



CPMCA

California Plumbing & Mechanical
Contractors Association

Seminar Catalog

July–December
2015

Management • People Management Skills • Foreman Training
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

Mark Felio

Paul Hansen Equipment, Inc.

Steve Felix, Jr.

All Area Plumbing, Inc.

Steve Fosdick

Murray Company

Jay Lusita

All Area Services, Inc.

Les Osterberger

A.O. Reed & Company

Russ Wilson

Special Service Contractors, Inc.

Larry Verne

Verne's Plumbing, Inc.

Board of Directors Term Ending 12/31/2016

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.

Travis Craven

All Area Plumbing, Inc.

Beni Monaco

All Area Services, Inc.

Bryan Suttles

Suttles Plumbing & Mechanical Corporation

Bill Thompson

Meadows Mechanical

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 course catalog featuring classes July – December 2015. The CPMCA Educational Program continues to receive 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 take 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 second 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 be on the rise. A variety of unique course are offered in the area of Leadership, Management, Project Management, Foreman Training, Computer Skills, and more. CPMCA's speakers are selected based on a thorough understanding, and often times, personal experience in our unique industry.

This year alone, nearly 50 individual days of training will be offered. Well over 1,000 individuals are forecasted to attend CPMCA seminars by year-end.

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 second half of 2015.

July

- | | |
|----|--|
| 9 | Putting the Super in Superintendent |
| 30 | Managing Change Orders and Documenting Construction Disputes |

August

- | | |
|-------|--|
| 21-22 | Foreman Training 1 & 2 |
| 28 | Boosting Profits Through Employee Cost Awareness |

September

- | | |
|-------|--|
| 18 | Closing the Communication Gap and Project Pre-Planning |
| 18-19 | Foreman Training 3 & 4 |
| 24 | 2013 California Mechanical & 2013 California Plumbing Code Update Training |
| 26 | First Aid & Adult/ Infant CPR Training |

October

- | | |
|-------|---|
| 2 | Change Requests and Change Order Management |
| 17 | First Aid & Adult/ Infant CPR Training |
| 23 | Balancing Work and More Work; Becoming a Better Project Manager |
| 23-24 | Foreman Training 5 & 6 |
| 29 | Front Line Project Profitability – Advanced Supervisory Seminar |

November

- | | |
|----|--|
| 3 | Bank Fraud, Cyber Security and Internet Liability... Things Every Business Owner and Financial Officer Should Know |
| 5 | 2013 CMC Essentials Workshop & 2013 CPC Essentials Workshop |
| 13 | Project Schedule Management for the Subcontractor |

December

- | | |
|---|--------------------------------|
| 3 | Claims Prevention & Management |
|---|--------------------------------|

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

SCHEDULE AT A GLANCE BY TRACK



SEMINAR CATALOG
July–December 2015

Foreman

- Foreman Training 1 & 2
Fri & Sat, August 21 & 22, 2015
- Foreman Training 3 & 4
Fri & Sat, September 18 & 19, 2015
- Foreman Training 5 & 6
Fri & Sat, October 23 & 24, 2015
- Front Line Project Profitability –
Advanced Supervisory Seminar
Friday, October 29, 2015

Management

- Boosting Profits Through
Employee Cost Awareness
Friday, August 28, 2015
- 2013 California Mechanical & 2013
California Plumbing Code Update Training
Thursday, September 24, 2015
- Bank Fraud, Cyber Security and Internet
Liability... Things Every Business Owner and
Financial Officer Should Know
Tuesday, November 3, 2015
- 2013 CMC Essentials Workshop &
2013 CPC Essentials Workshop
Thursday, November 5, 2015
- Claims Prevention & Management
Thursday, December 3, 2015

People Management/Skills

- Putting the Super in Superintendent
Thursday, July 9, 2015
- Closing the Communication Gap &
Project Pre-Planning
Friday, September 18, 2015

Project Management

- Managing Change Orders and Documenting
Construction Disputes
Thursday, July 30, 2015

Project Management, cont'd

- Change Requests and Change Order
Management
Friday, October 2, 2015
- Balancing Work and More Work;
Becoming a Better Project Manager
Friday, October 23, 2015
- Project Schedule Management
for the Subcontractor
Friday, November 13, 2015

Safety

- First Aid & Adult/Infant CPR Training
Van Nuys Training Center
Saturday, September 26, 2015
- First Aid & Adult/Infant CPR Training
Compton Training Center
Saturday, October 17, 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

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

IMPORTANT EVENTS



Plan Accordingly! Take note of these important MCAA Events:

