Course Name	Hrs.	Course Description	Express?

Following is a selection of courses Built Environment Plus (BE+) offers for the Commonwealth of MA's Workforce Training Fund's General and Express Programs and to the general public. To date, only a selection of the courses have been approved for the Express Program. Please contact Meredith Elbaum with inquiries or to express interest. meredith@builtenvironmentplus.org, (617) 752-2422. For more information on Built Environment Plus visit: https://builtenvironmentplus.org/

Course Name	Hrs.	Course Description	Express?
LEED Green Associate Exam Prep	8	This LEED Exam Prep Course is a comprehensive course which will prepare attendees for the Green Associate exam. The day long curriculum is designed to cover the segments of the Green Associate Exam and to lightly cover the AP specialty exams. It will be a fast-paced class for real estate professionals, architects, engineers, and anyone else interested in green building practices and LEED. The majority of attendees have little previous knowledge of the LEED rating system, green building operations and green building construction. Upon completion of the class you will be eligible to sit for the LEED Green Associate exam at a local testing center.	YES
LEED Building Design + Construction	8	With this LEED AP Building Design and Construction training, you will know the requirements and calculations required for the following LEED credits: Sustainable Sites, Water Efficiency, Energy & Atmosphere, Materials & Resources, and Indoor Environmental Quality. You'll learn and practice the three exam areas – Recognition, Application, and Analysis, as well as be able to identify the key components of the LEED BD+C Rating System. Upon completion of the class you will be eligible to sit for the LEED BD+C exam at a local testing center.	YES
LEED Interior Design + Construction Exam Prep	8	With this LEED AP Interior Design and Construction training, you will learn the requirements and calculations required for the following LEED credits: LEED Process Integrative Strategies, Location and Transportation, Water Efficiency, Energy and Atmosphere, Materials and Resources, and Indoor Environmental Quality. Upon completion of the class you will be eligible to sit for the LEED ID+C exam at a local testing center.	YES
LEED Neighborhood Development	8	With this LEED AP Neighborhood Development training, you will learn the requirements and calculations required for the following LEED credits: Smart Location & Linkage, Neighborhood Pattern & Design, Green Infrastructure & Buildings, Project Surroundings and Public Outreach. Upon completion of the class you will be eligible to sit for the LEED ND exam at a local testing center.	YES
LEED for Homes Workshop: Part 1	4	With this LEED AP Homes training, you will learn how to ensure your next project is healthy, efficient, built to last and affordable through using the LEED rating system and third party performance testing during the construction process. Project types include affordable housing, single family, duplex, multifamily, midrise and all mixed-use buildings up to 12 stories tall. Upon completion of the class you will be eligible to sit for the LEED Homes exam at a local testing center. Part 1 provides an overview.	YES

Course Name	Hrs.	Course Description	Express?
LEED for Homes Workshop: Part 2	4	With this LEED AP Homes training, you will learn how to ensure your next project is healthy, efficient, built to last and affordable through using the LEED rating system and third party performance testing during the construction process. Project types include affordable housing, single family, duplex, multifamily, midrise and all mixed-use buildings up to 12 stories tall. Upon completion of the class you will be eligible to sit for the LEED Homes exam at a local testing center. Part 2 goes into more depth.	YES
LEED v4 Project Management	8	With this LEED Project Management training, you will learn how to facilitate an eco- charrette, navigate LEED Online, troubleshoot potential setbacks, develop tools for managing the documentation process (and use existing available tools) and evaluate the cost-to-benefit ratio of various design strategies. As part of the workshop, participants will take part in a mock LEED charrette in which we complete a detailed evaluation of how specific changes in the design of the project would affect key LEED BD&C credits. Upon completion of the class you will be eligible to sit for the LEED O+M exam at a local testing center.	NOT YET
LEED v4 Healthcare: An Expert's Synopsis	8	With this LEED Healthcare training, you will learn how to set objectives, establish criteria and plan integrative processes to achieve effective project collaborations and advance LEEP IP aims, understand how common vocabulary helps to discover contrasting environmental, social and economic perspectives, identify stakeholder interests and support productive outcomes, activate self-awareness to recognize and manage personal emotional triggers that endanger or block integrative relationships, as well as using collaboration-focused questions in the search for excellence in high performance building design, delivery and operations to produce healthy, enjoyable and inspiring green environments.	YES
Subcontractor LEED Documentation	8	Submitting for credit compliance can seem overwhelming. What documents do you need and when? With this interactive course, you will learn the documents needed for submission. The following areas will be covered: - New Construction and Major Renovations - Core and Shell - Existing Buildings: Operations and Maintenance - Commercial Interiors - Schools - Retail - Healthcare - Neighborhood Development	NOT YET
Intro to WELL Building Standard	2	The Introduction to the WELL Building Standard provides an overview of the WELL Building Standard ideology, structure, and certification process. The medical basis for the concept categories is introduced along with design and construction strategies to create healthy buildings. This training will introduce how to reinvent buildings that are better for both people and the planet using the WELL Building Standard as the framework.	YES
WELL AP Exam Prep Course: Part 1	4	Within this WELL course you will learn how to articulate the financial, societal, and environmental benefits of WELL certification, identify the role of the International Well Building Institute and the WELL Building Standard, recognize the structure of the WELL Building Standard, explain the seven concepts of the WELL Building standard, the strategies to achieve them, and the health impacts they address, and summarize the certification process of the WELL Building Standard. The WELL AP Exam Prep Class will have nine sections which will be given over the course of one day. Upon completion of the class you will be eligible to sit for the WELL AP exam at a local testing center. Part 1 provides an overview.	YES

Course Name	Hrs.	Course Description	Express?
WELL AP Exam Prep Course: Part 2	4	Within this WELL course you will learn how to articulate the financial, societal, and environmental benefits of WELL certification, identify the role of the International Well Building Institute and the WELL Building Standard, recognize the structure of the WELL Building Standard, explain the seven concepts of the WELL Building standard, the strategies to achieve them, and the health impacts they address, and summarize the certification process of the WELL Building Standard. The WELL AP Exam Prep Class will have nine sections which will be given over the course of one day. Upon completion of the class you will be eligible to sit for the WELL AP exam at a local testing center. Part 2 goes into more depth.	YES
Intro to Living Building Challenge	2	This training course will provide an overview of the Living Building Challenge - a philosophy, advocacy tool and certification program that addresses development at all scales.	NOT YET
The Living Building Challenge	8	With this training course you will learn the basic knowledge of the Living Building Challenge - a philosophy, advocacy tool and certification program that addresses development at all scales. The Living Building Challenge is the built environment's most rigorous performance standard. It calls for the creation of building projects that operate as cleanly, beautifully and efficiently as nature's architecture. To be certified projects must meet a series of ambitious performance requirements, including net zero energy and waste and water, over a minimum of 12 months of continuous occupancy.	YES
Intro to SITES	2	SITES is the most comprehensive system for creating sustainable and resilient land development projects. Land is a crucial component of the built environment and can be planned, designed, developed and maintained to protect and enhance the benefits we derive from healthy functioning landscapes. Participants will learn how to create ecologically resilient communities and benefits the environment, property owners, and local and regional communities and economies.	YES
Passive House: Intro to Passive House	2	Through this training you will learn about the Passivhaus Standard—a standard based on the concept of using simple, direct, and primarily architectural solutions to create ultra-low energy buildings. The course covers an introduction to the Passivhaus Standard, its applicability to higher education and residential projects, and relevant case studies.	YES
Passive House: The Technical Aspect of Passive House	2	Participants will learn the design principles, used to obtain a quantifiable and rigorous level of energy efficiency and building comfort and how to integrate these principles into local building code. The PassivHaus standards and how they relate to LEED, WELL and other building standards.	YES

