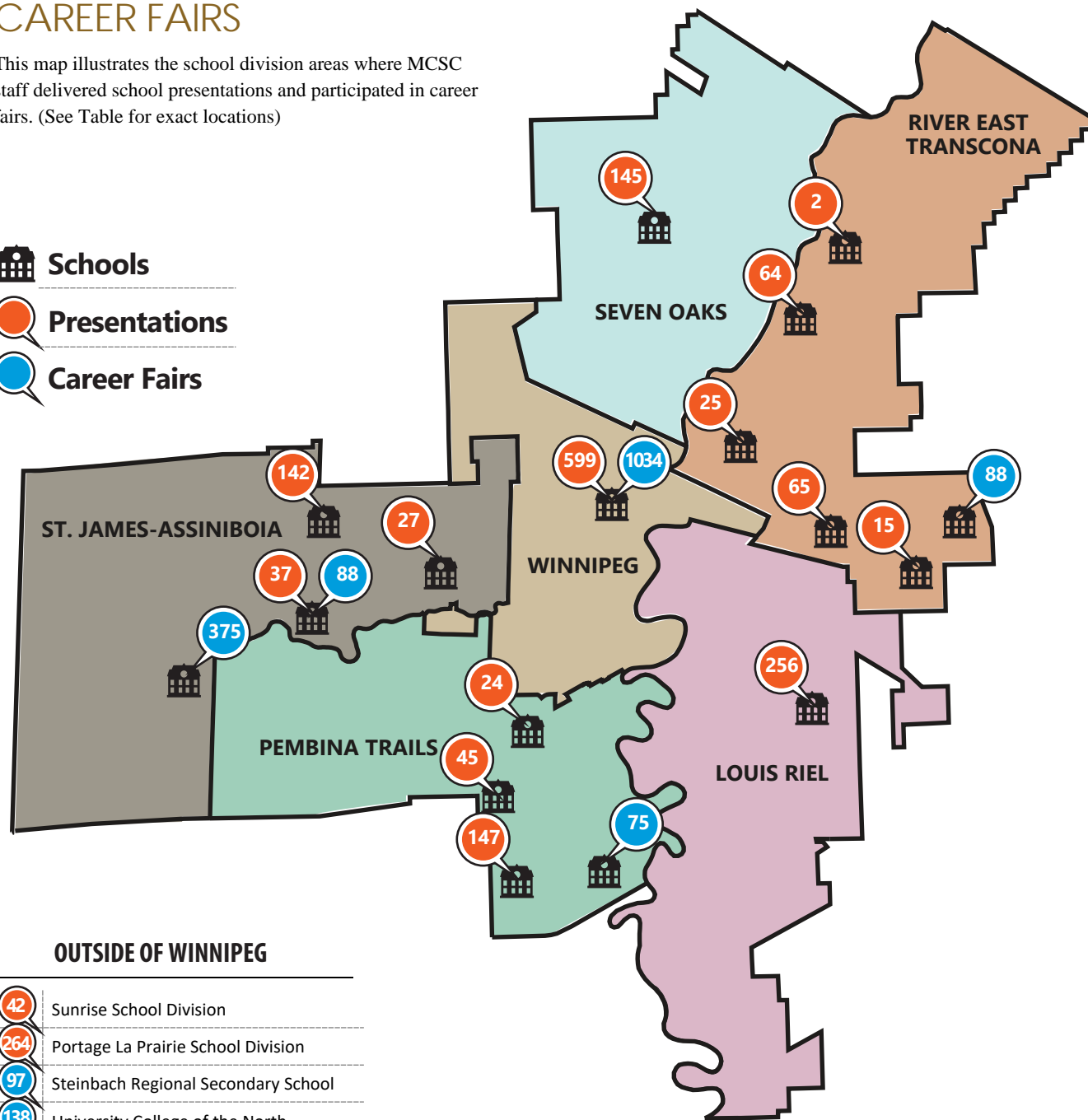
In addition, BIT Space Development/MCSC was invited to attend a career fair in the Pas and Cranberry Portage, a three-day presentation tour across northern Manitoba. This provided an opportunity to pilot the Workers Compensation Board Research and Workplace Innovation Program safety awareness resources with a variety of audiences.