AEC Conference - JW Marriott Denver Cherry Creek - Denver, CO	August 2-5, 2015
Dispatcher Professional Development Training Program – St. Louis, MO	September 14-15, 2015
State of the Market Update for Green Codes, Standards, & Incentives (Webinar)	September 24, 2015 @ 1 PM Eastern Standard Time
ALI Course 15 Week 1 – Babson College, Wellesley, MA	September 27 – October 1, 2015
IPM Class 60, Week 2 – University of Texas, Austin, TX	September 27 – October 1, 2015
SMACNA Annual Convention – The Broadmoor Hotel, Colorado Springs, CO	September 27-30, 2015
IPM Class 61, Week 2 – University of Texas, Austin, TX	September 28 - October 2, 2015
Student Chapter Summit – The Westin Cleveland, Cleveland, OH	October 1-3, 2015
IPM Class 62, Week 1 – University of Texas, Austin, TX	October 11-15, 2015
Taking the Lead on the Jobsite; A Conference for Your Key Field Personnel – Inner Harbor Marriott, Baltimore, MD	October 14-16, 2015
MSCA Annual Education Conference – Broadmoor Hotel, Colorado Springs, CO	October 18-21, 2015
ALI Course 15, Week 2 - Babson College, Wellesley, MA	November 8-13, 2015
IFEBC Annual Conference – Honolulu, HI	November 8-11, 2015
Sales Masters II – Houston, TX	November 9-13, 2015
Service Managers Training Program – Hyatt Regency San Antonio, San Antonio, TX	November 9-12, 2015
Industry Improvement Funds Conference – Longboat Key Club, Longboat Key, FL	December 2-4, 2015

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 @ dlangleym@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.



Plan Accordingly! Take note of these important CPMCA Events:

CPMCA Annual Retreat – Hotel del Coronado	July 16-19, 2015
Labor/Management Retreat	October 7-11, 2015
CPMCA Annual Dinner - Lakeside Golf Club, Toluca Lake, CA	December 10, 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.



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 Johnny Carson, Jim entertains, amuses, and delivers hard hitting lessons on living a productive, successful and happy life.



NEW SPEAKER! Larry W. Dennis Sr. is the energetic founder of Turbo Leadership Systems™, headquartered in the metro Portland area. He has been helping construction businesses in the US and Canada improve their performance for over 29 years, including 200 key team leaders at JH Kelly in the past two years.

Larry is a life-long learner and has used his expertise to design customized interventions, leading to the improved performance and profits of hundreds of organizations. He helps leaders develop confident skills in communication, teamwork, customer service, and engaging leadership. Larry is listed in *Who's Who of the World*, serves on the Providence Newberg Health Foundation and the Cascade Policy Institute board, and is a member of the International Platform Association. He is the author of eleven inspiring books, including *15 Principles of Engaging Leadership*, *Repeat Business*, and *The Language of Leadership: Communicating for Results*.



NEW SPEAKER! Erik P. Dickerson is currently a Senior Vice President of American Business Bank. American Business Bank focuses on the primary banking needs of independently owned companies that operate out of Southern California. Erik is the Senior Loan and Credit Officer in the Bank's Orange County Region. Mr. Dickerson works with a wide variety of commercial clients, which include a number of various construction companies and related suppliers. Erik works actively with all types of subcontractors and a few well established and successful general contractors as well. Erik also serves on the board of both the ASA and the CFMA which helps to supplement

his continued involvement in the construction industry.

Erik attended UCLA and is a graduate from the University of California, Berkeley with a Bachelor of Science degree in Business and Economics. Erik lives in Laguna Niguel with his wife Nina and their two children Dylan (14) and Danielle (12). Unlike most bankers, Erik is a poor golfer but enjoys a competitive game of tennis.

2015 INSTRUCTORS

CONTINUED



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 enable him to relate to today's problems and provide 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 a 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 industry's top speaking and training talents.



Larry Kane is a CPA and the Director of Audit & Attest services for Glenn M. Gelman & Associates, the premier "construction accounting firm" in Orange County California. Mr. Kane has more than 35 years of public accounting experience. He holds a Bachelor of Science degree in Accounting from the University of Wisconsin, La Crosse. Larry is the engagement director for some of the largest construction contractors in Southern California, with sales volume in excess of \$350 million. Mr. Kane assists his clients in maximizing their bonding capacity, while at the same time, minimizing their income taxes. This process is a fine art, and is accomplished using timely and proactive planning techniques.

Larry is an accomplished speaker and instructor. He conducts annual training seminars for national general contractor Clark Construction, educating their subcontractors as to the unique accounting and tax issues facing the construction industry. Mr. Kane has also been a guest speaker and instructor for the following trade associations: SUASC, ECA, SCCA and CPMCA. Larry has also been a contributing author of numerous articles for various construction publications.



John R. Koontz has 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.