Course Name	Hrs.	Course Description	Express?
Certified Passive House Consultant Training	40	PHIUS established the CPHC® credential to distinguish accomplished passive house professionals in the marketplace. CPHCs are listed in the PHIUS CPHC database and join a robust community of passive building practitioners across North America. The CPHC exam covers basic building science, the principles of the PHIUS+ 2015 Passive Building Standard, and passive building calculations and design principles. To achieve CPHC certification, candidates must: - Take and pass (70 percent or better) a three-hour in-class computer-based exam. Candidates are required to use their own computers for this component of the certification exam. - The exam will be offered in the afternoon on the last day of CPHC in-class training. The exam may also occasionally be offered independently of training sessions; refer to the table below for upcoming test dates. - Candidates must also complete and pass a take-home design exercise within four weeks of taking the computer-based exam.	NOT YET
Fitwel	2	Fitwel is a building rating system for commercial interiors and both multi-tenant and single- tenant existing buildings that provides guidelines on how to design and operate healthier buildings. Fitwel addresses health as an interconnected system, with no single dominant category or area of focus, and as such all strategies are voluntary. The course will cover the Fitwel Scorecards, Fitwel Star System and the seven Health Impact Categories.	YES
Envision Sustainability	6	Envision is a resource for professionals involved in planning, designing, building, and maintaining civil infrastructure. It is a rating system for sustainable infrastructure. Envision provides guidelines on sustainable practices and serves not only as a planning and design tool, but also as a means of evaluating infrastructure projects once complete. It is a flexible resource that facilitates the development and maintenance of sustainable infrastructure.	NOT YET
Ecodistricts: A New Model of Urban Re-Generation	8	In this workshop you'll discover a new framework to transform existing neighborhoods through the lens of Equity, Resilience and Climate Change to prepare a roadmap and structure for how to move forward. This hands-on exercise will help you develop an action plan for how to move forward. You will learn how to discover a new process for bringing together community leaders, developers, architects and planners to develop sustainable neighborhoods, how to find ways to plan and incorporate district scale, net zero energy and water systems, and how to develop a roadmap for planning goals, development targets and methods to galvanize support for your community.	YES
Ecodistricts: AP Exam Prep Training	8	In this entertaining, interactive and information session, you'll gain deep insight into EcoDistricts Certified — the world's only comprehensive sustainability management framework. You will learn how to prepare a community asset map, evaluate metrics around energy, water, resiliency and social equity, and determine targets for transforming a district, neighborhood or campus into a vibrant community, how to discover a new process for bringing together community leaders, developers, architects and planners to develop sustainable neighborhoods, how to find ways to plan and incorporate district-scale net zero energy and water systems and how to develop a roadmap for planning goals, and development targets and methods to galvanize support for your community. Upon completion of this course you will be eligible to sit for the online Ecodistrict AP exam.	NOT YET
Performance Tracking - 2030: Part 1	2	The Architecture 2030 Challenge requires tracking your portfolio of projects in the Design Data Exchange (DDx). In this class participants will understand how DDx works for tracking their own portfolio of projects and what free resources are available from AIA. They will learn how to leverage the nationwide data in DDx for marketing and evaluate different modules of organizational approaches to institutionalize carbon reduction in your process. They will also define new or shifted approaches to optimize collaboration within the design to reach 2030 goals. Part 1 provides an overview.	YES

Course Name	Hrs.	Course Description	Express?
Performance Tracking - 2030: Part 2	2	The Architecture 2030 Challenge requires tracking your portfolio of projects in the Design Data Exchange (DDx). In this class participants will understand how DDx works for tracking their own portfolio of projects and what free resources are available from AIA. They will learn how to leverage the nationwide data in DDx for marketing and evaluate different modules of organizational approaches to institutionalize carbon reduction in your process. They will also define new or shifted approaches to optimize collaboration within the design to reach 2030 goals. Part 2 goes into more depth.	YES
Sustainable Acoustics	2	Acoustics is a critical component in providing a comfortable listening environment for users and is recognized by several building rating systems for sustainability and health including LEED, WELL, Fitwel, and Passive House. We will overview of acoustic principles and various ways in which sustainable design can be applied to acoustics to extend green design concepts. We will discuss the ABCs of architectural acoustics and the importance of proper acoustic design to the comfort and wellness of occupants across different types of building uses. We will discuss design strategies to help achieve the acoustics requirements of various building rating systems throughout the design and construction process. We will discuss synergies of acoustical design with other green building strategies – such as environmentally friendly materials, smarter use of energy, water and material resources and improved indoor environmental conditions – and potential tradeoffs.	YES
Bird Safe Design	2	This class reviews the science that explains bird collisions, how to recognize hazards to birds in the built environment and shows a range of solutions and buildings that illustrate those solutions. Case studies will explore many of the currently available strategies for reducing bird mortality and how bird-friendly design can add value to strategies often deployed to control heat and light or promote security. We review the use of the LEED credit and important features of legislation concerned with bird-friendly design. Techniques now in use for evaluating the relative threat level to birds of different materials are described, along with typical results.	YES
Circadian Lighting	2	Since we spend around 90% of our time indoors, our lighting design, for both electric luminaires and strategic use of daylighting, is of paramount importance for our health. Participants will learn the various properties of light that are important to consider for human health, and how these can be applied.	NOT YET
Lighting: Daylighting	2	Objectives: - Achieve a basic understanding of daylighting design process - Recognize the key metrics of digital daylighting analysis, including annual simulations and glare analysis. - Understand the basics of IES LM-83 and how it has set the standard criteria for various sustainable rating systems - Utilize daylighting design strategies for architectural practice, citing examples from case studies.	NOT YET
Lighting: Sustainable Design Lighting	2	Objectives: - Achieve a basic understanding of sustainable lighting - Recognize the key metrics of sustainable practices - Understand how LEED, WELL, CHPS, and Living Building Challenge all handle sustainable lighting in different ways - Utilize design strategies for responsible lighting practice, including design and specifications. - Utilize sustainable lighting design strategies for architectural practice, citing examples from case studies.	NOT YET

Course Name	Hrs.	Course Description	Express?
Life Cycle Assessment & Environmental Product Declarations: What You Need to Know	4	Through this course you will learn the promise and pitfalls of LCA and EPDs, compare how the Living Building Challenge, Living Product Challenge, LEED and Green Globes address them and examine related advocacy opportunities, how to outline the history of political debate that surrounds Life Cycle Assessment (LCA) of building materials and emerging trends of environmental product declarations within the green building industry, and how to explain how various green building and product certifications are driving increased transparency about environmental impacts of building materials with a particular focus on LEED®, the Living Building Challenge and the Living Product Challenge.	YES
Talking with Clients about Resilience	8	Resilience is a complicated topic spanning physical assets, operational functions as well as the psychological needs of the occupants and community. Clients can be resistant to engaging around any one of these topics and the building design alone has a host of its own issues that trigger concerns about cost and operation. This workshop combines the two critical aspects needed to overcome the inherent challenges; first the best ways to frame issues of analysis, design and construction and second the communication strategies that will be most likely to get buy-in and engage clients productively. This is an 8 hour workshop which can be delivered in multiple sessions.	YES
Designing for Future: Resilient Design	4	see excel doc. from Barbra, MOVE ALL SPI TO THE BOTTOM OF THE SPREADSHEET, first begin adding courses from her list including any notes in the Additional Notes section and graying out the courses that were originally listed in this spreadsheet	NOT YET
Lean Construction	16	Lean Construction extends from the objectives of a Lean production system— maximize value and minimize waste— to specific techniques, and applies them in a new project delivery process. Lean thinking encourages a constant reflection to determine if every expenditure of resource is employed to generate value. Lean thinking demands a mindset of continuous improvement. Leaders must create an environment where experimentation is encouraged, if the goal is to improve continuously. Training will focus on improving efficiency, increase communication, reduce waste and create reliable flow.	NOT YET
Climate and Construction	4	Sustainability needs to be a concept that is holistic. We hear it at design charrettes but we need it to resonate with the builders and construction workers who also are involved with the project. Sustainable practice and the understanding of high efficient design is needed on every level of the construction process to provide the intended outcome. Knowing the basics of Stretch Code practice or what doing a quick job can mean to the life-cycle of a building are important lessons covered in this session.	NOT YET
Buildings and Carbon	4	This course will focus on climate impacts associated with carbon emissions from the built environment. It will emphasize the importance of goal setting and taking actions to manage building related carbon emissions throughout the building's life cycle.	YES

Course Name	Hrs.	Course Description	Express?
Site + Sustainable Water	3	Focus on understanding water on site, its natural cycle as well as larger context. Will cover the importance of soil and plant management, with strategies specific to site and location. Both the LEED rating system and SITE rating system will be used for this course.	NOT YET
Water Mapping for the Built Environment	4	Objectives: - Attendees will be able to list they key drivers for water conservation and water efficiency - Attendees will be able to differentiate between water conservation and water efficiency - Attendees will be able to characterize the regulatory aspects of water efficiency and water conservation in Massachusetts, including the Massachusetts Water Conservation Standards - Attendees will be able to analyze building use schedules and develop design flows and estimated actual flows to: develop a preliminary water balance, including estimation of consumptive and non-consumptive water uses and potable and non potable water demands	NOT YET
Erosion Control, Part 1: An Introduction	3	Through this course you will learn the basics about erosion, sedimentation and their respective control measures, relating how LEED v4 acts as a tool to encourage the implementation of an erosion and sedimentation control plan before starting earthwork of a project, causes of erosion and subsequent problems for humans and the environment, and the preliminary studies and analysis of active and passive forces of the site before designing solutions. This training is meant for LEED professionals, architects, engineers, designers, contractors, consultants, investors, developers.	NOT YET
Erosion Control, Part 2: The Tropics	3	This course aims to explain the fundamentals of erosion control in a tropical setting, and how LEED v4 can have an impact on its development. Erosion problems in the tropics are described, and the appropriate erosion and sedimentation control (ESC) practices related to LEED certification are explained in detail. Technical drawings and examples are shown to facilitate comprehension of the proper implementation of ESC best practices, along with their functions, required materials and maintenance procedures. Two case studies of erosion and sediment control practices in Panama guide the technical implementation process of slope and soil stabilization. Participants should have a basic knowledge of ESC practices as requirements for the LEED v4 Sustainable Sites Prerequisite: Construction Activity Pollution Prevention, which is covered in the course "Erosion Control Part 1: An Introduction" in this series	NOT YET
Facilities Management for Architects	4	Objectives: - Learn about facilities awareness training for business managers and administrators with a focus on energy conservation, capital planning, and operational budget. - Discover how sound facilities management practices can have a positive impact on your budget's bottom line - Learn how to educate owner's on state of the art facilities controls, equipment, and technology.	NOT YET
Intro to Healthy Materials	2	This workshop will highlight the trends and tools available to find and select healthier products. Participants will learn the key product categories and how to research and find products that are better for the environment and building occupants. The workshop will highlight the trends and the tools available to find and select healthier products, including: - Health product declarations (HPDs) - Declare labels - C2C certification - Low-emitting materials	YES