Trade up Manitoba presentations were evaluated for their effectiveness and were well received at schools and community outreach organizations in all school divisions across the City of Winnipeg as well as those attended outside of city limits. When asked prior to and after the presentations, how many of you would consider a career in construction, 30% more students indicated a career in construction was something they would now consider after hearing about the opportunities available. 



2017-2018 SCHOOL PRESENTATIONS AND CAREER FAIRS

This map illustrates the school division areas where MCSC staff delivered school presentations and participated in career fairs. (See Table for exact locations)



OUTSIDE OF WINNIPEG

42	Sunrise School Division
264	Portage La Prairie School Division
97	Steinbach Regional Secondary School
138	University College of the North
100	Margaret Barbour Collegiate Institute
20	Mary Duncan School
70	Frontier Collegiate Institute
298	Brandon Career Symposium
80	Hapnot Collegiate Institute

COMMUNITIES VISITED

Organizations	Events	Number of Participants
Winnipeg Construction Association	MCP Meeting	12
Herzing College Winnipeg	Network Mixer	180
First Peoples Development Inc.	1000 Waverley	374



MESSAGE FROM THE INDIGENOUS LIAISON

William Kirkness

During the 2017/2018 Fiscal Year the Indigenous Liaison has represented Manitoba Construction Sector Council (MCSC) in a number of communities across the province. Eight First Nation communities have partnered with Indigenous Affairs and Northern Development Canada (IANDC) to access funding to deliver the Employment Preparation Program. This training will assist in preparing their community members for the upcoming projects of building new schools and in the renovation of existing schools in their respective communities. The eight communities are;

- Bunibonibee Cree Nation (301)
- Manto Sipi Cree Nation (302)
- God's Lake First Nation (296)
- Wasagamack First Nation (299)
- Bloodvein (267)
- Little Grand Rapids (270)
- Pauingassi First Nation (327)
- Poplar River First Nation (277)

This training will be delivered in two phases, with phase one completed in four communities in February and March. Phase two will begin shortly for these four communities, with phase one beginning in the other four communities.

Phase one of this training begins with three weeks of Job Readiness which consists of 7 modules;

- Time Management
- Work Ethic
- Safety in the Workplace
- Stress Management
- Budgeting
- Understanding the Construction Industry
- Professionalism in the Workplace

The second portion of phase one consists of one week of Work Safely training, which provides the students an awareness of the potential hazards within the construction industry.

The third portion of phase one which is also for one week is Introduction to heavy construction, which provides the students an overview of heavy construction. It also offers the students an opportunity to explore all the other career opportunities within the heavy construction industry.

By delivering these programs in their respective communities where they have their family and community supports we have an average of ninety percent completing this phase one training. Like any where else they still face the unavoidable issues of sick children, they may have scheduled doctor's appointments that were arranged months prior and must fly out of the community. The majority of the students walk to their training centre's and with the cold weather this past February and March this was a good sign of their commitment to attend and complete this training.

