



CPMCA

California Plumbing & Mechanical
Contractors Association

Seminar Catalog

January–June
2014

**Computer Skills • Estimating • Foreman • Management
People Management Skills • Project Management
Safety • Webcasts**

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CPMCA Executive Committee, Board of Directors and Staff

Executive Committee 2013–2014

Steve Klaus, President

Performance Mechanical, Inc.

Rick Moreno, Vice President

Astro Mechanical Contractors, Inc.

David Quirk, Secretary

Performance Mechanical, Inc.

Don Chase, Treasurer

Muir-Chase Plumbing Co., Inc.

John Odom, Past President

Murray Company

Board of Directors Term Ending 12/31/2014

Steve Cornelius

University Mechanical & Engineering Contractors – San Diego

Steve Felix, Jr.

All Area Plumbing, Inc.

Steve Fosdick

Pan-Pacific Mechanical

Les Osterberger

A.O. Reed & Company

Board of Directors Term Ending 12/31/2015

Scott Baker

University Mechanical & Engineering Contractors – Los Angeles

Scott Burson

Xcel Mechanical Systems, Inc.

Mike Cables

Kinetic Systems, Inc.

Michael C. Davis

H.L. Moe Company, Inc.

Jim DeFlavio

Murray Company

Bryan Suttles

Suttles Plumbing & Mechanical Corporation

Education Committee

Shaabini Alford

Murray Company

Scott Baker

University Mechanical & Engineering Contractors – Los Angeles

Harry Bederian

ARB, Inc.

Steve Clark

All Area Plumbing, Inc.

Travis Craven

All Area Plumbing, Inc.

Steve Malczewski

All Area Services, Inc.

Beni Monaco

All Area Services, Inc.

Bryan Suttles

Suttles Plumbing & Mechanical Corporation

CPMCA Staff

Chip Martin

Executive Director

Marta Martin

Director of Education

Dana Giambalvo

Office Manager

Letter from the Executive Director



We are very pleased to present CPMCA's sixth annual course catalog featuring classes January – June 2014. The CPMCA Educational Program is receiving significant industry recognition as the premier construction trade association educational program in the western half of the United States. This program is one that the CPMCA staff and contractor membership takes great pride in supporting. Our curriculum has industry credibility and is promoted by CPMCA employers to end-users and general contractors.

CPMCA has qualified for a significant grant from the State of California ETP (Employment Training Panel). This continues to give credibility and recognition to a first-in-class educational program providing an added value to the Mechanical Contracting Industry.

The number of participating employers in the program continues to increase each year. The program has multiplied exponentially over the past four years. Over sixty days of training were offered in 2013 with nearly 1,000 individuals participating in as few as one and as many as 7 sessions each. Our forecast is that enrollment will continue to increase as technology is changing at a frantic pace whereas productivity requirements continue to be a top priority.

We are proud to continue CPMCA's web-based registration system that allows members to manage their individual registrations and that of their staff.

We are confident those in the field are the best trained in their craft and that office personnel have equally impressive skillsets. Our curriculum compliments all professions within the plumbing/mechanical industry.

CPMCA Mission Statement

The mission of CPMCA is to provide representation of its members to enhance their business and profitability through education and labor relations. This Association will provide a partnership for progress between Labor and Management; setting aside differences, to unite in the common goal of expanding the market share of the union mechanical contracting industry.

Vision Statement

CPMCA is the organization of choice, a progressive leader and voice for the union plumbing and mechanical contracting industry in Southern California, providing business opportunities, education, fair employment, honesty, and integrity and family values.

Goal & Guarantee

Our goal is to offer a comprehensive first in class educational program unparalleled in the industry which will continue to advance the professional, technical and managerial skills of our member contractors and their employees. If you are not fully satisfied with a particular program, we will gladly provide a full refund.

SCHEDULE AT A GLANCE BY MONTH

The following is a list of classes offered during the second half of 2013.

January

- 14 The Devil is in the Details:
Scope Control and Change
Order Management
- 16 Advancing Beyond Journeyman –
Becoming a Professional Supervisor
- 29 Taking Your Takeoff Into a Winning
Proposal - Advanced Estimating

February

- 4 Non-Residential Title 24
Compliance Seminar
- 12-14 Pre-Fabrication/BIM –
A 3-Day Seminar
- 27 Excel 2010 – Level 1
- 28 Sexual Harassment Training

March

- 14 Foreman: Planning, Goal Setting
and Performance Improvement
- 21-22 Project Management 9 & 10
- 27 Excel 2010 – Level 2

April

- 2 Windows 7 – Level 1
- 11 Examining the Relationship Between
Project Manager and Estimator
- 23 The Ten Key Contract Provisions:
What You Don't Know Can Hurt You
- 25 First Aid & Adult/Infant CPR

May

- 2-3 Project Management 11 & 12
- 7 Windows 7 – Level 2
- 8 Excel 2010 – Level 3
- 16 Project Management Impact
on Financial Outcomes
- 22 Customer Service Excellence
– How To Keep More Of The
Business You Have And Build Break
Through Relations With Clients

