



CPMCA

California Plumbing & Mechanical
Contractors Association

Seminar Catalog

January–June
2015

**Computer Skills • Management • People Management Skills
Project Management • Safety • Sales/Service • Webcasts**

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CPMCA Executive Committee, Board of Directors and Staff

Executive Committee 2014–2015

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Astro Mechanical Contractors, Inc.

Tim Healy, Vice President

ARB, Inc.

Steve Cornelius, Secretary

University Mechanical & Engineering Contractors

David Quirk, Advisor

Performance Mechanical, Inc.

Steve Klaus, Treasurer

Performance Mechanical, Inc.

Don Chase, Past President

Muir-Chase Plumbing Co., Inc.

Board of Directors Term Ending 12/31/2015

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All Area Plumbing, Inc.

Steve Fosdick

Pan-Pacific Mechanical

Jay Lusita

All Area Services, Inc.

Les Osterberger

A.O. Reed & Company

Mark Felio

Paul Hansen Equipment, Inc.

Russ Wilson

Special Service Contractors, Inc.

Board of Directors Term Ending 12/31/2016

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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

Harry Bederian – Chairperson

ARB, Inc.

Shaabini Alford

Murray Company

Scott Baker

University Mechanical & Engineering
Contractors – Los Angeles

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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

Letter from the Executive Director

We are very pleased to present CPMCA's eighth annual course catalog featuring classes January–June 2015. The CPMCA Educational Program is receiving significant Industry recognition as the premier construction trade association educational program in the western 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.



In 2014 CPMCA closed out its first grant from the State of California, the Employment Training Panel, which provides funding to businesses “to assist in upgrading the skills of workers through training that leads to good paying, long-term jobs”. In summer of 2014, CPMCA was approved for a second significant grant that is projected to close out in 2015, one year ahead of schedule. This state program continues to give credibility and recognition to a first-in-class educational program providing an added value to the Mechanical Contracting Industry.

Nearly sixty days of training were offered in 2014 with just under 1,300 individuals participating in as few as one and as many as 15 sessions. Our forecast is that enrollment will continue to increase as technology is changing at a rapid pace and we continue to improve and grow our program, seeking out the best instructors, addressing the industry's most important topics and skills.

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, 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 first half of 2015.

January

| | |
|----|---|
| 15 | Cracking the “WIP” – Driving Predictable Cost Projections |
| 29 | Construction Technology Forecast: Harnessing Integration, Mobile, Sensors and Augmented Reality |

February

| | |
|---------|--|
| 4 | Sexual Harassment Prevention Training |
| 6 | Getting More Done Turning Today’s Rat Race into a Productive Workplace |
| 11 | Microsoft Excel 2013 – Level 1 |
| 27 & 28 | Project Management 1 & 2 |

March

| | |
|---------|--|
| 18 | Microsoft Excel 2013 – Level 2 |
| 20 | 7 Habits of Highly Effective Communicators |
| 27 & 28 | Project Management 3 & 4 |

April

| | |
|----|--|
| 9 | Creating Highly Effective Foreman/Project Manager Partnerships |
| 16 | Microsoft Excel 2013 – Level 3 |
| 30 | Microsoft Project Professional 2013 – Part I |

May

| | |
|----|--|
| 1 | Bluebeam Revu Training – Day 1 |
| 14 | How to Nail Project Presentation Interviews |
| 22 | Maximize Productivity Utilizing a Best in Class Pre-Fab System |

June

| | |
|----|---|
| 5 | Bluebeam Revu Training – Day 2 |
| 11 | Microsoft Project Professional 2013 – Part II |

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
- Microsoft Office 2007 Overview
- PowerPoint: Introduction to PowerPoint 2007
- Retro-Commissioning
- Water Efficiency and How It Relates to Green Building

Computer Skills & Technology

- Construction Technology Forecast: Harnessing Integration, Mobile, Sensors and Augmented Reality
Thursday, January 29, 2015
- Excel 2013 – Level 1
Wednesday, February 11, 2015
- Excel 2013 – Level 2
Wednesday, March 18, 2015
- Excel 2013 – Level 3
Thursday, April 16, 2015
- Microsoft Project Professional 2013 – Part 1
Thursday, April 30, 2015
- Bluebeam Revu Technology Training – Day 1
Friday, May 1, 2015
- Bluebeam Revu Technology Training – Day 2
Friday, June 5, 2015
- Microsoft Project Professional 2013 – Part 2
Thursday, June 11, 2015

Estimating

Coming your way second half of 2015!