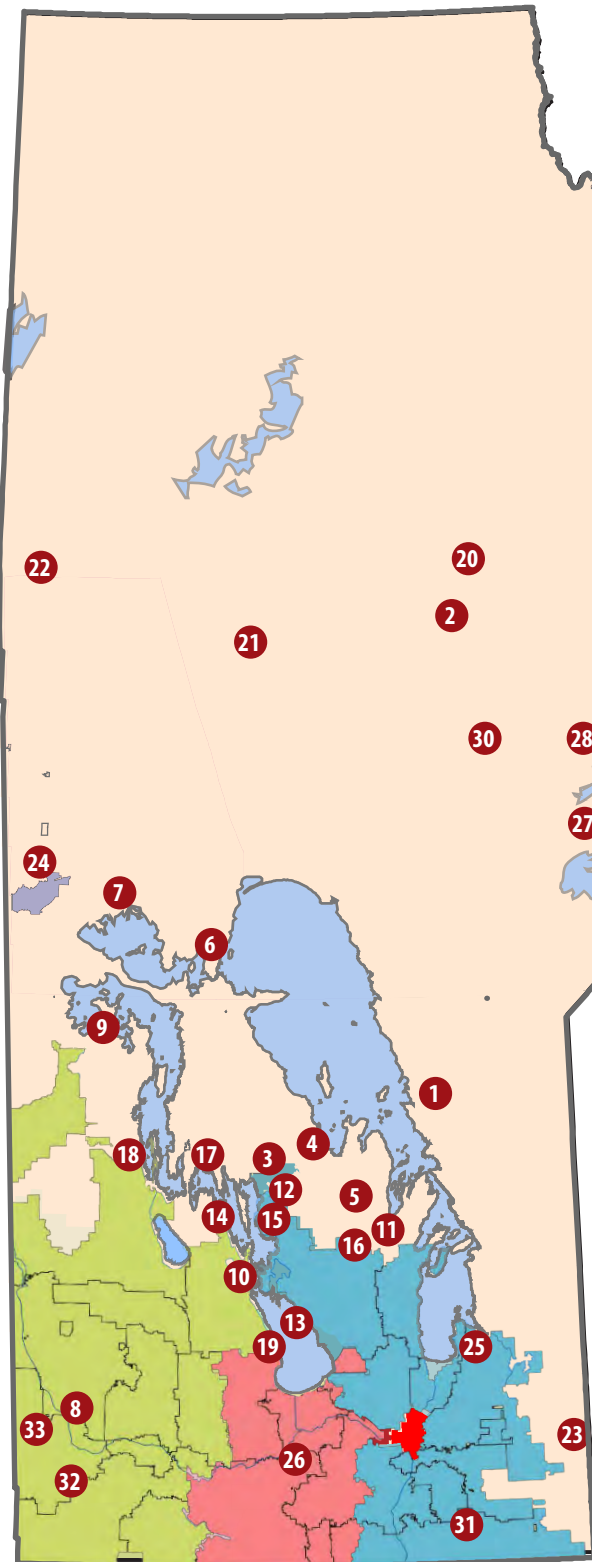
For phase two of the training the communities have the option of choosing to go with the heavy construction training which involves Heavy Equipment Operator training (HEO), Blaster and Driller in Training. The other option is the home builder training which consists of Framer, Finisher, Flat Work Technician training. All courses except for the Blasting and Drilling can be delivered in the community. All courses can be modified to better suit the community needs.

As Jackie Weenusk who is the Regional Centre Coordinator for UCN and a community member of Bunibonibee Cree Nation (Oxford House) stated in regards to the Job Readiness graduates "I could see the change in the students. By change, I mean they transformed into a group of young people that recognized that they too can pursue goals in education and employment. I could also see the change in their self-esteem, they asked a lot of questions in regards to career opportunities, they were respectful, they laughed and they encouraged each other. They spoke up clearly and they weren't shy any more. I was so proud of them. I believe with additional training they can succeed in anything".

With phase one now completed in four communities with very positive results MCSC is eagerly waiting to begin phase two and begin to deliver phase one in the remaining four communities. As always, the Indigenous Liaison is accessible to all of our association members to assist with engaging Indigenous procurement joint ventures. We are looking forward to the 2018-2019 program year when we will connect with more Indigenous communities throughout the province. 🍷

2017-2018 MCSC INDIGENOUS LIAISON OUTREACH

This map illustrates the areas inside and outside Winnipeg where MCSC staff delivered presentations, organized workshops, and participated in career fairs with community organizations.