June

None

Anytime - Webcasts

- Active Listening
- BIM 101
- Excel: Excel Solver Procedure
- Excel: Insert Excel Sheet into Word
- Excel: Microsoft Word fill-In Forms
- Excel: Summarizing Data with Subtotals in Excel
- Going Green – Valuable Opportunities for Mechanical Contractors
- Green Building: LEED Certification “So You Want to be a Green Contractor”
- Green Building: LEED Certification and Sustainable Design
- Mechanical Estimating Techniques
- Microsoft Office 2007 Excel

Computer Skills

- Microsoft Excel 2010 – Level 1
Thursday, February 27, 2014
- Microsoft Excel 2010 – Level 2
Thursday, March 27, 2014
- Windows 7 – Level 1
Wednesday, April 2, 2014
- Windows 7 - Level 2
Wednesday, May 7, 2014
- Microsoft Excel 2010 – Level 3
Thursday, May 8, 2014

Estimating

- Taking Your Takeoff Into a Winning Proposal –
Advanced Estimating
Wednesday, January 29, 2014
- Examining the Relationship Between Project
Manager and Estimator
Friday, April 11, 2014

Foreman

- Foreman: Planning, Goal Setting and
Performance Improvement
Friday, March 14, 2014

Management

- Non-Residential Title 24
Compliance Seminar
Tuesday, February 4, 2014
- Pre-Fabrication/BIM Seminar –
A 3-Day Series
Wed-Fri, February 12-14, 2014
- The Ten Key Contract Provisions: What You
Don't Know Can Hurt You
Wednesday, April 23, 2014

People Management/Skills

- Advancing Beyond Journeyman –
Becoming a Professional Supervisor
Thursday, January 16, 2014
- Customer Service Excellence – How To Keep
More Of The Business You Have And Build
Break Through Relations With Clients
Thursday, May 22, 2014

Project Management

- The Devil is in the Details: Scope Control and
Change Order Management
Tuesday, January 14, 2014
- Project Management 9 & 10
Fri & Sat, March 21-22, 2014
- Project Management 11 & 12
Fri & Sat, May 2-3, 2014
- Project Management Impact on Financial
Outcomes
Friday, May 16, 2014

Safety

- Sexual Harassment Training
Friday, February 28, 2014
- First Aid & Adult/Infant CPR
Friday, April 25, 2014
- ClickSafety Online Courses
Anytime! Available 24/7

Webcasts

- Active Listening
- BIM 101
- Excel: Excel Solver Procedure
- Excel: Insert Excel Sheet into Word
- Excel: Microsoft Word fill-In Forms
- Excel: Summarizing Data with Subtotals in
Excel

*and many more – please see www.cpmca.org
for complete listing*

IMPORTANT EVENTS



Take note of these important CPMCA Events:

CPMCA Table Top Thursday, May 29, 2014

CPMCA Annual Golf Tournament Monday, June 16, 2014

Please contact Dana Giambalvo with questions regarding any of the above events at dana@cpmca.org or 213-417-9177.



Take note of these important MCAA Events:

IPM, Class 56, Week 2 - Austin, TX - Sold Out! January 12-16, 2014

AIPM – Austin, TX - Sold Out! January 19-24, 2014

Safety Directors' Conference – Ft. Lauderdale, FL January 28-30, 2014

MCAA Annual Convention – Scottsdale, AZ March 8-13, 2014

IPM Class 57, Week 1 – Austin, TX April 6-10, 2014

Western Mechanical Conference – Monterey, CA April 6-11, 2014

IPM Class 58, Week 1 – Austin, TX April 7-11, 2014

Pre-Fabrication Conference – Rockville, MD April 30-May 2, 2014

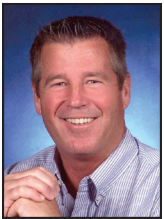
MCAA Contacts:

For educational classes, please contact Beth Miller – bmiller@mcaa.org or 301-869-5800.

For conference and conventions, please contact Cynthia Buffington – cbuffington@mcaa.org or 301-869-5800.



David Ashcraft specializes in the training area of financial management. His expertise is taking normally torturous subject matter and converting the content to be educational, engaging, and entertaining. He custom designs and delivers training and keynote speeches for business networks, associations, and banks. Ashcraft has been a highly-rated faculty member at Graduate School of Banking Colorado, Southwestern Graduate School of Banking and Graduate School of Banking LSU. He received his BA from Washington State University and is a graduate of Pacific Coast Banking School, where he later served as an associate director.



Jim S. Bain is a professional motivational speaker, published author, and successful business consultant with over 30 years of experience in getting things done. He has been a principal in a large independent insurance firm, a senior executive in a trade association and a construction company, as well as owning a retail business and his current consulting firm. In addition to serving as the Executive Director for three not-for-profit groups, Jim has served on the national faculty for the Associated General Contractors of America and the Mechanical Contractors Association of America. He has been a featured speaker at the AGC/A national convention as well as the Construction Financial Management Association national convention. Jim has a degree in Economics from Duke University and a Masters of Business Administration from the University of Puget Sound and has received additional formal training in the fields of Training, Marketing, Sales, and Risk Management. Described by his audiences as a cross between Mike Ditka and Jonny Carson, Jim entertains, amuses, and delivers hard hitting lessons on living a productive, successful and happy life.