Foreman

Coming your way second half of 2015!

Management

- Getting More Done Turning Today's Rat Race into a Productive Workplace – Time Management Seminar
Friday, February 6, 2015
- Maximize Productivity Utilizing a Best in Class Pre-Fab System
Friday, May 22, 2015

People Management/Skills

- 7 Habits of Highly Skilled Communicators
Friday, March 20, 2015
- Creating Highly Effective Foreman/Project Manager Partnerships
Thursday, April 9, 2015

Project Management

- Cracking the “WIP” – Driving Predictable Cost Projections
Thursday, January 15, 2015
- Project Management 1 & 2
Fri & Sat, February 27 & 28, 2015
- Project Management 3 & 4
Fri & Sat, March 27 & 28, 2015

Sales/Service

- How to Nail Project Presentation Interviews
Thursday, May 14, 2015

Safety

- Sexual Harassment Training
Wednesday, February 4, 2015
- 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
- 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
- Microsoft Office 2007 Overview
- PowerPoint: Introduction to PowerPoint 2007
- Retro-Commissioning
- Water Efficiency and How It Relates to Green Building

IMPORTANT EVENTS

Plan Accordingly! Take note of these important MCAA Events:

**Institute for Project Management Class 59, Week 2 –
University of Texas – Austin, TX**

Sales Camp, Phoenix Marriott Tempe at the Buttes – Phoenix, AZ

AIPM – University of Texas – Austin, TX

Safety Directors' Conference – Hilton Palacio del Rio – San Antonio, TX

**2015 Pipe Trades Training Conference – Hilton San Diego Resort and Spa
– San Diego, CA**

MCAA Annual Convention, Grand Wailea, Wailea Marriott – Maui, HI

ITF Meeting, Naples, FL

Western Mechanical Conference, Bacara Resort – Santa Barbara, CA

**Institute for Project Management Class 60, Week 1 – University of
Texas – Austin, TX**

MSCA Sales Masters I – Oak Brook, IL

**MCPWB Spring Technical Committee Meeting, Lowes Ventana
Canyon – Tucson, AZ**

National Issues Conference, W Hotel, Washington DC

**MCAA Fabrication Conference, Renaissance Chicago O'Hare Suites
Hotel – Chicago, IL**

**MCAA 2015 Technology Conference, Hyatt Lodge at McDonald's University
– Oak Brook, IL**

ALI Graduates Program, Babson College – Wellesley, MA

ITF Meeting – Portland, OR

MCAA Contacts:

Please call MCAA directly for additional information on any of their events @ 301-869-5800.

For conference & conventions, contact Cynthia Buffington @ cbuffington@mcaa.org.

For Advanced Leadership Institute, contact Dennis Langley @ dlangley@mcaa.org.

For educational classes & IPM, contact Beth Miller @ bmiller@mcaa.org.

For online webcasts & conferences, contact Sean McGuire @ smcguire@mcaa.org.

For online webcasts & MSCA, contact Barbara Dolim @ bdolim@mcaa.org.



January 11-15, 2015

January 12-13, 2015

January 18-23, 2015

January 27-29, 2015

February 11-12, 2015

March 8-12, 2015

April 7, 2015

April 15-17, 2015

April 19-23, 2015

April 19-23, 2015

April 19-22, 2015

April 28-29, 2015

April 29 – May 1, 2015

May 8-9, 2015

May 18-20, 2015

June 9, 2015

Plan Accordingly! Take note of these important CPMCA Events:

CPMCA Table Top

Thursday, May 21, 2015

CPMCA Annual Golf Tournament

Monday, June 22, 2015

For educational classes, contact Marta Martin at marta@cpmca.org or 818-275-2893.