TRAINING CATALOGUE

Course Name	Hrs.	Course Description	Express?
Healthy Materials	6	In this course, participants will learn which Materials & Resources (MR) credits in LEED v4 your project can easily achieve, and what you need to know to get them. The MR credits in LEED v4 move us away from single-attribute product selection, and toward having a richer set of data to make more robust product selections using multiple attributes. The following will be covered: - Product transparency and LEED - Health Product Declarations and Cradle to Cradle - Environmental Product Declarations - Sourcing of Raw Materials - Low-emitting materials, occupant health, and LEED - All About VOCs: content and emissions We'll look at the things to watch out for in key product categories, and how you can identify preferable alternatives.	NOT YET
Healthy Materials Lab Only	4	This course requires students to roll up their sleeves and dive into Healthy Materials by applying concepts they learned in the Healthy Materials courses to their own work. At the conclusion of the course participants will be able to : - Describe potential pathways that healthy materials follow from the selection process into projects - Explain how an integrated design approach can improve the material selection process - Explain strategies that designers can use to get products into specifications - Describe the challenges posed by value engineering and the impacts of regrettable substitutions	YES
Energy Codes	2	This course introduces current energy trends, required codes, and sustainability rating systems across the U.S. and the role of ENERGY STAR Portfolio Manager. You will hear from a sustainability expert at Green Building Services about current energy performance reporting trends including federal and municipal codes and guidelines. Through this training you will learn how to identify current energy regulations and energy performance reporting trends across the United States that impact the general welfare of the community, how to describe the role of Energy Star Portfolio Manager and how to implement this energy tracking and benchmarking tool into your property or project to promote all feasible means of energy conservation.	YES
Energy Efficiency	3	The incentive market can get complicated with the utility, state, federal and regional programs. Taking this course can help your team stay up to date with the newest programs and what synergies you can apply to your building or project. Paperwork timelines, reports, codes and other barriers will be overviewed in the session to provide a framework to plan your future project from.	NOT YET
Energy Modeling with eQuest	8	This is a comprehensive commercial energy modeling course for professionals that teaches students to master eQuest, a powerful (free) energy modeling tool. The course is hands-on where students are actually going to build and run energy models. When the course is over, students should be able to be the go-to energy modeler on an integrated design team. This course is self-paced and entirely online. The lecture videos and other materials are available any time, and the instructor responds to student questions through a discussion board. Through this training you will learn to build and run energy models, to be the go-to energy modeler on an integrated design team, making yourself invaluable to the design process, how to master eQuest, and a gain in confidence to do energy modeling for paying clients.	NOT YET
Energy Modeling with Energy Plus: Part 1	8	EnergyPlus for Practitioners Part 1 of this workshop focuses on the needs of the energy modeling practitioner in order to get you up to speed and highly productive with EnergyPlus as quickly as possible. We cover the fundamentals of EnergyPlus such as geometry and internal loads while rapidly ramping up to advanced topics such as HVAC systems and controls.	YES

Course Name	Hrs.	Course Description	Express?
Energy Modeling with Energy Plus: Part 2	8	EnergyPlus for Practitioners In part 2 of this workshop we guide you through the complexities of the EnergyPlus syntax, input/output files, documentation, and essential software tools including the Euclid extension for SketchUp. Most importantly, we teach you how to use the available resources to teach yourself going forward. Demonstrations and hands-on exercises are used extensively throughout. By the end of the workshop, you should be comfortable with creating, running, and debugging EnergyPlus models.	YES
Energy Modeling with Energy Plus: Part 3	8	In Part 3 of this workshop we taylor topics towards students' interests. Topics include: -Specific technologies or strategies (e.g., radiant heating and cooling, VRF systems, natural ventilation, etc.) that are anticipated to be critical for your upcoming projects. -Software tools and techniques that we use ourselves to work more efficiently with EnergyPlus. -Introduction to the full OpenStudio application and how to map EnergyPlus concepts to the OpenStudio interface. -We have developed our training materials from scratch over a period of several years based on our extensive experience using EnergyPlus to model real-world projects and helping others to do the same. This workshop should be a prerequisite for anyone planning to work with EnergyPlus regardless of what user interface you choose.	YES
Designing with Energy Models	3	Learning Objectives: - Identify design factors that affect energy performance, daylight quality & occupant comfort. - Apply integrated thinking to make informed aesthetic design decisions - Explain how the design decisions are interrelated in feedback loops - An understanding of how climate and program affect energy models	NOT YET
High Performance Building Assemblies	6	Why high-performance assemblies? And why now? Today we demand better thermal performance from our building assemblies than ever. But higher performance comes at a price: Designers and builders must pay attention to hundreds of hidden components. Things like corner joints. Window flashing. Hundreds of beads of sealant and runs of tape. Poorly designed, specified, or installed details in these areas can burden building owners with moisture and mold problems... façades falling to pieces... and drafty interiors that send tenants packing — sometimes, even suing. This course will cover: - How water moves through buildings - Continuous barriers: air, water, thermal - Vapor profiles vs. vapor retarders - What is WUFI — and is it for you? - To vent or not to vent...assemblies	NOT YET
High Performance Building Assemblies Lab Only	2	This takes each of the principles covered in the course content and implements the principles in benchtop/plan set to work.	NOT YET
Intro to Designing a Net Zero Building	2	Participants will learn the components of Zero Net. It may seem out of reach, but firms are turning these hurdles into opportunities. Join us as we examine case studies, detailing integrated systems and creative solutions that make ZNE a reality.	YES

Course Name	Hrs.	Course Description	Express?
High Performance MEP System Design	4	Conceptual overview of the different MEP systems with an emphasis on mechanical. Considerations when designing with systems: - Energy source, cost efficient, longevity, sizing/modulation, location, infrastructure requirements, current regulations, considerations. - Designing with carbon as a priority - Electrification	NOT YET
Green Professional Training (GPRO): Fundamentals of Building Green	4	This training presents the basic issues applicable to citizens and most construction and building operator trades. They will then take a course of 6 – 8 class hours in their field listed below. This is followed shortly by an exam, and if they pass, they become a GPRO Certificate Holder. This certificate will demonstrate that an individual understands green buildings as it applies to his or her trade and will enhance that person's ability to compete for and participate in green jobs.	NOT YET
Green Professional Training (GPRO): Operations and Maintenance Essentials	12	With this GPRO training, you will learn how to use building metrics to improve performance, improve the building envelope for a healthier building, reduce water use, employ strategies for more efficient and cost-effective heating and cooling systems, manage lighting to minimize energy use while maintaining lighting quality, maintain indoor air quality for tenant comfort, reduce waste, and understand the new NYC energy auditing and retro-commissioning requirements	NOT YET
Green Professional Training (GPRO): Construction Management	10	With this GPRO training, you will learn the construction manager's role in the pre- construction phase of a project, integrating green building systems into the construction schedule, creating and using tools to implement energy efficiency strategies, communicating sustainable construction processes to subcontractors and trades, construction activity pollution prevention, construction indoor air quality, construction waste management, critical actions to ensure success during the submittals, rough-in, and fit-out phases, and implementing a post-occupancy review and assessment process.	NOT YET
GPRO: Electrical Systems	10	With this GPRO training you will learn the important sustainability issues for electricians, economic opportunities for the electrical industry, the role of electrical systems within the "whole-building" approach, the key differences between green and conventional electrical products and work practices, improving efficiencies in lighting and HVAC, new technologies for distributed generation, using benchmarking and other tools to maintain building performance, the electrician's role in the building commissioning process, retrofitting existing buildings with energy-efficient technologies, and green building issues for electricians.	NOT YET
GPRO: Plumbing	10	With this GPRO training you will learn the important sustainability issues for plumbers, the economic advantages of adopting water-efficient technologies, key differences between green and conventional plumbing products and work practices, improving water distribution systems, alternative water supply technologies, how to interpret Energy Guide and water use rating systems, maintenance issues on common green fixtures, appliances, and systems, retrofitting existing buildings with water-efficient technologies, the plumber's role in the building commissioning process, as well as green building issues for plumbers.	NOT YET