Kevin L. Dougherty has been speaking to the construction industry for the past 27 years. Kevin represents a changing industry - aggressive, realistic, and open-minded. Kevin's work and education experience enables him to relate to today's problems and provides tangible solutions in an easy-to-listen style. He has taught thousands of people in various seminars. His client base ranges from family-owned businesses to corporate conglomerates. In addition to speaking and writing articles, Kevin has served as sales manager and corporate trainer for a multimillion-dollar mechanical contractor and specialty services contractor.

Kevin has also been a frequent speaker for various PHCC, ISA SBA, SMACNA, MCAA, MSCA, NECA, SMWIA, U.A., QSC, and numerous other trade associations and locals. Kevin's humorous and energetic speaking style has made him a convention favorite. He has spoken to such groups as Benjamin Moore & Co., 3M, Johnson Controls, W.R. Grace, Ferguson Enterprises, Morton International, Manville/Schuller, York International, and Hagemeyer Electrical Australia, The National Labor College just to name a few. Kevin's ability to entertain audiences and hold their interest while getting his message across consistently makes him one of the industries top speaking and training talents.



Robert J. Beck has over 22 years of mechanical industry experience including, but not limited to manufacturer, industry education and general contracting for mechanical systems. After graduating from the University of Florida, Robert began a career in the mechanical contracting industry as a District Sales Manager with Lochinvar Corporation in 1991. Robert started with John W. Danforth Company (Danforth) as a project clerk and moved into project management in 1995 where he managed such clients as General Motors, Ford, Nabisco Foods, Kaleida Health and various public sectors throughout New York State to name a few. In 2005, he was promoted to Vice President in charge of strategic direction and contract execution of project management. Robert became Executive Vice President in charge of company operations in 2010 and is current Board of Directors member.

Robert is on the PSIC Labor-Management committee for UA Local 22. He is a SMART Local 71 PH&W management trustee and member of Labor Negotiating committee. In addition, Robert has been a member of the MCAA Project Management Education Committee since 2005. He is a facilitator and presenter on Managing Fabrication at MCAA Institute for Project Management and Operational Management at Advanced Institute for Project Management.

Greg L. Fuller is the President of North Mechanical Contracting Inc. Fuller received his journeyman plumber status in 1985, and began his career as a superintendent for Freyn Brothers in 1986. He joined North in 1991 as project manager, advancing to vice president and becoming president and owner in 1997. Fuller acquired Ramsey Inc. in 2001 to add full HVAC, Plumbing and Electrical service to the North Team. North's many high profile commercial, industrial, life sciences, institutional, and public sector clients include: The New Indianapolis International Airport, the Indianapolis Museum of Art, IU Health, Marriott and many more.

Fuller is active in the local, state, and national construction industry and holds several leadership positions including board member of the MCAA, Chairman of the Mechanical Contracting Association of Indiana (MCAI), Vice-President of the Mechanical Contracting Association of Indianapolis (MCA-Indianapolis Area), Board member of the Indiana Subcontractors Association (ISA), Board member of the Indiana Construction Association (ICA) and Top Notch of Central Indiana. Fuller also serves as chairman of the Plumbers and Steamfitters Local 440 Health and Welfare Trust and as chairman of the Mechanical Contracting Association of America's (MCAA) Institute of Project Management.



Mark Hydeman is a registered mechanical engineer with an MS and BS in Mechanical Engineering from Stanford University. He has over 20 years of experience in the design, commissioning, evaluation and optimization of HVAC systems for commercial and industrial buildings. He joined Taylor Engineering in July of 1999, a consulting firm specializing in energy efficient HVAC system design.

Mr. Hydeman is considered an authority on the design, evaluation and commissioning of energy efficient and cost effective HVAC and control systems. He is active in building science research and has developed software, guidelines and seminars to assist practitioners to optimize HVAC and control systems. For his contributions to the field, he was upgraded to Fellow in the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE).



John R. **Koontz** has 30 years of wide-ranging mechanical industry experience that includes contracting, and concern for the future success and survival of all parties involved in union mechanical construction, academics, and consulting. He is a former Tenured Associate Professor in Purdue University's Department of Building Construction Management. He is also the founder and former director of Purdue's Mechanical Construction Management Specialization Program. In addition to his academic career, he spent 15 years in the employment of MCAA contractors in a variety of positions including senior project manager, project manager, project engineer, and estimator and is the founder of the 1st ever MCAA student chapter which was started at Purdue in 1993. Professor Koontz's family heritage of long-term UA family members (grandfather, great uncle, and father) provides a sincere and deep-rooted pride, interest,



Alfred J. Landegger, Esq. earned his B.A., in 1975 at California State University Northridge and earned his J.D., in 1978 at Whittier College School of Law. Admitted to Bar in 1978, California Bar and U.S. District Court Central, Northern, Southern, Eastern Districts of California. Membership includes the State Bar of California, and Los Angeles County Bar Association, Labor & Employment Section. Since taking a labor law class in law school, Alfred Landegger has been intrigued by the employer/employee relationship, and the tremendous benefits it offers each. He has seen it become unbalanced with laws tending to favor the employee. He is an advocate for employer rights. For more than two decades, through education, prevention, and innovative problem-solving, his firm has worked with employers to maintain a balance that can keep a company healthy and profitable.