For meetings, retreats, and all other events, contact Dana Giambalvo at
dana@cpmca.org or 818-275-2890.





Troy Aichele became involved with the mechanical contracting industry while obtaining his Construction Management Degree from the University of Washington and working at the W.A. Botting Company. Apart from being a LEED Accredited Professional (O+M) as well as an accredited Green Plumbers USA Trainer, Troy has a B.S. degree in Construction Management from the University of Washington, an A.A.S. degree in HVAC and Refrigeration Design, and has worked in every facet as a Plumbing Contractor in the Pacific Northwest over the last 20 years specializing in Healthcare and Water Conservation.

Troy is Chairman of the MCAA's (Mechanical Contractors Association of America) Career Development Committee, which oversees 48 student chapters in North American and manages the popular Student Chapter Competition held yearly at MCAA's National Convention. Troy is also a member of MCAA's Green Coordinating Committee and speaks nationally and locally through his consulting company Aichele and Associates, LLC. Troy has taught mechanical construction at the University of Washington as adjunct professor since 1998 and has been an invited speaker at the International Association of Plumbing & Mechanical Officials/World Plumbing Council (IAPMO/WPC) Energy Technology Symposium, American Water Works Association (AWWA) California-Nevada Spring Conference, and the Mechanical Service Contractors Association (MSCA) Annual Convention.



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.



NEW SPEAKER! James Benham, while growing up in Baton Rouge, Louisiana, began writing code at the age of 11 and by 14 had developed his first application. Three years later, he co-managed an ISP, providing dial-up Internet to over 4,000 users. James went on to complete a Bachelor of Business Administration in Accounting and a Master of Science in Information Systems while in the Corps of Cadets at Texas A&M University. During his final year at Texas A&M in 2001, James established his second company, JBKnowledge, Inc.

James is now the President and CEO of JBKnowledge, Inc. and a highly acclaimed construction technology public speaker. JBKnowledge specializes in IT solutions for the construction and insurance industries and is the maker of the SmartBidNet, SmartCompliance, and SmartReality cloud solutions. JBKnowledge specializes in enterprise application and database development, electronic data interchange, strategy consulting, mobile solutions, and web development, focusing on the construction and insurance industries. As a rapidly growing business year after year, JBKnowledge is a six-time recipient of the Aggie 100 award, six-time Newman 10 recipient, and was recently named to the LSU One Hundred for the first time. The company, and James, are headquartered in Bryan/College Station, TX with offices around the U.S.A. and in Argentina.



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.



Michael Geraghty is an expert on cross cultural communication and negotiation. He has fourteen years corporate experience in a Fortune 500 Company in Silicon Valley, including Head of International Purchasing. Geraghty has negotiated deals and contracts all over America, Europe and Asia. He is an Adjunct Professor at St. Mary's College, Moraga, California, National Instructor for Institute of Supply Management, State Instructor for California CPA Society. He holds a Master's Degree from UC Berkeley. IBM has called him "A master communicator" and Cisco says, "Geraghty is a delightful speaker." He is featured in Dottie Walter's classic book: "The Greatest Speakers I Ever Heard."



John R. Koontz has over 30 years of wide-ranging mechanical industry experience that includes contracting, 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, and concern for the future success and survival of all parties involved in union mechanical construction.



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.



Lilian Magallanes has eight years of facilities experience and five years of construction management experience in both private and public projects. In her previous role as a BIM Coordinator for the Los Angeles Community College District, her team identified technologies and applications of BIM and challenged the industry to deliver buildings through the use of modeling standards, collaboration, and quality assurance. Currently in her role as Industry Specialist, she works alongside the Account Services team in providing industry knowledge and workflow solutions to the AEC community.