Course Name	Hrs.	Course Description	Express?
GPRO: Mechanical	10	With this GPRO training you will learn how to make HVAC equipment as efficient as possible, while providing the same levels of comfort to occupants. The course gives experienced construction professionals the critical tools needed to transition from conventional practices to sustainable practices. Mechanical training will cover sustainability requirements and LEED affect mechanical trade work, critical indoor air quality assurance practices, new technologies and approaches for reducing energy use in HVAC systems, how to achieve high efficiency with mechanical insulation and HVAC controls, as well as the mechanical trades' role in testing and balancing, commissioning, and maintenance, important practices for retrofitting HVAC systems in existing buildings	NOT YET
Bluebeam Portfolio Overview	6	The workshop covers the following: - Introduction to the Revu Interface - Document Access and Navigation - Basic Document Editing and Comparison - Markup Tools and Markup List	NOT YET
Bluebeam Advance	4	Focuses on advanced features and workflows relevant to supporting AEC professionals. Concepts include stamp creation, OCR, form fields, hyperlinking automation, document set management, and a deep dive into studio.	NOT YET
Newforma: Project Center & Info Exchange	4	Participants will learn the following: - Navigate project files, search, view and markup files - Add contact to Info Exchange website to share documents - How to send and receive file transfers - Group lecture format with be supplemented with instructor over the shoulder staff desktop application on actual project work - Manage folder and documents with Info Exchange x - Add external contacts and distribution lists - How to annotate collaboration documents - Compare document version with Viewer and Compare tools	NOT YET
Newforma: for Construction Administration	4	Participants will learn the following: - How to optimize and configure workflow - Link contract management items to related documents - Create log and track electronic submittals efficiently - How to receive, process and electronically stamp submittals - Learn techniques to group and track related items together - Group lecture format with be supplemented with instructor over the shoulder staff desktop application on actual project work	NOT YET
Revit: Dynamo	12	Dynamo requires no knowledge of programming or scripting, but still allows designers to build form generators from the simple to the awe-inspiring. This course will enable students to model using algorithmic sets and maintain editing capabilities on finished models. Students will be able to understand the workflow and achieve results all natively created in Revit. - Getting comfortable with the Interface - Wave creation - Magnetic simulator - Bridge Building - Solar design = mechanized	NOT YET

Course Name	Hrs.	Course Description	Express?
Revit: How to Optimize Revit on Projects	6	Attendees will learn how to use the basic software package for work-sharing and collaboration as a foundation skill to improving productivity with 3D models. Learn to use visibility/graphics setting and view templates. Effectively manipulate model data for inventories, cost estimating, energy optimization.	NOT YET
Revit: Energy Analysis	6	Learn how to interface plug-in energy software to explore energy efficient buildings Manipulate topography using site coordinate tools. Create advanced massing studies to iterate sustainable energy test scenarios course.	NOT YET
Revit: Schedules	3	This workshop will explore how to create schedules in Revit to extract data from the model. Will create schedules for sheet lists, doors, windows, and spaces. Topics Include: - How to extract data from BIM to other software for processing - How to organize data in BIM for use in construction documents - How to manage and edit data in BIM - How to display and print data attached to elements in BIM	NOT YET
Revit: When to Model vs. When to Draft	3	In this workshop we will look at the two different approaches to creating documents. Model based vs. 2D drafting. We will look at each approach as it applies to plans, elevations, sections, and design details. - Understand pros/cons of 3D modeling approach - Understand pros/cons of 2D drafting approach - Understand how to use both 2D and 3D within the same project - Understand time requirements for each approach	NOT YET
Revit: Modeling Stairs	3	In this workshop we will explore how to create 3D models of stairs. We'll review all the features of the tool as we explore creating both egress and ornamental stairs. We will also touch on how to add railings to stairs. - How to create stair models for construction documents - How to create stair models to communicate design intent - How to define stair modeling systems to conform with building codes - How to define railing components and attach to stairs	NOT YET
Revit: Modeling Health	3	In this workshop we will explore the best practices for reviving and maintaining Revit's database to help ensure smooth operation. Topics include purging, auditing, compacting, reviewing warnings, creating new central files, and identifying and removing unnecessary items from the model.	NOT YET

Course Name	Hrs.	Course Description	Express?
Revit Warnings (in any language)	2	Revit warnings in any language can be a problem and failure to manage the warnings in your Revit project could result in decreased performance or incorrect schedule data. Richard Taylor of Ideate Software will show us several tools and strategies to manage and fix warnings. This session is targeted for Revit users of all skill levels.	NOT YET
Tally	8	This workshop demystifies the important practice of life cycle assessment (LCA). Through direct instruction in the Tally software, participants will gain the skills needed to calculate the life cycle impacts of buildings, and to use the results during the design process to evaluate design options and identify low‑impact materials. During the workshop, presenters will first introduce the core concepts of LCA and explain the underlying theory, terminology, and techniques necessary to conduct an LCA. The participants will then explore. The life cycle stages of buildings through a series of interactive exercises, followed by direct interaction with the Tally software. Using Tally, participants will generate a series of comparative LCAs, interpret the results, and use the output to meet the LEED v4 and v4.1 Whole Building LCA credit.	NOT YET
Enscape	8	Participants will learn the following: - Introduction, UI Overview and Settings - Best Practices for Lighting, Materials and Graphics - Creating Renderings, Animations, Panoramas and Live Presentations - Best Practices for Multi-Model VR Exploration - Q&A Discussion for Customer Specific Needs and Workflow	NOT YET
Intro to Rhino	8	Rhino is among the most influential software programs to emerge in the community of academic and professional architectural practice. The relative strength of Rhino lies in its close command-line relationship with the AutoCAD interface widely in use in the architectural and design industry. Students will learn how to construct digital models that range from relatively simple to complex. The mathematical concepts of lofting, sweeping, cutting, splitting, and Boolean operations will be addressed as well as methods of curve construction such as sicing, sectioning, and continuous contours.	NOT YET
Rhino: Grasshopper	16	This course will familiarize students with the concept of parametric design, broadly defined and understood as formal investigations based on descriptive 3D modeling. The course will introduce this specialized technique using Grasshopper, a module within the Rhino modeling software, as the prime arena for these investigations. Grasshopper features an innovative interface described as a graphical algorithmic editor, one of the few of its kind in use for 3D modeling, which exposes the process and allows an explicit graphics workflow for the exploration of new ideas. The recent emergence of computational design environments has transcended architecture into various fields of science with keen philosophical implications. After this course, students will know the interface, build upon its concepts, and develop an understanding of how to process complex instructions not limited to modeling a geometric form, but to derive a solution with user-definable parameters.	NOT YET
Honeybee	24	This course covers the essential workflows with Honeybee. This course will cover the following: - Prepare geometry for energy simulation - Customize Energy Plus materials and constructions - Visualize and edit zone properties, including loads and schedules - Run an energy simulation - Assess adaptive thermal comfort from energy model results	NOT YET

BUILT ENVIRONMENT PLUS

Last Updated:
July 2021

Course Name	Hrs.	Course Description	Express?
Ladybug	8	This course covers the essential workflows with Ladybug. This course will cover the following: - Import and visualize weather data - Calculate outdoor thermal comfort - Draw interactive diagrams and apply conditional statements - Run radiation and solar access analysis - Generate customized result visualizations	NOT YET
Ladybug Tools: Academy Courses			NOT YET
Sketchup: How to Optimize SketchUp on Projects	6	Working with groups and components to isolate and organize geometry. Creating, editing, organizing and combining components. Modeling techniques to improve speed and accuracy. Employing enhanced presentation techniques for SketchUp models.	NOT YET
Climate Studio	4	Advanced daylighting and energy modeling plug-in for Rhino and Grasshopper. Allows users to carry out a series of environmental performance evaluations of individual buildings and urban landscapes including: Radiation Maps, Photorealistic Renderings, Climate-Based Daylighting Metrics, Annual and Individual Time Step Glare Analysis, LEED and CHPS Daylighting Compliance, and Single Thermal Zone Energy and Load Calculations.	NOT YET
Python Coding	4	Learning Objectives: - Python language: Students will learn the basics of python (and ironpython) languages including: syntax, available packages, example scripts, as well as invaluable resources to assist in long term learning process. - Revit: students will be introduced to Revit API and will understand how they can use python scripts to control objects and data within revit. - Rhino: students will be introduced to Rhino API, RhinoCommon, and grasshopper. And how they can use python to control objects and data within Rhino + Grasshopper - Misc: Intermediate scripting will be demonstrated, which expands functionality beyond the built-in function of Rhino, Revit, and Grasshopper.	NOT YET
Tableau*	16	At the end of this course, you will be able to: - Connect to your data. - Edit and save a data source. - Understand Tableau terminology. - Use the Tableau interface / paradigm to effectively create powerful Visualizations. - Create basic calculations including basic arithmetic calculations, custom aggregations and ratios, date math, and quick table calculation	NOT YET