Michael A. Mack has been a speaker with the Mechanical Contractors Association at the Institute for Project Management, Austin, TX for over 10 years. Prior to retiring in 2010, Mr. Mack was a Vice Chairman at John J. Kirilin, LLC in Rockville, Maryland, a company he had worked with since 1975. Mr. Mack ran the mid-Atlantic operations, growing the company from approximately \$84 million in 1984 to over \$450 million in 2010. He helped start the prefabrication action facility in 1984 and assisted in expansion of Kirilin from Washington, DC headquarters to offices in North Carolina, Florida, and Georgia.

Mr. Mack holds a BS in Mechanical Engineering from the University of Kentucky. With over 35 years of industry experience, he remains involved on a consulting basis. He is proficient in estimating projects (including developing "hit ratios") and understanding financial statements. Mack has developed project cost controls and has been permitted to testify as a lay expert and offer opinion testimony because of experience and training.



Pete Mackenzie is a recently retired CAD/BIM manager for Chicago area contractor Mechanical Inc., where he oversaw the development and growth of BIM from a fledgling department of two pre-fab detailers in 2000 to a full service mechanical staff of 28. A UA STAR certified pipefitter and apprentice instructor, Pete takes an "in the trenches" approach to teaching BIM technology and use, focusing on a total team approach to utilize techniques to optimize the opportunities BIM affords to mechanical contractors. In addition to the MCAA national convention in Maui, Pete has presented for the Western Mechanical Labor Management Conference, Autodesk University, AIA Chicago, CNA Chicago and lots of pre-qualification interviews for Mechanical Inc., who he continues to represent on the MCAA BIM committee.

2014 INSTRUCTORS CONTINUED



Mark Matteson is in great demand internationally as a Speaker, Best-Selling Author, and Consultant. He is the founder and president of Pinnacle Service Group, Inc., Lynnwood, Washington. Mark has been called a Thought Leader, Street Scholar, an Idea Reporter, and an insightful Business Humorist. Since 1992, Mark has conducted thousands of presentations all over the world. He has written three popular books that have been translated in multiple languages. Conducting over 100 presentations a year, Mark brings a unique perspective, offers business education that produces results in an entertaining and inspirational way.



Dale A. Ortmann is a senior shareholder and co-founder of Hunt Ortmann, with more than 30 years' experience in construction and real estate law. He works with construction industry clients from project inception, including contract preparation and negotiations, to project conclusion, including the resolution of construction claims and disputes in mediation, arbitration and litigation. His clients include public agencies, developers, contractors, subcontractors, material suppliers, design professionals, homeowners associations and sureties in such matters.

Representative projects include water/wastewater treatment plants, dams and reservoirs, tunnels, pipeline and utility projects, educational institutions, manufacturing facilities, hotels and resorts, hospitals and medical care facilities, commercial publishing facilities, convention centers, office low rise and high rise buildings, environmentally sensitive projects, historical projects, large tract and multiple residential construction, and custom single-family residential construction.



Keith Rahn is a new faculty member (Assistant Professor) at Auburn University in the McWhorter School of Building Science. He served as an Instructional Assistant Professor at Illinois State University for 9 years in the Construction Management program. Mr. Rahn has taught classes in mechanical and electrical systems, project management & administration, estimating & project scheduling and construction material & methods. In 2007, the MCAA presented him with the "Educator of the Year" award at the national convention. With 15 years of mechanical industry experience in estimating, project management and ownership with MCAA contractors, his industry knowledge coupled

with his educational background provides an unparalleled classroom experience.



Kathlynn E. Smith specializes in construction and general business litigation. She has successfully represented owners, developers, contractors, and subcontractors in a wide variety of matters relating to contract administration and construction claims. Ms. Smith places a particular emphasis on construction claims involving payment disputes, delay and disruption, false claims, construction defects, and actions on payment and performance bonds. Ms. Smith has successfully litigated and resolved complex construction disputes involving multi-million dollar claims. Ms. Smith is the co-author of the "Smart Girls' Guide To Construction Law" and architect of the "Smart Girls'"

initiative directed at women-owned and/or operated companies in the construction industry.

Prior to joining Hunt Ortmann, Ms. Smith represented public agencies and property owners in connection with direct and inverse condemnations of commercial and residential properties. Ms. Smith also represented lenders in litigation involving real property, including breach of contract, judicial foreclosure, forfeiture, quiet title, and fraud actions.

Microsoft Excel 2010 – Level 1

New Horizons Computer Learning Centers

Thursday, February 27, 2014

8:00 a.m. – 4:30 p.m.

Members: Free

Non-Members: \$125

In this course, students will use Microsoft® Office Excel® 2010 to create spreadsheets and workbooks that they can use to store, manipulate, and share data. To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Microsoft Excel 2010 – Level 2

New Horizons Computer Learning Centers

Thursday, March 27, 2014

8:00 a.m. – 4:30 p.m.