NEW SPEAKER! Michael J. McLin is the Managing Director at Maxim Consulting Group responsible for leading the business and guiding the strategic direction. Michael works with construction related firms of all sizes to evaluate business practices and assist with management challenges. Having worked in the industry, Michael has developed a practical and objective perspective to solving business challenges. Areas of specialization include: organizational assessments, strategic planning, project execution, productivity improvement, prefabrication, peer groups, and training programs. Mr. McLin is a nationally recognized, dynamic public speaker and published author.

Michael is also an experienced peer group manager having consistently run groups whose membership represents some of the largest, most sophisticated contractors in the U.S. He has led electrical, mechanical, dry wall, fire protection, and heavy-civil and general contractor peer groups - both union and non-union. With expertise in many facets of the business, Michael is adept at utilizing tools and analysis available to the peer groups to identify opportunities and challenges within an organization. His structured approach to running peer groups ensures all members have an opportunity to learn and grow.



Luke Prescott is an Account Manager at Bluebeam Software with 12 years of construction industry experience. At Bluebeam, Luke works with a variety of companies and organizations to help identify the best way to move from traditional, paper-based workflows to a more efficient, digital environment. Prior to working at Bluebeam, Luke was using Bluebeam Revu in the field as a specialty contractor project manager who specialized in advanced automated shade control systems with integration into building management systems. This real-world experience helps him understand the obstacles that face specialty contractors, from the demands of documentation to the need for

project tracking throughout the project lifecycle, and he helps Bluebeam users implement the ideal solutions to these challenges.

COMPUTER SKILLS

Construction Technology Forecast: Harnessing Integration, Mobile, Sensors and Augmented Reality

James Benham - NEW SPEAKER!

Thursday, January 29, 2015

11:45 a.m. – 1:45 p.m.

Member: Free

Non-Member: \$200

Did you miss James Benham's speaking engagement last year? Are you not planning a trip to the 2015 MCAA Convention to see him there? CPMCA is most pleased to host this highly acclaimed construction technology public speaker. JBKnowledge, Inc., of which James is the CEO and President specializes in IT solutions for the construction and insurance industries. This seminar is a must-attend!

In this 2-Hour presentation attendees will:

- Review a brief history of cloud technology and the data security fears that accompany it.
- Learn the latest in construction solutions, including free web-based services and mobile applications you can implement today.
- Explore technology like drones, augmented reality, wearables and virtual reality and how they are converging in the construction industry.
- Analyze case studies of how industry leaders are using innovative technology to inspire collaboration.

Microsoft Excel 2013 Part 1

New Horizons Computer Learning Centers

Wednesday, February 11, 2015

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$179

In this course, students will use Microsoft® Office Excel® 2013 to create spreadsheets and workbooks that you can use to store, manipulate, and share your data. This course is intended for students who wish to gain the foundational understanding of Microsoft Office Excel 2013 that is necessary to create and work with electronic spreadsheets. Prerequisites or Equivalent Knowledge: Using Microsoft Windows 8.

Learning Objectives:

- Lesson 1 – Getting Started with Microsoft Office Excel 2013
- Lesson 2 – Performing Calculations
- Lesson 3 – Modifying a Worksheet
- Lesson 4 – Formatting a Worksheet
- Lesson 5 – Printing Workbooks
- Lesson 6 – Managing Workbooks

Microsoft Excel 2013 – Part 2

New Horizons Computer Learning Centers

Wednesday, March 18, 2015

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$179

Students will build upon the foundational Microsoft® Office Excel® 2013 knowledge and skills already acquired and learn to create advanced workbooks and worksheets, including advanced formulas, tables, PivotTables, PivotCharts and data filtering. This course is designed for students who already have foundational knowledge and skills in Excel 2013 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data. Prerequisite(s) or equivalent knowledge: Excel 2013 – Part 1

Learning Objectives:

- Lesson 1 – Customizing the Excel Environment
- Lesson 2 – Creating Advanced Formulas
- Lesson 3 – Analyzing Data with Functions and Conditional Formatting
- Lesson 4 – Organizing and Analyzing Datasets and Tables
- Lesson 5 – Visualizing Data with Basic Charts
- Lesson 6 – Analyzing Data with PivotTables, Slicers and PivotCharts

Microsoft Excel 2013 – Part 3

New Horizons Computer Learning Centers

Thursday, April 16, 2015

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$179

In this course, students will learn 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.