TRAINING CATALOGUE

Course Name	Hrs.	Course Description	Express?
3DS Max Training	4	This Course introduces you to the essentials of 3ds Max Design covering several topics that are indispensable for enhancing architecture. Topics include: - Introducing 3DS Max design objects - Creating shapes and splines - Editing meshes and creating complex objects - Working with external design data - Creating aec objects	NOT YET
vRay for 3DS Max/Rhino Training	4	Learning Objectives: - Understanding and practicing the ability to create virtual environments that illustrate design intent to stakeholders. - Rendering engine technology: the instructor will explain differences between the Vray RT Rendering Engine and the Vray Next functionality - Lighting and environment: We will learn how the environment effects the exposure and the way lighting is managed and controlled to create realistic rendering. - Global illumination: The process of each rendering algorithm tracking light emitted from objects in the scene and how bounced light illuminates realistically will be explored.	NOT YET
Powerpoint Basics for Designers and Staff	4	Learning Objectives - Creating more effective presentations with PowerPoint - Optimizing the use of text and images - Formatting and organizing PowerPoint slides to get your message across	NOT YET
Optimally Using PowerPoint	6	This will be adapted for 2 different skill levels – Beginner and Intermediate/Advanced. How to create more effective presentations with PowerPoint, optimizing the use of text and images. Formatting and organizing PowerPoint slides to get your message across. Working with graphics, tables and charts. Design, audio & video: Adding multimedia and SmartArt presentations. Animation, tables, and sharing	NOT YET
Maximizing Use of Excel	6	This will be adapted for 2 different skill levels – Beginner and Intermediate/Advanced. Participants will learn how to use advanced formulae and functions. Creating and manipulating charts for optimal effect. Becoming familiar with smart formatting tips, using more advanced formulas and functions (including Vlookup and HLookup). Creating Pivot Tables and its more advanced features to analyze data.	NOT YET
Excel Basics for Designers and Staff	4	- Using formulae and functions - Creating and manipulating charts - Becoming familiar with formatting	NOT YET

Course Name	Hrs.	Course Description	Express?
Advanced Excel	6	- Using more advanced formulas and functions (including Vlookup and HLookup) - Organizing options – paste link, conditional formatting, conditional formulas - Creating Pivot Tables and its more advanced features to analyse data	NOT YET
Outlook	6	Learning Objectives: - Emails, text and images – optimal use - Add signatures to emails efficiently and to maximum recipient effect - Setting notifications & alarms - Add attachments and hyperlinks to emails appropriately - Sending automatic replies - Setting up signatures and templates to save time - Design personal stationery for personalization - Save and reuse email content as templates for greater efficiency - Using calendars meetings and to-do lists as time savers	NOT YET
Office Tips and Tricks	3	- Learning shortcuts - Setting up signatures and templates - Organizing Content for Optimal Use - Saving and reusing email content - Using calendars meetings and to-do lists	NOT YET
Adobe Programs Productivity	6	Skills for effectively building documents including proposals and marketing materials. Assemble text, images, and artwork into a digital layout. Techniques for working efficiently and collaboratively.	NOT YET
Deltek Vision: Part 1	6	Project Setup (2 hours) Students will learn how to do the following: - Adding and editing client info - Adding and editing project info - Adding phases, reimbursable, consultants - Entering timesheets - Managing empoyee activity Project Management and Reports (4 hours) Students will learn how to do the following: - Dashboard overview - Project management reports - Managing marketing information	NOT YET
Deltek Vision: Part 2		Project Setup (2 hours) Students will learn how to do the following: - Adding and editing client info - Adding and editing project info - Adding phases, reimbursable, consultants - Entering timesheets - Managing empoyee activity Project Management and Reports (4 hours) Students will learn how to do the following: - Dashboard overview - Project management reports - Managing marketing information	NOT YET

TRAINING CATALOGUE

Course Name	Hrs.	Course Description	Express?
Lean for Business Process	16	Working in project teams on process improvement projects to understand how to begin applying Lean administrative in the workplace. The focus will be on identifying the eight wastes, learning about the importance of creating standardized work and processes and how to do this across areas or teams where there is variation in results. This includes understanding what makes a perfect or poor process and how to analyse and address differences in work time to complete activities, the sequencing of activities and the quality of results.	NOT YET
Motivation & Managing Change	4	Having a vision and setting goals for what you want to achieve is a great beginning but the real challenge is getting buy-in and getting everyone to adopt new behaviors or activities. Truly institutionalizing sustainability in a company's culture, management and project delivery requires a very intentional and strategic process of engaging all stakeholders across your organization. This workshop addresses both the skills and tools needed for individuals to be effective change agents as well as the higher-level organizational strategic approach to implementing change management strategies that result in high levels of adoption and implementation of sustainability initiatives. This workshop helps you understand how to overcome barriers to change, create a sense of urgency that is critical to engaging others and build coalitions of support. At the organizational level, intentional change management programs include communications and marketing, accountability and incentives as well as metrics to track to evaluate ongoing success.	NOT YET
Preparing for Change: Understanding Your Baseline and Setting Goals	?	In "Preparing for Change: Understanding Your Baseline and Setting Goals," participants develop an understanding of their current situation, the challenges and barriers they face, and the cultural and systemic dynamics that influence how they do business. They then deconstruct their workflow to identify critical changes they can put in place to achieve their business objectives. The instructor uses this highly interactive format to introduce participants to core educational principles related to change management and organizational effectiveness.	NOT YET
Preparing for Change Advanced: Setting SMART Goals, Priorities and Strategies	?	Prerequisite Course: "Preparing for Change: Understanding Your Baseline and Setting Goals". This course builds on the first session's output and the basic education that participants received. In this session, the participants go to the next level and have an opportunity to apply these concepts to their specific context, taking the desired changes they identified previously and developing specific SMART goals (SMART=specific, measurable, achievable, results oriented, time-bound), and prioritizing them. This session will take participants through conducting stakeholder analysis, barrier assessment and interest-based inquiry.	NOT YET
Managing Change: Establishing Fundamental Principles and Approaches	?	Prerequisite Course: "Preparing for Change: Understanding Your Baseline and Setting Goals" "Managing Change: Establishing Fundamental Principles and Approaches" follows what happens once an organization has established goals for what they want to achieve in the future. The next step is to assess capacity for change, understand the dynamics of past change efforts, and get a deeper exposure to the frameworks, strategies, and case studies used to implement change successfully. This information can guide an organization in developing their approach to rolling out any new initiative.	NOT YET
Managing Change Advanced: Developing Specific Implementation Strategies, Metrics and Feedback Loops to Track	?	Prerequisite Courses: "Managing Change: Establishing Fundamental Principles and Approaches" & "Preparing for Change Advanced: Setting SMART Goals, Priorities and Strategies". Building on Managing Change, this session takes the principles of change management that participants have learned and gives them an opportunity to apply them to their specific goals. The instructor uses this interactive exercise as the basis upon which to build a deeper understanding of how to manage the change effort to reduce resistance and grow buy-in. They also experience how to develop metrics and feedback loops for ongoing management and learn how to deal with challenges they encounter.	NOT YET

Course Name	Hrs.	Course Description	Express?
Breaking the Cost Barrier	3?	Like it or not, money talks. In pursuing high performance, there are many potential financial pitfalls. For example, the benefit of high performance envelope strategies are often washed out with overly-conservative HVAC sizing; using rules of thumb for system sizing makes it look like achieving targets are out of reach. And, designers often are not aware of the impact of their design decisions on loads, HVAC system design, and construction cost. So, improper investments are made that tip the balance away from achieving both energy and construction cost goals. In other words, using data to question and inform optimal design decisions is essential to achieve true high performance without driving up construction cost. The high performance goals extend beyond energy to address indoor environmental quality including thermal comfort and daylighting. The experts listed below, will guide you through these challenges, and approaches to deal with them, using real world experiences and case studies to showcase each scenario. But, beyond your typical training, this session directly engages the attendees in a game that simulates the design decisions encountered on actual projects. In the game, teams compete to achieve high performance goals, while breaking the cost barrier. You will be surprised at what you learn through this hands-on process, and how much fun you have doing it!	NOT YET
Overview of Key Contractual Issues*	4	The workshop will cover the following: - Focused on Project Managers - Provide an overview of common contractual terms and conditions and their advantages and disadvantages - Attendees will develop a better understanding of typical terms and conditions, which ones can be problematic, and how common contractual language applies in the context of project management	NOT YET
Risk Management*	6	The workshop will cover the following: - Focused on Practice Leadership. - Provide a detailed look at ways to manage risk, when and how different levels of risk may or may not be acceptable, how to evaluate potential projects and agreements for the level of risk. - Attendees will develop a better understanding of how to evaluate, manage and balance risk within the practice.	NOT YET
Building Highly Effective Teams	4	Project staff comes together to solve problems, design projects – but that doesn't make them truly a "team". A high functioning team can thrive when trust is built and conditions are created that are conducive to success. This workshop focuses on practical ways to structure project interactions for success as well as help people understand how to contribute most effectively given their own personal strengths and challenges.	NOT YET
Implicit Bias: Part 1	3	Instructional Methods: This interactive session will feature a combination of brief presentations, group design, exercises, and facilitated, full-group discussions. The intent is for participants to deepen their knowledge and understanding of inclusivity and implicit bias in the broader employment market at this moment in time, within their organization, and in their own individual work. The Focus of this workshop is to improve overall employee engagement and performance by maximizing inclusion and minimizing implicit bias in the workplace. Part 1 provides an overview.	NOT YET
Implicit Bias: Part 2	3	Instructional Methods: This interactive session will feature a combination of brief presentations, group design, exercises, and facilitated, full-group discussions. The intent is for participants to deepen their knowledge and understanding of inclusivity and implicit bias in the broader employment market at this moment in time, within their organization, and in their own individual work. The Focus of this workshop is to improve overall employee engagement and performance by maximizing inclusion and minimizing implicit bias in the workplace. Part 2 goes into more depth.	NOT YET