Members: Free

Non-Members: \$125

This course builds upon the foundational Microsoft® Office Excel® 2010 knowledge and skills you've already acquired and sets you on the road to creating advanced workbooks and worksheets that will deepen your firm's business intelligence. This course is meant for those desiring to gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data, and customizing workbooks. In this course, you will: create advanced formulas, analyze data with logical and lookup functions, organize worksheet data with tables, visualize data by using charts, and more.

Windows 7 – Level 1

New Horizons Computer Learning Centers

Wednesday, April 2, 2014

8:00 a.m. – 4:30 p.m.

Members: Free

Non-Members: \$125

Students will log on to Windows 7, explore its interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, use the common tools and programs available in Windows 7, and browse the Internet. This course is designed for any individual who needs knowledge in operating systems and file management skills. Upon successful completion of this course, students will be able to: log on to Windows 7, explore its interface, and identify the different components present in the interface, customize the Windows 7 desktop, and more.

Windows 7 – Level 2

New Horizons Computer Learning Centers

Wednesday, May 7, 2014

8:00 a.m. – 4:30 p.m.

Members: Free

Non-Members: \$125

In this course, students will become familiar with the advanced customization techniques and work with applications and programs in Windows® 7. In addition to this, students will also work with Internet Explorer 8. This course is designed for any knowledge worker or business professional who needs operating system and file management skills. Upon successful completion of this course, students will be able to: customize the Windows 7 environment, configure user accounts, work with applications in Windows 7, work with devices, manage networks, secure your system data, enhance system performance, work with Internet Explorer 8.

Microsoft Excel 2010 – Level 3

New Horizons Computer Learning Centers

Thursday, May 8, 2014

8:00 a.m. – 4:30 p.m.

Members: Free

Non-Members: \$125

The students will learn about some of the more advanced features of Excel including automating common tasks, auditing workbooks to avoid errors, sharing data with other people, analyzing data, and using Excel data in other applications. This course is intended for a student who has experience working with Excel and would like to learn more about creating macros, working with shared documents, analyzing data, and auditing worksheets. After course completion you will know how to: automate worksheet functions, audit worksheets, analyze data, work with multiple workbook and import/export data.



Turning Your Takeoff into a Winning Proposal – Advanced Estimating

Kevin Dougherty

Wednesday, January 29, 2014

7:30 a.m. – 2:30 p.m.

Members: Free

Non-Members: \$179

A program designed to improve your closing ratios! Are you tired of estimating jobs and not getting them? Do you wish the jobs you do get would be more profitable? If you answered yes to any of these questions then the advanced estimating program may be for you. This program will help estimators to think differently about the estimating process, and how to approach each opportunity realistically. We will help estimators to not just look at the estimate as a number, but more as a process from job inception to job completion.

This program will also help attendees to think more as a business person, and to take more of a big picture approach to the estimation process rather than just doing takeoffs and providing numbers. This is a unique class excellent for Project Managers, Estimators, and Business Development Personnel who are involved with project procurement, job set-up, production and more.

Examining the Relationship between Project Managers and Estimators

Keith Rahn

Friday, April 11, 2014

7:30 a.m. – 4:30 p.m.

Members: Free

Non-Members: \$179

In everyday operations, the Estimator and Project Manager are extremely busy with their everyday responsibilities, one key responsibility being loss. The responsibility for each of them is to effectively communicate information. It is very common in today's fast paced world for projects not to be properly turned over from the Estimator and a thorough post construction conference not being conducted by the Project Manager. In both cases, valuable information is being lost through improper lines of communication. This workshop is designed for both Estimators and Project Managers from each company to attend and work together and a requirement that both attend. We will discuss importance of teamwork, relationship between each role, methods to improve communication and support, pre and post construction reviews and allow participants to develop a plan of action for their company.



FOREMAN

Foreman: Planning, Goal Setting and Performance Improvement

Kevin Dougherty

Friday, March 14, 2014

7:30 a.m. – 2:30 p.m.

Member: Free

Non-Member: \$179

Provide your foremen and supervisors the tools needed to be productive. A fast paced supervisory training program developed to help foremen improve their performance by providing them the tools needed to properly plan and get the right things done. This full day program will help the foreman make and implement a clear plan to improve job performance and minimize some of the job disruptions that all jobs face.



Non-Residential Title 24 Compliance Seminar

Mark Hydeman, P.E., Fellow ASHRAE – *New Speaker!*

Tuesday, February 4, 2014

7:30 a.m. – 2:30 p.m.

Members: Free

Non-Members: \$179 (unless affiliated with a CPMCA-member contractor)

Mark Hydeman, PE, Principal at Taylor Engineering, LLC will present the new non-residential HVAC and plumbing requirements for Title 24 2013 and their associated acceptance tests. This new aggressive energy code takes effect on July 1st, 2014. Mr. Hydeman, a consulting engineer, has been a principal author of the non-residential HVAC and plumbing requirements in both Title 24 and ASHRAE Standard 90.1 since the 1990s. He is an experienced lecturer with extensive insight and knowledge in these standards. For more information on the speaker and the subject visit Taylor Engineering's website at http://www.taylor-engineering.com/publications/title_24_resources.shtml.