Prerequisite comments: To ensure success, students should have practical, real-world experience creating and analyzing datasets using Excel 2013. Specific tasks students should be able to perform include: creating formulas and using Excel functions; creating, sorting, and filtering datasets and tables; presenting data by using basic charts; creating and working with PivotTables, slicers, and PivotCharts; and customizing the Excel environment.

Learning Objectives:

- Lesson 1 – Working With Multiple Worksheets And Workbooks Simultaneously
- Lesson 2 – Sharing And Protecting Workbooks

COMPUTER SKILLS CONTINUED

- Lesson 3 – Automating Workbook Functionality Data With Functions And Conditional Formatting
- Lesson 4 – Auditing Worksheets
- Lesson 5 – Using Automated Analysis Tools
- Lesson 6 – Presenting Your Data Visually

Bluebeam Revu Technology Training – Day 1

Lilian Magallanes & Luke Prescott

Friday, May 1, 2015

7:30 a.m. – 3:30 p.m.

Member: \$100

Non-Member: N/A

Did you miss last year's program? Don't worry as this 2-day series returns to our curriculum! *"Be better – Work Smarter – PDF technology for working without limits."* Bluebeam technology is a desktop solution that provides PDF creation, markup, editing and collaboration for the construction industry! Come learn about the Revu Core Basics: Revu Interface, Navigation & Customizable Profiles, Document Editing and Management, Markup Tools/Tool Chest, Markups List, Studio Session & Projects, Creating a Navigable Drawing Set, Document Comparison and Slip sheeting, Automark and Sets and more!

Please bring a laptop to class. iPads are optional. The Bluebeam iPad app will be covered on Day 2 on Friday, June 5, 2015.

Bluebeam Revu Technology Training – Day 2

Lilian Magallanes & Luke Prescott

Friday, June 5, 2015

7:30 a.m. – 3:30 p.m.

Member: \$100

Non-Member: N/A

Did you miss last year's program? Don't worry as this 2-day series returns to our curriculum! *"Be better – Work Smarter – PDF technology for working without limits."* Bluebeam technology is a desktop solution that provides PDF creation, markup, editing and collaboration for the construction industry! This full day program covers: Takeoffs & Estimation, RFIs and Submittals, Punch & Back Check and Revu iPad.

Please bring a laptop and iPad to class.



Microsoft Project Professional 2013 – Part 2

New Horizons Computer Learning Centers

Thursday, June 11, 2015

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$179

Students will learn the advanced features and functions of Microsoft Project Professional 2013. Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans. Prerequisite: Microsoft Project Professional – Part 1.

Learning Objectives:

Lesson 1 - Managing the Project Environment

Lesson 2 - Managing Task Structures

Lesson 3 - Generating Project Views

Lesson 4 - Producing Project Reports



The proud and happy graduates of Richard Barnes'
12-Day Leadership Access Institute – a Program for the Construction Industry.

Getting More Done Turning Today's Rat Race into a Productive Workplace – Time Management Seminar

Kevin Dougherty

Friday, February 6, 2015

7:30 a.m. – 3:00 p.m.

Member: Free

Non-Member: \$179

Do you run your business, or does your business run you?

Does it ever seem like there is just more to do than you can get done? In today's world, most of us are asked to get more done in less time. This program will help you develop the basic personal and organizational skills to enhance your productivity. More than just time management, this course demonstrates the need to clearly understand leadership priorities and the ways to implement them, offering insights to supervisors, owners, managers, key employees, or anyone interested in personal and organizational productivity.

Maximize Productivity Utilizing a Best in Class Pre-Fab System

Michael J. McLin – NEW SPEAKER!

Friday, May 22, 2015

12:30 p.m. – 3:30 p.m.

Member: Free

Non-Member: \$179

This program is for any contractor who wants to improve their prefabrication options and those that are just starting to look into it.