TRAINING CATALOGUE

Course Name	Hrs.	Course Description	Express?
Effective Hiring	6	Instructional Methods: This interactive session will feature a combination of brief presentations, group design, exercises, and facilitated, full-group discussions. The intent is for participants to deepen their knowledge and understanding of inclusivity and implicit bias in the broader employment market at this moment in time, within their organization, and in their own individual work. Improve employee engagement and performance by maximizing inclusion and minimizing implicit bias in the hiring process.	NOT YET
Quality Control Strategies	6	The participants will learn the following: - Clarify how, when and where. Do the team members understand the scope of their tasks, when tasks are required and the level of quality is required for the task. - Keep team members up to date on project issues, hold weekly meetings to monitor progress and update the team. - Stress that each team member is required to self-check their own work prior to submitting the work for review by others. - Make sure that consultants have an internal quality control program and are using it for the project. - Participate in the in-house quality review program, schedule the project reviews with adequate review time and follow up to make sure all comments have been addressed.	NOT YET
Business Writing for Action	6	Participants will learn: - The value of active voice - The 5 Steps for effective business writing - Using strong subject lines as forecast - How to create clear, short sentences and paragraphs and headlines - The importance of using clear language, precise words, bulleting and formatting.	NOT YET
Business Writing for Results	2	The methods used in Business Writing for Results include a combination of discussion, demonstration, individual writing practice, and group exercises that reinforce the tools and techniques introduced during the session. This training will be conducted in a supportive and interactive environment with opportunities for practice, group, and one-on-one critique and feedback. Level of training is adjusted to the participants' experience and skill level. Each participant will be asked to bring writing samples to the workshop. Group exercises may be developed based upon these samples, so that the participants can take lessons learned and readily implement them into their daily engagements. - Effective Business Writing An overview of the essentials for writing persuasive business communications of all types: email, text/instant message, Tweet, blog post, press release, and detailed formal proposals. - Word Choice: How to be more succinct, use active language, and communicate more clearly. - Language Simplification and Being Concise - Group exercises where teams will edit wordy and unclear paragraphs to eliminate excess language and substitute multiple word strings with 'power words'. - Getting to the Point - Understanding how people prefer to have information delivered to them for maximum communication impact.	NOT YET
Effective Communication	4	What makes for a successful client relationship? How can managers foster team engagement to reach project goals together? This course teaches the importance of relationship building for professional success in the field of architecture, and also covers networking with colleagues, skills in influencing including persuasive listening and assessing client needs, and strategies to grow a leadership role within the profession of building and design.	NOT YET

TRAINING CATALOGUE

Course Name	Hrs.	Course Description	Express?
Negotiation and Communication Skills	10	Participants learn critical communication skills such as active listening and interest- based communications and fundamental negotiation skills that will help them in all aspects of their personal and professional life. These skills are necessary to overcome resistance for sustainability initiatives in particular.	NOT YET
Facilitating Effective Meetings	4	Understand what makes a meeting effective; how to prepare for an effective team meeting; developing goals and desired outcomes. Learn techniques to foster full team participation and engagement. Incorporate strategies for handling meeting challenges. Includes instructor presentation, and application to work situations.	NOT YET
Coaching Strategies	8	Learn supervisory and manager strategies in order to grow into project leadership roles such as Project Management. Understand the benefits of coaching to the individual and the firm learn messaging and delivery techniques for coaching staff. Learn and practice coaching frameworks. How to effectively deliver feedback in a constructive manner to inspire higher performance. How to seek out and receive feedback to apply to future situations to increase performance objectives. Learn and practice techniques to provide feedback objectively and interactively. Includes Instructor presentation and modeling, peer coaching and feedback.	NOT YET
The Art of Feedback: Giving and Receiving	3	- Tips for Giving and receiving feedback - Checklist for determining feedback readiness - Guidelines for having tough conversations - A framework for making formal and informal requests	NOT YET
Relationship Management	3	- Understanding how to identify different employee and client types and how to work and communicate optimally with each personality type. - Practice dealing with difficult people including how to resolve issues. - Practice using your understanding of these different personality and interaction types in various scenarios to build and maintain relationships. - Training is highly interactive and includes a variety of practical exercises and activities.	NOT YET
Leadership IOS	3	Key Points: - The ability to clearly articulate and define individual and organizational values - The ability to identify, understand, and resolve value-based disagreements - Increased trust and fulfilment between team members - A clear vision of organizational key differentiators	NOT YET

Course Name	Hrs.	Course Description	Express?
Leadership Skills & Styles	8	Participants develop heightened self-awareness of their particular leadership style and develop new skills. Most sustainability leaders come from technical backgrounds with no support for these skills. Project Managers also receive little management/leadership training. This workshop helps managers at all levels develop strong skills to define objectives, get their people moving together toward common objectives, to develop and empower their teams, to deal with conflicts, and create a team culture.	NOT YET
The Art of Networking	3	Key Points: - Confidence in Developing Relationships - Learning to introduce yourself in a memorable way - Competence in creating connection & deepening conversation - Understanding the 5 styles of listening - The value of non-verbal communication	NOT YET
Mentoring Across Your Organization	3	Key Objectives: - An understanding of individual behavior styles - An understanding and appreciation of behavioral styles - Ideas for integrating individual behavior strengths for optimal performance - Tips designed to enhance communication and collaboration across the organization	NOT YET
Building Science Fundamentals	16	Building Science Fundamentals is a seminar that teaches the basic knowledge needed to design and build durable, energy-efficient, affordable, and healthy buildings. This is an interactive sessions with where questions are encouraged. The course will discuss building science principles (such as the control of heat, air, and moisture and IAQ) and show you how to apply them to low-energy enclosure design, advanced HVAC systems, forensic investigations, and the repair and retrofit of existing buildings. Building Science Fundamentals has been attended by thousands of builders, architects, engineers, building science consultants, building code officials, facility managers, building product manufacturers, and government officials. Upon completion of the seminar, members of the American Institute of Architects (AIA) will receive 16 LU|HSW posted directly to the AIA Provider website.	NOT YET
Renovation and Rehabilitation	8	Renovation and Rehabilitation is a Iseminar thatprovides a highly interactive discussion. You have a house, you have a mess and you want to fix it. How do you keep the rain out of it? How do you make it energy efficient, not violate the building code and not irritate your contractor and the owner? How do you not screw up the historic significance if there is any? What about apartments? What about frame houses? How do you deal with brick and masonry basement foundations from the inside? What are sacrificial mortars and renderings? Should I worry about freeze-thaw damage when I insulate on the interior? How do I insulate on the exterior of a mass wall assembly? More questions - and more answers. Upon completion of the seminar, members of the American Institute of Architects (AIA) will receive 8 LU|HSW posted directly to the AIA Provider website.	NOT YET
Building Owner's Toolkit (A) Intro: Getting Most from your design teams	4	The demands for net zero energy, carbon reduction and resilience are raising the bar for design professionals. Are you currently working with design teams who can meet that challenge? Many owners and developers are not happy with the level of leadership and expertise that their teams are bringing to the table. How can you determine who the capable firms are? What credentials and expectations should you be putting in your RFPs? Once you have an "A" Team, how can you ensure the process supports agile and well-considered decision making for critical issues? How do you weigh first cost against longer-term value? What about your own project managers – do they know how to keep a team on track or push them in the right direction? How do you make sure that 'best practices' are followed across your organization? This session answers those questions and more and participants leave with practical resources and strategies that they can to put to use immediately.	NOT YET