Pre-Fabrication/BIM Seminar – A 3-Day Series

John Koontz, Robert Beck, Greg Fuller, Michael Mack, Pete Mackenzie

Wed-Fri, February 12-14, 2014

Times: TBA

Members: Free

Non-Members: N/A

This 3-day Pre-Fabrication/BIM session is a must-attend for all CPMCA contractor members. This session will be led by an assembled team of experts from across the nation who will offer their viewpoints on pre-fabrication from a small/medium, medium/large and mega mechanical contractor perspective. The subject matter will entail the 101, 201 and 301 of pre-fabrication including BIM interface, transport and installation on the jobsite. Each topic throughout the seminar will have 3 diverse perspectives from these varying in size contractors. The agenda includes two tours of local contractor-member fab shops coupled with instructor-led training each day.

The Ten Key Contract Provisions: What You Don't Know Can Hurt You

Dale A. Ortmann & Kathlynn E. Smith

Wednesday, April 23, 2014

7:30 a.m. – 10:30 a.m.

Members: Free

Non-Members: \$179

The difference between profit and loss on a construction project is more often due to problematic terms and conditions than it is due to bad estimation. The same problematic terms and conditions come up time and again as the source of disputes. Before you issue or sign that next contract, you can improve your ability to spot these problematic clauses, understand what they mean, and learn how to address the issues they create.

PEOPLE MANAGEMENT SKILLS

Advancing Beyond Journeyman - Becoming a Professional Supervisor

Jim S. Bain

Thursday, January 16, 2014

7:30 a.m. – 2:30 p.m.

Members: Free

Non-Members: \$179

Advancing Beyond Journeyman – Becoming a Professional Supervisor puts money in your pocket and adds value to your contractor. Back by popular demand, this course was developed by the Associated General Contractors of America. It is intended for field personnel who are new to the positions of crew leader, foreman, and superintendent. Topics include the fundamentals of supervision, short interval project planning, balancing quality, safety and productivity, and special supervisory situations. Our supervisors have great craft skills. This course will teach them how to improve their people skills.

Customer Service Excellence - How To Keep More Of The Business You Have And Build Break Through Relations With Clients

Mark Matteson

Thursday, May 22, 2014

7:30 a.m. – 3:30 p.m.

Members: Free

Non-Members: \$179

Would you like to keep more of the business you have and turn your customers and technicians into Fanatics For Service?

What would it be like to keep 98% of the business you have? How would feel about turning your plumbers/techs into warm call lead generators for your sales people? How would you like to keep your best frontline people by creating and implementing a Rewards and Recognition program that improves morale and productivity on a shoestring? Do you know what really motivates your employees to action? What do the best Service Organizations in our industry do that fosters loyalty and fanatic dedication to service? Find out this and much more!



The Devil is in the Details: Scope Control and Change Order Management

Jim S. Bain

Tuesday, January 14, 2014

7:30 a.m. – 12:30 p.m.

Members: Free

Non-Members: \$179

These processes are vital to the profitable completion of any project. Scope control is a preventative process that starts with a detailed project scope and ensures discipline in changing the scope during project execution. Change Order management involves processes for managing all of the changes and associated documentation that occur on the project. This course includes both insight and tools to improve both scope control and change order management.

Project Management 9 & 10

John Koontz

Fri & Sat, March 21-22, 2014

7:30 a.m. – 4:30 p.m.

Members: \$100

Non-Members: \$179

This two day course will cover the following topics:

- **Value-Based Mechanical Project Management:** Learn the techniques and strategies used by the best mechanical project managers for setting themselves and their companies apart from their peers and their competitors.
- **Managing the Risk of Owner Furnished Equipment:** Projects that include owner furnished equipment (OFE) must be managed differently to help mitigate this risk. This session will have special emphasis on planning, documentation, communication, and claim avoidance.
- **Profitably Managing Your Subcontractors:** The project manager's effective management of subcontractors ensures a successful project that is profitable, completed on time, and completed within budget. When mechanical subcontractors are properly, mechanical contractor risk is low, customer satisfaction is high, and strong long-term relationships are developed.
- **Successful Survival of Project Closeout:** This session will cover the tactics and strategies a project manager and foreman can implement to improve end of job performance and mitigate the difficulties of project closeout. It will also cover topics such as punch list, warranties, as-built drawings and final payment.

Project Management 11 & 12

John Koontz

Fri & Sat, May 2-3, 2014

7:30 a.m. – 4:30 p.m.

Members: \$100

Non-Members: \$179

This two day course will cover the following topics:

- **Basic Construction Law Concepts for Mechanical Project Managers:** Project managers must have a rudimentary understanding of fundamental legal concepts to effectively and profitably manage their projects and their customers. This session will include an overview of the most significant construction law concepts, issues, and principles that are commonly encountered by the mechanical project manager.
- **High Impact Communication Skills:** This session will cover vital communication topics such as: effective listening, questioning, public speaking and presentation, basic written communication, clear explanation and understanding, and accepting the burden of communication.
- **Best Practices of Blue Chip Mechanical Project Managers:** This session includes an overview and in-depth discussion of the many best practices used by the industry's best project managers. It also provides a review of the traits and qualities that are the common denominators among excellent project managers.