Legend of the Map

■	Winnipeg		
1.	Berens River	18.	Pine Creek
2.	York Landing	19.	Sandy Bay First Nation
3.	Lake St. Martin	20.	Split Lake
4.	Dauphin River	21.	Nelson House
5.	Jackhead First Nation	22.	Pukatawagan
6.	Grand Rapids	23.	Cross Lake
7.	Moose Lake	24.	Opaskwayak Cree Nation
8.	Shoal Lake	25.	Sagkeeng First Nation
9.	Sapotaweyak Cree Nation	26.	Dakota Tipi First Nation
10.	Ebb & Flow First Nation	27.	Wasagamack First Nation
11.	Fisher River Cree Nation	28.	God's Lake
12.	Little Saskatchewan First Nation	29.	God's River
13.	Lake Manitoba	30.	Oxford House
14.	Crane River	31.	Roseau River
15.	Fairford First Nation	32.	Sioux Valley
16.	Peguis First Nation	33.	Birdtail Sioux
17.	Skownan First Nation		



MESSAGE FROM THE BUSINESS COMMUNICATION COORDINATOR

Rick Wang, B.A.A

During April, 2017 to March, 2018, the Business Communication Coordinator worked on five main areas to assist with the office and training needs of MCSC. The five areas were:

- Office Work Support
- MCSC Course Materials - Digitalizing, Formatting, Design, and MCSC Branding
- MCSC Construction Employment Preparation Program (CEPP) Assistance
- MCSC Training Evaluation Database - Data Entry, Charting, Statistic Organization
- Work Practicum Student Supervision

Office Work Support

The Business Communication Coordinator supported the MCSC administrative functions, tracked the MCSC office inventory and swag, prepared Google Cardboard for the IBEW Montreal Conference, and developed and maintained the MCSC database of office assets for insurance purposes.

All the MCSC swag purchased in summer 2017 was evenly divided for use by the three MCSC project managers. The Business Communication Coordinator updated the usages of all MCSC events and activities of the three project manager to the MCSC Employees' Inventory Excel Sheet when required. The sheet allowed the MCSC team to track usage of MCSC swag and order supplies when materials ran short. This system minimized loss of MCSC swag and accurately measured usage.

In the summer of 2017, to better assist one of the four associations of MCSC board, the Business Communication Coordinator worked with one contractor to assemble 1000 Google Cardboard glasses. The 1000 assembled Google Cardboard glasses were divided in three and couriered to the three organizations:

- IBEW (Chris Taran) - 334 in total
- Boilermakers Local 555 (Craig Beauchamp) - 333 in total
- Plumbers & Pipefitters Local Union 254 (Steve Ducharme) - 333 in total

For insurance purposes, the Business Communication Coordinator updated the MCSC Inventory Excel Sheet to track the new MCSC office assets purchased for supporting Industry Services and then labeled all equipment with codes. In the fall of 2017, MCSC purchased 26 blue tooth headphones, 6 blue tooth speakers, 10 virtual reality headsets, and other accessories to support the training up north. All items were coded, labelled, and then updated to the MCSC Inventory Excel Sheet.

MCSC Course Materials: Digitalizing, Formatting, Design and MCSC Branding

During the summer of 2017, the Business Communication Coordinator finished digitalizing the MCSC Framer Certificate Student Handouts.

The Framer Certificate Student Handouts, which consist of eight modules, were created by Assiniboine Community College originally. However, the materials only existed in hard copies. The Business Communication Coordinator retyped and formatted all the handouts with the MCSC brand, so it can be digitally modified by the needs of MCSC team or industry's branding. Because of the unexpected resolution of the original documents/images, the Business Communication Coordinator recreated/digitalized approximately 700 carpentry images to support this program by using both 3D program and Adobe Illustrator. The eight handouts and all images were compiled into one booklet.

The Framer Certificate Student Handouts have been used by all five cohort students of the Construction Employment Preparation Program (CEPP) in the program year 2017-2018.

In February, 2018, the Business Communication Coordinator assisted the MCSC Indigenous Liaison to edit and format the new Job Readiness Facilitator Guide booklet.