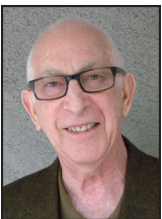
NEW SPEAKER! Michael Mitchell has been involved in the plumbing trade since 1973. He is the senior plumbing inspector for the City and County of San Francisco, a post he's held since 2000. Altogether, he's been a plumbing inspector with the city and county for 17 years. With half of his career spent on the contracting side of the business, and the balance on code enforcement, Mike brings a wealth of practical knowledge to his classrooms. Besides his various certifications in plumbing and plumbing inspections, he also holds a Doctorate of Jurisprudence, specializing in Civil Procedure.

Mike is an assistant professor at the College of San Mateo, California, where he leads the Inspection of Plumbing course. He also teaches at UA Local 467 in Trade Related Math and the Plumbing Code, and was a Plumbing Code instructor for the PHCC. Mike's teaching style is orientated toward team building skills and collaborative leadership. He has an extensive background in community-based organizations and in presenting city and county programs to constituents.



NEW SPEAKER! Chip Ossman has 39 years of wide ranging mechanical, industrial, and general contracting experience. President of Ossman Project Management Consulting, Inc. since 1997 providing claims consulting support services, Mr. Ossman consults with all members of the construction industry involved in construction disputes, and prepares and evaluates construction delay, disruption, and inefficiency claims, and serves as an arbitrator, with the American Arbitration Association, and as a mediator. He has testified more than thirty times in California Superior Court and arbitrations as an expert in delay, disruption, inefficiency claims and costs.

He received his Bachelor of Mechanical Engineering degree (graduated in 1976) and his Master of Science degree, with concentration in Construction Management (in 1983), from the Georgia Institute of Technology (Georgia Tech). In 2003 he earned the Master of Dispute Resolution degree from the Straus Institute for Dispute Resolution at Pepperdine University; summary studies of his Thesis: "Construction Arbitration Consistency and Reliability: An Empirical Study" are published in four industry juried publications.



NEW SPEAKER! Stan Stahl, Ph.D., is President of Citadel Information Group, an information security management services firm delivering Information Peace of Mind® to business and the not-for-profit community. Stan is also President of the Los Angeles Chapter of the Information Systems Security Association and the architect of the Chapter's It Takes the Village to Secure the VillageSM Community Outreach Program.

A pioneer in the field of information security, Stan began his career securing teleconferencing at the White House, databases inside Cheyenne Mountain and the communications network controlling our nuclear weapons arsenal. He was recently invited to join the California Cybersecurity Task Force convened jointly by the California Governor's Office of Emergency Services and the California Department of Technology

2015 INSTRUCTORS

CONTINUED



Thomas (Tom) L. Williams, P.E. was MCAA President in 2003. He recently retired from McKenney's, Inc., a multi-disciplined construction and engineering firm based in Atlanta, and serving the Southeast. During Tom's thirty-one years with the company, McKenney's annual revenues grew from \$3 million dollars to \$145 million dollars. A significant portion of the work is design / build. Mr. Williams has been personally involved with the construction of hospitals, office buildings, museums, stadiums, public buildings, and industrial projects. Tom Williams is a graduate of the Georgia Institute of Technology where he received a degree in mechanical engineering. He has been educating through the Mechanical Contractors of America National Education Initiative teaching industry professionals how to improve both their hard and soft skills. Mr. Williams presents regularly at local associations in the United States and Canada. He also teaches at MCAA's Institute for Project Management and the Advanced Institute for Project Management. His seminars make extensive use of case studies and real project examples. Tom is also a consultant to local associations and contractors on labor negotiations and best business practices.

Boosting Profits Through Employee Cost Awareness

Kevin L. Dougherty

Friday, August 28, 2015

7:30 a.m. – 3:30 p.m.

Member: Free

Non-Member: \$179

Teach your employees that every hour not working productively increases costs and decreases your company's chances for success!

A program designed to help employees understand the need for the company they work for to make a profit and the difference between their wages and what the company charges is not profit. This program takes a hands on approach to teach rather than just tell and show, attendees work through a detailed exercise showing them how they impact cost and profitability.

2013 California Mechanical & 2013 California Plumbing Code Update Training

Michael Mitchell - NEW SPEAKER!

Thursday, September 24, 2015

7:30 a.m. – 11:30 a.m.

1:00 p.m. – 5:00 p.m.

Member: \$50/workshop

Non-Member: \$179

This 2-part seminars is presented by the International Association of Plumbing and Mechanical Officials (IAPMO)

Providing a fundamental understanding of the California Mechanical and Plumbing Codes (CMC & CPC), these seminars offer participants an opportunity to learn the most important changes on the 2013 CMC and CPC. Each chapter is covered in an easy-to-understand way that supplies the “need to know” information required to successfully understand and apply the provisions of that chapter. These sessions focus on the most important code changes in the codes as well as the opportunity to review practical applications.