Project Management Role on Financial Outcomes

David Ashcraft

Friday, May 16, 2014

7:30 a.m. – 3:30 p.m.

Members: \$75

Non-Members: \$179

Project managers will have FUN as they work through a case study and uncover the math mystery buried in the WIP. They will calculate each column by hand to see where the numbers come from and recognize which numbers provide key information. The key information will spotlight problems and opportunities contained within the numbers of a financial report. Project managers will increase their financial fluency and be able to communicate more effectively to get the right information to make their projects more profitable.

Sexual Harassment Training

Alfred J. Landegger, Esq.

Friday, February 28, 2014

7:30 a.m. – 9:30 a.m.

Members: Free

Non-Members: \$125

If your business has 50 or more employees, state law requires you to provide sexual harassment prevention training to all Supervisors in 2013 who were previously trained by the December 31, 2011 deadline and Supervisors hired or promoted to their position in the past six months.

If you have less than 50 employees, this training can increase your protection against claims. Although not required, you should consider this class because:

- Your business may fall under new proposed regulations, which, if passed, may expand the definition of “supervisor” and “employ 50 or more.”
- Your past training may not stand the test of these proposed regulations. The proposed regulations require a “subject matter expert” and that the training be “interactive.” You can make sure you’re on solid ground with training by an experienced employment law attorney.
- Your attention to pro-active training can only provide for a more comfortable work environment and fewer claims for the company.
- You increase the potential for protecting yourself against claims, which average \$250,000.

First Aid & Adult/Infant CPR

A & J Training Trust Fund

Friday, April 25, 2014

8:30 a.m. – 4:30 p.m.

Members: Free

Non-Members: \$125

This class allows you to obtain your First Aid Certification which is good for (3) three years and your Adult & Child CPR certification which is good for (1) one year. General contractors are sporadically checking and requesting such certifications. It is advised that your workforce maintain a current certification and that you are able to provide it upon request.

ClickSafety – Online Safety Courses

Anytime - Accessible 24/7 from your computer

Member: Free (however CPMCA will bill for the cost of the class if the class is not completed)

Non-Member: Not Available

As the leader in online safety training solutions, ClickSafety offers a comprehensive library of over 300 courses, specifically engineered to help you build a world-class safety culture. Developed by Certified Safety Professionals and Certified Industrial Hygienists, our courses are designed to protect your most valuable asset – your employees. A complete list of topics is available on CPMCA’s website.

To register for a class, please contact our office to obtain the ClickSafety Class Registration Form and remit it to marta@cpmca.org.

Please note: most classes must be completed within 6 months from the start date. All classes are offered free of charge to members, however CPMCA will bill for the cost of the class if the class is not completed.

Sample Topics

OSHA 30 Hour Construction

OSHA 10 Hour Construction

GEN/OSHA 10 Hour

Cal Confined Spaces for Construction

Cal Crane Safety Basics

Cal Electrical Hazards

Cal Fall Protection

Cal Fire Prevention

Cal Flagger

Cal Ground Fault Protection

Cal Hazcom

Cal Injury & Illness Prevention Plan

Cal Personal Protective Equipment

Cal Personal Protective Equipment Awareness

Cal Practical Trenching

Cal Scaffold Erection

Cal Scaffold Use

Cal Stairs and Ladders

Cal/OSHA for Construction

Cal/OSHA Heat Illness Prevention

WEBCASTS ARE AVAILABLE AT WWW.CPMCA.ORG!

NOTE: All webcasts are available at www.cpmca.org. They are accessible to members only. Your company-specific login information is required to access online training..

Active Listening

Mark Matteson

Online Course – Can be taken at any time. You will need internet access to take this course.

Active Listening is vital in today's business environment. In this webcast, you will learn from Mark Matteson the 4 steps to Active Listening and how to apply them in everyday business communication with your customers. According to Mark Matteson, the 4 steps to active listening are: listen active and with intention, pause 3 – 5 seconds before responding, question for clarification and paraphrase. Incorporating these 4 basic steps into your customer relations will improve your effectiveness and increase your sales with your customers

BIM 101

Dwayne Lindsey

Online Course – Can be taken at any time. You will need internet access to take this course.

There is simply no easier way to learn about BIM (Building Information Modeling) than viewing this easy to understand webcast. You will learn exactly what BIM is and why it's good for your industry in a non-technical way.

Excel: Insert Excel Sheet into Word

Ginnie Floraday

Online Course – Can be taken at any time. You will need internet access to take this course.

You can incorporate an Excel workbook into your Word document. You have the choice of linking to the actual Excel sheet or brining in a static copy of the worksheet. If you link to the original file it is called embedding. If changes are made to the original selection they will appear in the copied text within Word. A static copy will not transfer any of the changes back to the spreadsheet.

Excel: Solver Procedure

Ginnie Floraday

Online Course – Can be taken at any time. You will need internet access to take this course.