Course Name	Hrs.	Course Description	Express?
Building Owner's Toolkit (B) Applied: Getting Most from your design teams	4	This course builds on the previous one and participants reconvene to share back what they have done to implement items from the first workshop. We dive deeper into specific items including (but not limited to) RFP language, contracts, project roadmaps, quality control items, communication and change management approaches, internal standards and protocols and other implementation elements.	NOT YET
Strategic Thinking in Turbulent Times (A) Intro	4	The COVID-19 pandemic has caused tremendous disruption and led to significant, long-term market uncertainty. In this session, you'll gain the foundational strategic thinking skills to preserve and expand your business in these turbulent times. Strategic thinking is the ability to think on a big and small scale, long and short term, and into the past and the present. While strategic thinking is a valuable skill for everyone in an organization, it becomes increasingly essential as you ascend the ladder. In fact, you will have a difficult time being promoted or succeeding as a leader without it. Yet, no one formally teaches strategic thinking—so it's critical to take the initiative and learn how to do it yourself. This course teaches managers and leaders how to use strategic thinking to guide the direction of their teams and come up with solutions to key business problems. For those who are not yet leaders, you will learn how to cultivate and develop this skill to help you be promoted faster and to just be more effective and add value to any work you are involved in. This session shows you how to carve out time to think about strategy, gather data, learn from the past, create a vision for the future, and implement strategic thinking within your team.	NOT YET
Strategic Thinking in Turbulent Times (B) Applied	2	Participants from workshop 1 reconvene to reexamine content in the context of their experiences trying to use their skills at work. We take a deeper dive into the original material's concepts, using exercises to help participants understand where they ran into problems, what challenges they had and individual strategies to overcome them and be more successful.	NOT YET
Sustainability Strategic Planning (for 2030 program, creating your firm's SAP)	4	Does your organization have goals for sustainability or a plan to achieve sustainability outcomes over time? Do you know how your company will manage the impacts of severe weather, power outages or pandemics in the future? This workshop can help you regardless of your current state. Some companies are starting from zero and want to create and implement a sustainability initiative or Climate Action Plan. Others are at the "random acts" of sustainability stage where a bunch of good things are happening but you want to take it to the next level, or formalize and institutionalize the program. Then there are those who have had a program in place, but are either stuck and plateaued or now want to 'reboot' or raise the bar. Some firms need to figure out (or re-evaluate) their approach to sustainability leadership, whether one Sustainability Director is the best fit, or another other model would be better - this will also be addressed. If your company is an architecture firm, who is also a signatory of the AIA 2030 Commitment (or wants to be), this workshop can help you develop or refine the required SAP (sustainability action plan). This workshop helps participants understand both "the what" and "the how" of creating an effective plan and implementation roadmap including how to get buy-in and overcome organizational silos.	NOT YET
Aligning Project Delivery Methodology with Sustainability Goals (including AIA 2030)		Project delivery is the life-blood of every firm. Most firms who have made a commitment to sustainability start off strong, but then hit a point where they plateau or stall. Most of the time, this is caused in part because they have done many things but neglected to "re-design" the way they delivery projects so that this process aligns with the goals they want to achieve. Whether your firm is in the AIA 2030 Commitment program or not, if you are serious about improving your practice and institutionalizing design excellence in your firm's DNA, this workshop will help you fast-track that process, clarify where your barriers are and what actions you can take immediately to best align your day-to-day activities with your goals. This will also include issues addressing your firms culture, relationships with consultants and other aspects of firm operations that support success on projects.	NOT YET
AIA 2030: Raising the Bar (A) Intermediate	4	Climate change and the impact of severe weather events is highlighting the urgency for design firms to align their practice with the delivery of resilient, low carbon buildings. More and more clients are demanding this expertise and firms are scrambling to figure out how to differentiate themselves and be competitive. If your firm is a signatory of the AIA 2030 Commitment and is "stuck", or wants to become a signatory and doesn't know where to start, this workshop is for you. After a few years in the program, many firms find that they can't continue to achieve the same trajectory of success that they realized at first. Drawing from years of experience working with firms in these situations, this workshop shares lessons learned, strategies for success and frameworks and resources to help you succeed. Participants will walk away with immediate actions to take that will help them raise the bar within 6 months, including approaches to institutionalize continuous improvement and strategies to leverage their current (and future) success for marketing and business development.	NOT YET

Course Name	Hrs.	Course Description	Express?
AIA 2030: Raising the Bar (B) Applied	4	This session builds on the prior workshop and dives deeper into different elements, from benchmarking and goal setting to governance and structure for managing the program, strategies for feedback loops and continuous improvement and more. Special attention is paid to managing any changes that had to happen in practice or project execution. Exercises help participants understand where they are experiencing challenges and learn ways to overcome them.	NOT YET
Design Charrettes: A tool to manage cost, optimize synthesis and achieve excellence	4	The demands for high performance, net zero, low carbon, resilient design are growing. A collaborative, "agile" design process is critical for success, and a key element in this process is the design "charrette" or workshop. Unfortunately, these charrettes are often underutilized and don't deliver the value that they could. Sometimes they are a "one hit wonder" instead of a tool for synthesis that is repeated at key intervals. Sometimes they are just a "LEED checklist meeting" instead of a deeper exploration. Sometimes architects feel the need to outsource the charrette to green consultants completely and undermine their role and relationship with the client. Sometimes the charrette is separated out as a 'sustainability charrette' instead of integrating performance and health considerations as part of the holistic design approach. If you are an owner or a designer, and you want to use charrettes as a high-value tool to help unlock the potential of your project and optimize the integration of expertise as well as building systems optimization – this course is for you. Participants will leave with specific strategies, templates and guiding principles that will help them use charrettes as a means of building effective teams, controlling costs, coordinating the synthesis of strategies and keeping a project on track to achieve challenging goals.	NOT YET
Leveraging Sustainability in Marketing and Biz	4	During these challenging times, marketing and business development are more important than ever. Whether your firm is a sustainability superstar or not, now is the time to understand how this focus can help you rebound (or bounce forward!) and expand your services and scope with existing clients and new. Many firms who have a solid track record and notable accomplishments have not leveraged their history to tell a compelling story. Others, who don't have a lot of experience, may not understand what the opportunity is and how to position themselves and market to where they want to be. This workshop helps in either situation. Success requires cross pollination between design professionals and the firm's marketing staff, beyond just passing narratives back and forth. Participants will learn approaches and specific strategies that they can start using immediately to help build a new direction for their BD efforts. For those advanced in sustainability, this will help you better articulate your value proposition and show clients how you deliver a better product. For those less experienced, this session will help put you on the right path, craft narratives that are truthful but compelling and understand how to use data and market information to position your firm to become more competitive. As a result, you will be able to gain more of the clients that you want, expand your scope of services with existing clients and get new clients who may not have considered you before.	NOT YET
Negotiation Skills for Stressful Times (A) Intro	7	Do you encounter resistance to your ideas or feel overwhelmed dealing with conflict? Do you need to get clients, team members or others on the same page but find it challenging at times? Do you run into barriers, getting push-back about sustainability strategies? Are these challenging times forcing you to re-negotiate terms in contracts with clients, landlords or vendors? This interactive workshop will help with all of those situations and more. People in organizations negotiate all the time with their customers, prospects, partners, and coworkers to build relationships and achieve their desired outcomes. This workshop helps them build skills and strategies for maximizing the value developed through negotiating while building stronger relationships with the other parties involved. The session focuses on developing skills and to gain insights about customer needs and using those insights to create value for both parties It covers the following five topic areas: - Competitive negotiations (capturing more value and getting better outcomes) - Influencing skills (persuade others to do what you need them to do) - Negotiating styles (understanding different approaches to negotiation) - Collaborative negotiations (focusing on outcomes and relationships) - Communication (drawing out the other party's needs and communicating your ideas) - Preparation (doing the right homework prior to the negotiation) The workshop is experiential interactive, and fun, focusing on providing relevant skills that the sellers can use immediately in their work. It is delivered in three segments of roughly 2.5 hours each in a virtual format. An optional, additional 2 hour session can be scheduled a few weeks after so participants can have time to apply their learning and come back to get coaching on challenges they faced. Each of the three sessions covers different topic areas and can be run separately, as follows: Session 1: Competitive Negotiations Session 2: Influencing Skills and Negotiating Styles Session 3: Collaborative Negotiations, Communication Skills, and Preparation	NOT YET