The Job Readiness Facilitator Guide booklet consists of 82 pages, which are colour-coded and embedded into six different chapters in the MCSC Job Readiness material. All MCSC Job Readiness facilitators are required to use the Job Readiness Facilitator Guide when delivering this program from this point on. The new Facilitator Guide will help to ensure the MCSC Job Readiness program delivery is consistent and is aligned to the expectation of the MCSC team.

MCSC Construction Employment Preparation Program (CEPP) Assistance

During the fiscal year 2017 – 2018, the business communication coordinator assisted the CEPP Project Manager, James Murphy with the four cohorts. The Framer Certificate Student Handouts, which were created by the Business Communication Coordinator earlier in 2017, were printed and used by the students of all five cohorts.

The Business Communication Coordinator was also in charge of ordering food and beverages daily for the first four cohorts, reporting all the food and beverages expenses of CEPP to the MCSC Financial Manager, supervising the students when taking classes in Mac Lab at the 1000 Waverley building, updating and printing certificates for all graduates of the first four cohorts, developing MCSC CEPP Score Record Excel Sheet to chart the training results, and assisting the CEPP Project Manager on the graduation days of the first four cohorts.

MCSC Training Evaluation Database: Data Entry, Charting, Statistic Organization

To assist the MCSC Indigenous Liaison and ensure the quality of the MCSC Job Readiness Program in northern communities, the Business Communication Coordinator updated all the evaluations and student information to the existing MCSC Evaluation Excel Sheets and Student Record Excel Sheets.

From April, 2017 to February, 2018, there were more than 400 evaluations received from seven Indigenous communities: Berens River, Fairford, Sapotaweyak, Grand Rapids, Moose Lake, Roseau River, and Sagkeeng. All of evaluation results were updated to the MCSC Evaluation Database Sheet, then printed and complied by community into MCSC evaluation binders.

Work Practicum Students Supervision

The Business Communication Coordinator developed the tasks and responsibilities of three practicum students from MITT's Business Administrative Assistant program. The three students performed various tasks related to maintaining the MCSC and TradeUp websites as well as assisting in the MCSC office work, school presentations, and career fairs. The Business Communication Coordinator measured student progress weekly and completed a final performance report at the end of each work placement. 📄



MEET THE OFFICE ADMINISTRATIVE ASSISTANT

Karla Dugay, B.A.A

Karla Dugay, joined MCSC March 26, 2018 as the Office Administrative Assistant. Her duties include supporting MCSC team, assisting the three MCSC project managers when required, and supervising work practicum students from MITT. 📄



2017 – 2018 ACTIVITY HIGHLIGHTS Education

Education is a form or process of learning through which knowledge, skills and attitudes are acquired by one or more learners. Any experience that has a formative effect on the way one thinks, feels or acts can be considered educational. Activities under education include coaching, mentorship, and training.



CEPP Cohort



Western Diversification Announcement



Concrete Flatwork Technician Program



Habitat For Humanity





North Indigenous Training



Birdtail Sioux



CEPP Cohort



CEPP Cohort



Sandvik Simulator Training



Western Construction Services Inc.



CEPP Cohort



CEPP Cohort



CEPP Cohort

2017 – 2018 ACTIVITY HIGHLIGHTS Awareness

Awareness means a conscious effort to increase the knowledge of others. It often takes the form of a group of people attempting to focus the attention of a wide group of people on some cause or condition. Activities under awareness include outreach activities, key note speeches at banquets/conferences, production and distribution of sector information or promotional materials.



Young Women's Conference at MITT



Girls' Heavy Construction Camp at Brandt



MHCA Pilot of Safety Resources



ICTAM Disrupted Conference



Girls' Heavy Construction Camp at OETIM



WCA Expo



Children of the Earth Career Fair



Girls' Heavy Construction Camp at OETIM



Young Women's Conference at MITT



Girls' Heavy Construction Camp at MITT



CWA Welding Camp at Tech Voc



WCA Expo



Mentorship For Immigrants at Manitoba Start

2017 – 2018
ACTIVITY HIGHLIGHTS

Engagement

Engagement is the act of sharing in the activities of a group. Engagement activities include industry consultation, networking, partnership development, business development