Best-in-class contractors are bringing 25-35% of field labor into the prefabrication shop at an average productivity improvement of 30%. To stay competitive in today's market, contractors must stop thinking about prefabrication as a custom, once in a lifetime job and start thinking about it like a manufacturer where standard products are built for installation. We will discuss Lean best practices being deployed in the construction industry, the importance of product standardization, linking estimating to detailing to prefabrication to field installation, and logistics and inventory management ideas to further enhance cost reductions resulting in higher margins.

Learning Objectives:

- Identify and avoid common pitfalls to implementing a prefab shop
- Apply best practices used in the industry to accelerate the adoption and implementation of prefab at your organization
- Increase the percentage of labor hours used in the prefabrication shop versus the field
- Adopt business practices that support prefab and increase productivity

7 Habits of the Highly Skilled Communicators

Michael Geraghty

Friday, March 20, 2015

7:30 a.m. – 4:30 p.m.

Member: Free

Non-Member: \$179

Michael is back by popular demand! Attend this presentation to not only enhance your communication skills but for a healthy dose of comedy, too!

The ability to communicate effectively with other people is the most important skill in life and in your career. John D Rockefeller said it best: “I will pay more for the ability to communicate clearly and get on well with others, than for any other ability under the sun.” Great communicators operate on this key principle: “I am 100% responsible for my communication.” If there is a breakdown in communication, poor communicators blame the listener. Great communicators look in the mirror, take the blame and accept responsibility.

This intensive and highly interactive workshop is based on best practices in the psychology of how we communicate with other people.

The activities and topics that will be covered in this work shop include the following:

- An Amazing Model of Communication
- Key Behaviors of Successful Communicators
- “Sender” skills and “Receiver” Skills
- Obstacles to communication and how to overcome them
- 7 Skills of Great Communicators
- Best Practices of great Listeners
- 7 Key Psychology Needs that Make People Tick
- How to Read People
- A Powerful Model of Persuasion
- And more!



PEOPLE MANAGEMENT SKILLS

CONTINUED

Creating Highly Effective Foreman/Project Manager Partnerships **NEW CLASS!**

John Koontz

Thursday, April 9, 2015

7:00 a.m. – 4:00 p.m.

Member: Free for both Project Managers and Foreman enrolling from same company

Member: \$50 for single position attendance

Non-Member: \$259

This session is primarily directed to current and potential project managers and field foremen of all experience levels. However, all office and field personnel, including upper management, would find the session worthwhile. **It is most beneficial for Project Managers and Foremen working for the same company to attend together.**

It's never been more difficult to make a profit on construction projects than in today's market. Fewer projects means more bidders and lower profit margins; budgets are much tighter but customer expectations remain just as high. Therefore, project managers and foremen have no margin for error and must be on the same page from project beginning to end, and operate as one. To do this successfully, a highly effective and inseparable partnership must be forged between the project manager and the foreman before the project begins and continue to strengthen as the project progresses.



Instructor Troy Aichele assists students in *Estimating and Blueprint Reading* on December 4, 2014.

Cracking the “WIP” – Driving Predictable Cost Projections

Michael J. McLin NEW SPEAKER!

Thursday, January 15, 2015

12:30 p.m. – 3:30 p.m.

Member: Free

Non-Member: \$179

Want to ensure your project managers have a clear handle on how their projects are performing financially? We find many contractors struggle with how to build a robust cost projection process that provides for consistency and predictability. Profit fade at 90% complete is no longer an option in today's credit market. Banks and bonding companies are demanding contractors develop and implement robust cost controls. And, contrary to popular belief, there is only one way to set up a cost control system that allows you to consistently understand how your projects are performing.

Learning Objectives:

- Identify how to manage work-in-process for better profitability
- Understand the relationship between project profitability and processes (budgeting, forecasting, change control, job status reporting and WIP)
- Apply earned value reporting to projects to provide transparency in performance and predictability in results

Project Management Training 1 & 2

John Koontz

Friday and Saturday, February 27 & 28, 2015

7:30 a.m. – 4:30 p.m.