Course Name	Hrs.	Course Description	Express?
Negotiation Skills for Stressful Times (B) Applied	3	This session gives participants from the previous workshop an opportunity to report back on their experiences trying to put all the new communication and negotiation skills in action, and a deeper dive into the concepts to better understand how to overcome the challenges they faced so that they can be more successful. We will use specific examples of their experiences in between the workshops as material for applied learning.	NOT YET
Communication Skills for Persuasion and Influence	4	Many people start talking before their first birthday. At work and at home, we communicate all the time, so how come it can be so difficult when we have so much experience? How do you know that your communication style is effective? Do you ever get frustrated that you can't get through to someone? What do you do when you want to convince someone to do something? Sometimes the issue is between you and your team. Sometimes it's with a client or vendor. This workshop will help you build core communication skills to overcome resistance, strengthen your ability to influence others and manage your emotions so they don't get in the way of communicating effectively.	NOT YET
Leadership Effectiveness, Especially in Times of Crisis (A) Intro	8	Developing your personal leadership effectiveness is critical for professional development regardless of your current role or title, especially in challenging times. If you currently lead a team, division, business unit, department or organization, you can improve your skills so that you can help your teams achieve more and have a better experience working together in the process. If you are not yet in a leadership role, you can still "lead from the middle" and use these skills in situations where your leader(s) may be causing problems or to help your colleagues when they are struggling. This workshop helps managers at all levels develop strong skills to inspire through vision, define objectives, get their people moving together toward common objectives, develop and empower their teams, deal with conflict and create a strong team culture. Participants develop heightened self-awareness of their particular leadership style and learn how to adapt to the changing needs of people in their teams. These skills make-or-break a company's ability to be successful. (For design firms, sustainability leaders and project managers typically come from technical backgrounds with no support for these skills and often get frustrated trying to figure out how to be more effective, this session will help significantly).	NOT YET
Leadership Effectiveness Especially in Times of Crisis (B) Applied	2	This session gives participants from the previous workshop an opportunity to report back on their experiences working with teams and putting their skills in action. We revisit concepts from the prior workshops and take a deeper dive to better understand how to overcome the challenges they faced so that they can be more successful. We will use specific examples of their experiences in between the workshops as material for applied learning.	NOT YET
Zero Carbon BootCamp: Becoming a Zero Hero Firm (prior name: Getting to zero /Becoming a Zero Carbon Capable Firm	8	Every day, more property owners are demanding net zero energy or drastic carbon reduction. Are you a zero carbon capable design or construction firm? If not, you will quickly lose your competitive edge and struggle to regain ground. This session is a practical approach to rebooting your company, from assessing your current situation to setting pragmatic goals for the future and understanding what skills, tools or processes you need to put in place in order to achieve success and be more competitive. You will see case studies and hear lessons learned from working with companies all over the US and participants will leave with strategies, frameworks and templates that they can start implementing immediately to differentiate themselves in an increasingly challenging market.	NOT YET

Course Name	Hrs.	Course Description	Express?
Designing for the Future: Resilient Design and Operations	4	At a fundamental level, our approach to design is shifting from contracts ending-at-turnover to one where the facility's ongoing ability to thrive during interruption is considered up front. Resilience is the ability of a system to not just bounce back from disruptions or interruptions, but to bounce forward. As climate change advances, we will face increased storm intensity, flooding, heat waves, drought, power outages and wildfires. To prepare for these risks, buildings and communities must be designed to proactively manage and withstand these conditions. Designing for resiliency is made up of three key elements: engaging your client effectively to help them understand their vulnerabilities and target areas for critical investment, understanding how to design for passive survivability or disaster and learning how to engage with your team to optimize critical collaboration points. This session will use existing resilient design frameworks and exercises so that participants can apply concepts to real world projects.	NOT YET
Conflict Management	3	Conflict is a normal part of human interaction, and yet conflict in organizations creates challenges for employees and managers alike and can undermine success. This workshop helps organizations, teams and leaders build skills and strategies for managing conflict effectively. The session looks at how conflict arises, how it escalates, and how people respond to it. It helps people manage their own responses to conflict, de-escalate conflict situations, uncover the interests driving conflict behavior, and move from conflict to resolution. The workshop is experiential interactive, and fun, focusing on providing relevant skills that the people can use immediately in their work.	NOT YET
Building Highly Effective Teams (in Challenging Times) (A) Intro	4	Project staff frequently comes together to solve problems and deliver projects – but throwing people together to achieve a common objective doesn't automatically make them truly a "team". Most 'teams' consist of groups of people brought together under challenging circumstances with budgets and schedules that may cause anxiety and stress, even in the best circumstances. They struggle on a daily basis, with unclear goals, mixed messages, hidden conflicts and all kinds of issues. These dynamics lead to invisible losses in companies, with lack of efficiency and poor decision making. A high functioning team can thrive when trust is built and conditions are created that are conducive to success. This workshop focuses on practical ways to set up teams for success, structure project interactions to maximize collaboration and help people understand how to contribute most effectively given their own personal strengths and challenges. This workshop is highly interactive and gives people an opportunity to apply concepts through different exercises.	NOT YET
Building Highly Effective Teams (in Challenging Times) (B) Applied	2	This session gives participants from the previous workshop an opportunity to report back on their experiences leading or participating in teams and putting their skills in action. We revisit concepts from the prior workshops and take a deeper dive to better understand how to overcome the challenges they faced so that they can be more successful. We will use specific examples of their experiences in between the workshops as material for applied learning.	NOT YET
Performance Tracking and Continuous Improvement (AIA 2030 also)	4	The only way that a design firm can continuously improve performance across its portfolio (and remain competitive) is to track, measure and learn from past work. Firms that do this deliver more value and better quality projects to their clients. As one owner once said, "If you don't improve, you're selling us your old mistakes". The AIA 2030 Commitment program embodies this philosophy, but even if you are not an AIA 2030 Signatory firm, you can incorporate the same strategies to raise the bar of your work, differentiate yourself in a competitive marketplace and provide more value to your clients. There are two elements to explore if you are a Signatory: the use of the 2030's DDx (Design Data Exchange) web portal to track and analyze data and the organizational approach to embedding performance as a priority in project teams, as well as in your firm's culture and management. Regardless of your familiarity or participation in the 2030 program, this session will give you the tools, strategies and approaches to seamlessly build feedback loops and continuous improvement into your practice and leverage it for business development.	NOT YET

Course Name	Hrs.	Course Description	Express?
IDP Integrative Design Process: Establishing Corporate Methodology Part 1	4	Every day, it seems that project demands become more challenging yet schedules and budgets don't increase. More specialists are involved today than ever before and incorporating all of these various experts so that their input and analysis can truly add value, feels almost impossible. The project delivery process itself feels like the 'new design problem'! Integrative design is shorthand for a group process that is optimized for input, collaboration and synthesis. It differs from traditional project delivery in that it creates conditions conducive to deeper team engagement, greater clarity about expectations and the sequence of activities and optimizes multi-disciplinary problem solving to achieve better outcomes. This certainly enables better success for sustainability, but is critical for all kinds of projects. Most firms claim that they practice integrative design, especially at interviews, but struggle to articulate evidence of this in their practice. This session will enable you to go from claims to specific and credible evidence. Participants will understand how true sustainable design can be an inherent part of exemplary project delivery and not an added-on layer. Interactive small group exercises help participants apply learning to their personal experiences and gives them strategies and actions to incorporate into their work immediately, no matter where they are in the process! Participants leave this session with a clear understanding of the process and elements that should be built into project delivery to achieve the desired outcomes of synthesis and systems optimization. The next session helps participants develop strategies for implementing these cultural and process changes in the context of their firm for maximum buy-in.	NOT YET
IDP Integrative Design Process: Managing Change to be Consistent Part 2	4	How do you know if every team is following integrative design approaches? What do you do if some teams are not? How do you know if you're doing it right? What are the metrics or indicators you can track to see if mid-course corrections are needed? This session focuses on the implementation of changes that are needed to truly institutionalize integrative design in the project delivery process. There are cultural, leadership, managerial and resource shifts that typically occur over time. You also have to align consultants with your process and sometimes, even try to convince clients to shift contracts or reallocate some of the existing budget more towards earlier in design. This session focuses on all of the aspects of actually deploying this process across a firm and with all of the various stakeholders that are part of your projects.	NOT YET
Stakeholder Management: Navigating Complexity and Being Strategic in Challenging Situations	3	Getting things done in an organization involves navigating and managing a large and complex set of internal and external stakeholders. To manage stakeholders effectively, you need to first identify who the stakeholders are, assess their impact on your objectives, communicate with them effectively, and influence their behavior. This course provides strategic frameworks, concrete tools, and practical skills to help you identify, engage with, and manage the stakeholders that impact your work. The class is experiential, interactive, and fun, combining theory with activities and discussion to give you relevant, immediately applicable take-a-ways.	NOT YET
Effective Meeting Facilitation		Facilitating Effective Meetings 4-hour course Instructed by Sustainable Performance Institute Understand what makes a meeting effective; how to prepare for an effective team meeting; developing goals and desired outcomes. Learn techniques to foster full team participation and engagement. Incorporate strategies for handling meeting challenges. Includes instructor presentation, and application to work situations.	NOT YET
POE	4	Post occupancy assessments are the key to unlocking more value for both your client and your firm. For clients, so much happens after turnover that can impact operations and ultimately, performance so being able to conduct POEs can help your client achieve the best outcomes. For your firm, learning from your work is the only way to improve and not repeat mistakes and you can't learn if you don't look! This course takes you through the process from how to prepare (sometimes even before your project starts), different aspects of what makes great content for conducting an evaluation and how to leverage that data afterwards, including in marketing and business development. It does not matter if your clients are asking for POEs, this course will also show you how to build the demand and monetize the service.	NOT YET