



BOELLIUM TRAINING INSTITUTE · PROGRAM PROSPECTUS

Building Management & Superintendent Training

A 4-week professional program — Ottawa. Classroom, hands-on practical, supervised on-site internship, and job-placement support.

Program overview

This intensive four-week program prepares people to work as building managers and superintendents. It combines classroom instruction, hands-on practical training, a supervised on-site internship, and job-placement support. The course covers the Residential Tenancies Act, customer service and leasing, building administration, and practical training in minor building maintenance, basic electrical repairs, and housekeeping.

The program is designed for newcomers and anyone seeking a fresh start — with or without a background in management or maintenance. It offers a real pathway into the Canadian workforce, even without the “Canadian experience” employers often ask for. Alongside formal instruction, significant time is spent on mentoring, motivation, and the practical guidance new Canadians need to succeed.

DURATION	FORMAT	OUTCOME	CAREER PAY
4 weeks	2 wks in-class · 1 wk on-site internship · 1 wk placement & certification	Certificate of Attendance + job-placement support	Building Manager roles typically \$25K–\$40K, often with a free apartment & benefits

What the program achieves

- Identify individuals with potential and develop the qualities employers want.
- Provide the training and skills needed to enter the residential building-management field.
- Connect graduates with opportunities across Ottawa and surrounding areas.
- Support every placed student to help ensure long-term success on the job.

Who should enrol

- Newcomers and new Canadians building a career.

- Anyone seeking stable work with housing and benefits included.
- People with or without prior experience — no diploma required.
- Career changers who want a hands-on role with clear advancement paths.

The 4-week curriculum

Each week builds on the last — from classroom fundamentals, to hands-on systems and maintenance, to a real on-site internship, and finally to placement readiness and certification.

WEEK 1

Foundations: Tenancy Law, Customer Service & Building Administration

Classroom — Ottawa

Day 1	Orientation, program expectations, and the role of a building manager / superintendent. Safety culture and professionalism.
Day 2	The Residential Tenancies Act: leases, tenant and landlord rights, notices, and the Landlord and Tenant Board.
Day 3	Customer service and leasing: showing units, screening applicants, move-ins and move-outs, handling complaints.
Day 4	Building administration: rent collection, record-keeping, work orders, vendor coordination, and reporting.
Day 5	Communication, conflict resolution, and difficult situations. Week 1 review and quiz.

WEEK 2

Hands-On: Building Maintenance, Basic Electrical & Housekeeping

Classroom + practical lab — Ottawa

Day 6	Minor building maintenance: plumbing basics, drywall patching, painting, locks, and common repairs.
Day 7	Basic electrical repairs to code with a certified electrician — outlets, switches, fixtures, and when to call a licensed pro.
Day 8	Building systems: heating, water, fire-safety equipment, and preventive-maintenance routines.
Day 9	Housekeeping and grounds: common-area cleaning standards, seasonal tasks, waste and recycling, curb appeal.
Day 10	Health & safety, WHMIS basics, tools and PPE. Practical assessment and Week 2 review.

WEEK 3**On-Site Internship**

Supervised placement with a partner residential property

Day 11	Site orientation: walk the property, meet the team, learn daily routines and reporting.
Day 12	Shadow a working superintendent: respond to real work orders and tenant requests.
Day 13	Hands-on maintenance and unit-turnover tasks under supervision.
Day 14	Independent tasks with mentor check-ins; build confidence with real responsibilities.
Day 15	Internship wrap-up, supervisor feedback, and skills sign-off.

WEEK 4**Placement Readiness, Certification & Job Placement**

Classroom + employer connections

Day 16	Resume and cover letter tailored to building-management roles.
Day 17	Interview preparation, mock interviews, and employer expectations.
Day 18	Connecting with employers; matching graduates to open positions across the city.
Day 19	Final review, certification, and Certificate of Attendance presentation.
Day 20	Job placement, onboarding support, and the start of after-placement mentoring.

What's included

- All study material and training modules.
- Safety shoes and a starter tool box.
- One full week of supervised on-site training.
- Job-placement support and after-placement mentoring.
- Certificate of Attendance on completion.

Tuition & funding

Cost per student	\$2,950
Payment plan	50% on enrolment, 50% within 15 days of job placement

Government funding may be available

Eligible unemployed and low-income Ontarians may have training costs and living expenses supported through **Better Jobs Ontario** and related Employment Ontario programs, when training is delivered through an approved provider. Boellium delivers in partnership with registered training and Employment Ontario partners to make this funding accessible. Ask us whether you qualify.

Your trainers

Program Director

A Registered Condominium Manager with 10+ years of residential property-management experience — from Building Manager to Property Manager roles in Toronto and Ottawa. A former newcomer who came through a similar program, the director built this program to open the same door for others.

Lead Electrical Instructor — Certified Electrician

Basic, to-code electrical repairs are taught by a certified, licensed electrician with extensive contracting experience. *[Instructor to be confirmed.]* Covers outlets, switches, fixtures, and knowing when to call a licensed pro.

Program details

- Primary contact & enrolment: Boellium Builders — 1050 Baxter Road, Ottawa, ON K2C 3P1 · 343-254-7792.
- On-site internship: delivered with a partner residential property in Ottawa.
- Developed with experienced property-management and trades professionals. *[Delivery / training partner to be confirmed.]*

Before publishing — details to confirm

Tuition, the \$25K–\$40K salary range, exact training/internship addresses, the internship partner, and trainer details are carried over from the source course outline and should be confirmed for the current cohort. “Job-placement support” is used in place of a guarantee unless placement is contractually backed.

Start a new career in four weeks. Reserve your seat in the next Ottawa cohort — call 343-254-7792 or 819-329-7922, or contact Boellium Builders to ask a question or check funding eligibility.