Member: \$100

Non-Member: \$400

Project Management is an important aspect of every job. This course is designed for project managers who have less than five years of project management experience, little or no formal project management training, or employees who are interested in becoming a project manager in the future. This intensive course will review all the basics of project management including: conducting an effective turnover meeting, preconstruction planning and its effect on profitability, material management and site planning methods for mechanical projects, fundamentals of job cost control, project billings and maintaining positive project cash flow. Participants must attend both days.

PROJECT MANAGEMENT

CONTINUED

Project Management Training 3 & 4

John Koontz

Friday and Saturday, March 27 & 28, 2015

7:30 a.m. – 4:30 p.m.

Member: \$100

Non-Member: \$400

This two-day course will follow the following topics:

- **Contracts I: Using the Contract as a Tool for Project Management:** Participants in this session will gain a basic understanding of contract types and components, and learn how to use the contract to maximize profitability while managing a mechanical construction project.
- **Time Management Skills and Managing Multiple Projects:** This session identifies the greatest time wasters and provides strategies for improving time management skills. Participants will also identify and discuss the best practices required for becoming a better manager of multiple projects.
- **Effective Project Documentation:** In this session, participants will review basic project documentation types and the steps to plan and implement the documentation process. They will also identify goals of good project documentation and learn methods for increasing their effectiveness in the documentation process.
- **Change Order Management I: Procedures for Successfully Managing Change Orders –** Change orders can be profitable only if managed properly. Project managers and foremen must thoroughly understand the change order process and work together to minimize risk and maximize profitability while maintaining positive customer relationships.



Dale A. Ortmann, Esq. of Hunt Ortmann has a captive audience on November 20, 2014 in *Design Errors and Changed Conditions; Oh My, Providing & Pursuing Construction Claims*.

Sexual Harassment Prevention Training

Alfred J. Landegger, Esq
Wednesday, February 4, 2015

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 2015 who were previously trained by the December 31, 2013 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.

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 | Cal Injury & Illness Prevention Plan |
| OSHA 10 Hour Construction | Cal Personal Protective Equipment |
| GEN/OSHA 10 Hour Cal Confined Spaces for Construction | Cal Personal Protective Equipment Awareness |
| Cal Crane Safety Basics | Cal Practical Trenching |
| Cal Electrical Hazards | Cal Scaffold Erection |
| Cal Fall Protection | Cal Scaffold Use |
| Cal Fire Prevention | Cal Stairs and Ladders |
| Cal Flagger | Cal/OSHA for Construction |
| Cal Ground Fault Protection | Cal/OSHA Heat Illness Prevention |
| Cal Hazcom | |

SALES/SERVICE

How to Nail Project Presentation Interviews **NEW CLASS!**

Troy Aichele & David Ashcraft

Thursday, May 14, 2015

7:30 a.m. – 4:30 p.m.

Member: Free

Non-Member: \$179

Why would owners, managers, and superintendents want to attend?

You have to make hundreds of calls to get just one appointment with a new prospect; don't lose the opportunity to win the business because of a bad presentation. Whether you present individually or as part of a team you will take away specific tactics to improve your presentations. This class will benefit those with 1 or 20 plus years of experience.

The objective of this one day Sales Presentation Seminar is to increase the presentation skills of your sales staff when educating, informing and influencing any audience.

In this 8 hour highly interactive class you will learn the following:

- Presentation preparation, awareness, techniques, and leadership
- How to present verbally, with PowerPoint, whiteboard, and/or supporting materials
- Distracting appearance and auditory behaviors and how to reduce them
- How to improve your presentation leadership and ability to influence
- How to best connect with the audience
- Proven approaches to get your presentation off the ground and to land it effectively
- How to tell a better story. "Pictures are worth a thousand words, stories are worth a thousand pictures."



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.

new digs. new digits.

Our New Address is

3500 W. Olive Avenue, Suite 860
Burbank CA 91505

Telephone: (818) 275-2890

Fax: (818) 306-3881

www.cpmca.org



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