This webcast will show you how to use the Solver function in Excel to streamline formulas in spreadsheets. Solver allows you to calculate a formula backwards. Participants will learn how to change the value of a cell that is dependent on a formula. An example of the application of this function is budgets. After setting individual projections within each department, a department total is generated for each department. If

you know that a certain department cannot exceed a certain amount, the Solver can modify the individual numbers that impact the total. All you have to do is identify what the total should be, and Solver will modify any of the related cells.

Excel: Summarizing Data with Subtotals in Excel

Ginnie Floraday

Online Course – Can be taken at any time. You will need internet access to take this course.

When the data is in list form, Microsoft Excel can calculate and insert subtotals in a worksheet. When you specify the items you want to create subtotals for, the values to be summarized, and the functions to use on the values, Microsoft Excel outlines the worksheet so that you can show or hide as much detail as you need. If you have summarized data by using formulas that contain functions such as SUM, Microsoft can automatically outline the data.

Going Green - Valuable Opportunities for Mechanical Contractors

Jeff Grossberg

Online Course – Can be taken at any time. You will need internet access to take this course.

Jeff Grossberg will inform member contractors about the growing demand of sustainable technology. Grossberg encourages contractors to become leaders, rather than followers, and offers guidance on how contractors can grow their business and garner market share by entering the green building marketplace.

Green Building: LEED Certification and Sustainable Design

Lincoln Pearce

Online Course – Can be taken at any time. You will need internet access to take this course.

Once considered a passing fad, green building has driven its roots deep into the American landscape. City Halls in Chicago and Atlanta have green rooftops and green building initiatives are thriving in Los Angeles, Seattle, Denver, Dallas and other major cities nationwide. Even the United Nations headquarters in New York will be renovated with green principles in mind.

Green Building: LEED Certification “So You Want to be a Green Contractor”

Dan Bulley

Online Course – Can be taken at any time. You will need internet access to take this course.

Learn what it takes to become a green contractor with Dan Bulley.

Mechanical Estimating Techniques

Keith Rahn

Online Course – Can be taken at any time. You will need internet access to take this course.

If you can expertly estimate the cost of a construction project you have the edge in the bidding process. Keith Rahn will teach you how to analyze contract documents and estimate more accurately than your competition. Keith's techniques will give you the tools you need to win the bid and establish long-term trusted relationships with your customers.

Microsoft Office 2007 Excel

Ginnie Floraday

Online Course – Can be taken at any time. You will need internet access to take this course.

This webcast will give an overview to the updated version of Excel including improvements to Pivot tables, Filters and advanced formatting.

Microsoft Office 2007 Overview

Ginnie Floraday

Online Course – Can be taken at any time. You will need internet access to take this course.

This webcast will give an overview to the updated versions of Excel, Word, PowerPoint and Outlook. Some of the new features to be reviewed will be the Ribbon (the replacement for the toolbar), the Mini Toolbar, document Themes and Quick Styles in Word. Excel enhancements include improvements to Pivot tables, Filters and advanced formatting.

Microsoft Word Fill-In Forms - Build a Word document with Fields

Ginnie Floraday

Online Course – Can be taken at any time. You will need internet access to take this course.

A form is a structured document with spaces reserved for entering information. You design the form, and others can fill it in on paper or in Microsoft Word.

PowerPoint: Introduction to PowerPoint 2007

Ginnie Floraday

Online Course – Can be taken at any time. You will need internet access to take this course.

This webcast will provide an overview to the updated version of PowerPoint.

Retro-Commissioning

Chris Philbrick

Online Course – Can be taken at any time. You will need internet access to take this course.

Retro-Commissioning is a commissioning process applied to existing buildings that have never been commissioned. It is a systematic, documented process that identifies low-cost operations and maintenance improvements in existing buildings and brings the building up to the design intentions of its current usage. Retro-commissioning assures that the mechanical systems are optimally integrated and perform together as efficiently as possible. Retro-commissioning's primary focus is on using O&M tune-up activities and diagnostic testing to optimize the building systems. This course will outline the process and phases of RCx: planning, investigation, implementations, measurement and verification. Chris Philbrick will cover a typical project that has moved through the retro-commissioning process and will include a summary of cost and savings for multiple projects. Typical low cost measure will be discussed as well as how the retro-commissioning process relates to LEED EB credits.

Water Efficiency and How It Relates to Green Building

Jim Allen

Online Course – Can be taken at any time. You will need internet access to take this course.

Seventy percent of the Earth's surface is water...and yet only 3 percent is fresh water, and 57 percent of that fresh water is frozen in polar ice caps and glaciers. Only 1 percent of the Earth's water is available for human consumption – and the green building movement is working to conserve that vital, limited supply. This online course will inform member contractors about the importance of water conservation, as well as ways to improve water efficiency in a building project. The online course covers how different industries use water and provides an overview of national conservation initiatives. Upcoming technologies and emerging trends to conserve water are also discussed.

Workplace Violence

Rick Maltz

Online Course – Can be taken at any time. You will need internet access to take this course.

Workplace violence is a leading liability to employers, but can be prevented with proper on-the-job measures. This webcast helps employers understand the impact of workplace violence, explains what Red Flag indicators to look for, and review best practices for developing a Workplace Violence Prevention program.

NOTES





CPMCA

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