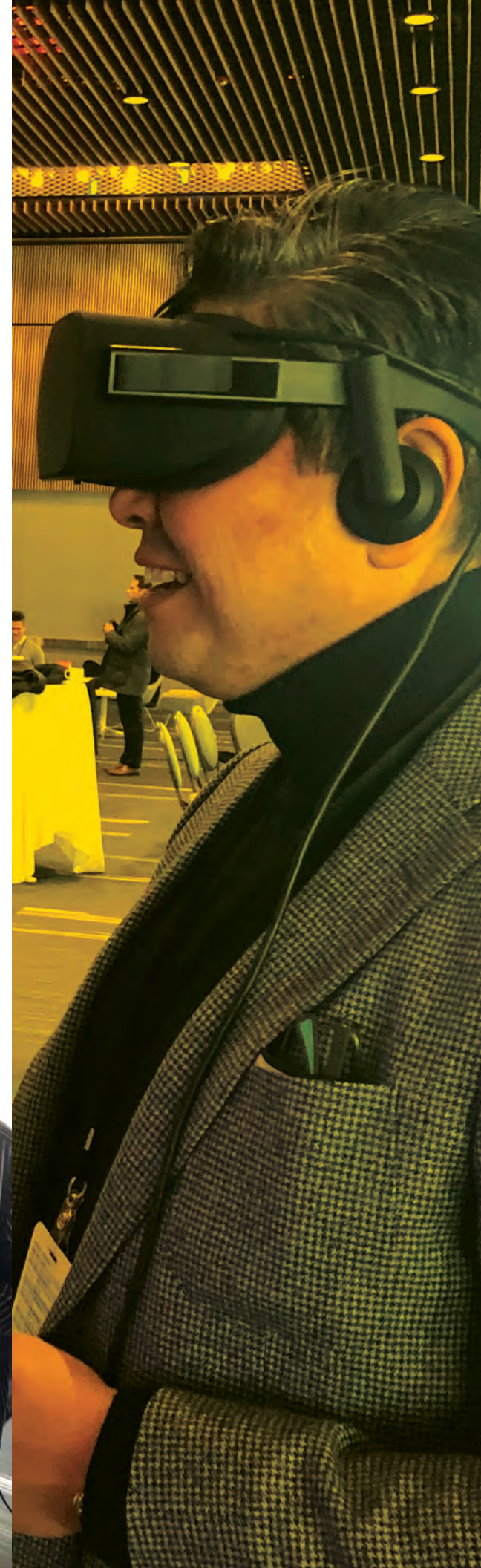
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in Manitoba

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careers of choice in a dynamic
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CCA Conference, Banff AB



Educator Working Group



National Sector Council Event



ICTAM Disrupted Conference



LMI Sector Council Meeting



National Sector Council Event



Circles of Reconciliation Conference

2017 – 2018 ACTIVITY HIGHLIGHTS

Mentoring & Internships

During the fiscal year 2017-2018, there were three practicum students from Manitoba Institute Trades and Technology (MITT) worked at MCS.

Satvinder Singh Gill, Yejun Lee, and Zain Ul Abideen were enrolled in the MITT Business Administrative Assistant (BAA) program. The three students were assigned to MCSC to gain office administration experience before they graduated. Each student worked as a full-time office administrative assistant for six weeks to assist the MCSC team with office work.



MCSC WORK PRACTICUM STUDENTS INFORMATION: 2017 APRIL TO 2018 JUNE					
Students' Names	Schools	Programs	Positions in MCSC	Practicum Durations	Dates of Performance Review
Under Supervision of the Business Communication Coordinator					
Santvinder G.	MITT	Business Administrative Assistant (B.A.A.)	Office Assistant	2017-05-01 to 2017-06-09	2017-06-09
Yejun L.				2017-10-10 to 2017-11-17	2017-11-17
Zain Ul A.				2018-01-08 to 2018-02-16	2018-02-16

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