Bank Fraud, Cyber Security and Internet Liability... Things Every Business Owner and Financial Officer Should Know

Erik P. Dickerson & Stan Stahl, Ph.D. – NEW SPEAKERS!

Tuesday, November 3, 2015

11:30 a.m. - 1:30 p.m.

Member: Free

Non-Member: \$179

AMERICAN BUSINESS BANK and THE CITADEL INFORMATION GROUP will be presenting an informational session on identifying external fraud with respect to your banking systems and procedures. The session will also focus on Cyber Security / Internet liability, arguably the greatest challenge of the internet age for each of our businesses. The session will address the financial implications of bank fraud, cyber-crime and internet liability while providing real-world, implementable guidance for business owners and managers. This non-technical entertaining story-filled talk provides the real-world guidance executives and their boards need to meet the challenge of banking fraud and cybercrime.

- Key strategies to identify and prevent bank fraud
- Financial implications of Cyber Crime
- Four Key Questions for Managing Information Risk
- Why We're So Vulnerable -- Three Inconvenient Truths
- Meeting the Cybercrime Challenge: Five Defensive Steps You Must Take
- Meeting the Cybercrime Challenge: A Deeper Look into Frameworks and Standards
- Eight Critical Cyber Security Questions Executives Need to Ask



2013 CMC Essentials Workshop & 2013 CPC Essentials Workshop

Michael Mitchell - NEW SPEAKER!

Thursday, November 5, 2015

7:30 a.m. – 11:30 a.m.

1:00 p.m. – 5:00 p.m.

Member: \$50/workshop

Non-Member: \$179

This 2-part seminars s presented by the International Association of Plumbing and Mechanical Officials (IAPMO)

2013 CPC Essentials Workshop

Providing a fundamental understanding of the California Plumbing Code® (CPC), this seminar offers participants an opportunity to learn the basics of the 2013 CPC. Each chapter is covered in an easy-to-understand way that supplies the “need to know” information required to successfully understand and apply the provisions of that chapter. This Seminar will also provide the attendees with the opportunity to test their knowledge with practical real-life exercises.

2013 CMC Essentials Workshop

This seminar provides a general overview of the 2013 California Mechanical Code. Students will walk away from the seminar with a greater understanding of how the code is organized, how to apply it and with a better understanding of its key concepts and provisions. Topics covered will include, but are not limited to, definitions, general requirements, ventilation, exhaust, ducts, combustion air, boilers, and refrigeration.

Claims Prevention and Management

Larry Kane, CPA, CGMA

Thursday, December 3, 2015

7:30 a.m. – 11:30 a.m.

Member: Free

Non-Member: \$179

After attending this course you will better understand:

- The difference between unapproved change orders and claims
- The accounting and tax rules for recognizing revenues and costs related to claims
- What it takes to successfully prepare a claim
- The “best” practices in claim management

PEOPLE MANAGEMENT SKILLS

Putting the Super in Superintendent

Larry Dennis - NEW SPEAKER!

Thursday, July 9, 2015

7:30 a.m. – 2:30 p.m.

Member: Free

Non-Member: \$179

This seminar is designed for owners, estimators, project managers, superintendents, foremen, key staff and crew leaders, and provides the insights and tools you need to bring out the best in your crew. The most important ability of successful project management is communication skill. Communicating successfully with inspectors, engineers, owner reps and other trades ensures project success. The best project managers know how to build trust and win cooperation. These abilities are required to bring jobs in safely, ahead of schedule, and within budget.

- Gain a deeper understanding of how your nonverbal communication speaks louder than your words.
- See clearly how to communicate your understanding of the scope and schedule so that everyone on the job has answers to the six magic questions.
- Learn how to build relationships that enhance building projects.
- Understand the vital difference between a thermostat attitude and a thermometer attitude.
- Learn why one of your most important jobs is to build people and make them successful.

In this seminar, you'll learn how to effectively communicate with and secure the engagement of all project parties and inspire team members to maximize their contributions. Larry backs up theory with real-life examples in an interactive, results-oriented session.

Closing the Communication Gap & Project Pre-Planning

Jim S. Bain

Friday, September 18, 2015

7:30 a.m. – 3:30 p.m.

Member: \$75

Non-Member: \$179

Did you miss this session back in 2012? It's back!

Closing the Communication Gap - In most construction firms, a significant gap exists between the office and the field, negatively affecting morale, productivity and profitability. This course examines that gap and teaches practical skills for overcoming the issues. Relationships, understanding people, and listening are some of the highlights of the material. Described as enlightening, motivating, and entertaining, this course has quickly become a top draw for our clients.

Project Pre-Planning - This course is valuable at all levels of a construction firm because all levels should be involved in the planning process. Your jobs can be significantly more profitable with a little attention to pre-planning them. Topics include: preparing the project plan, communicating the plan, Short Interval Planning, planning for productivity, and planning for safety. The course features planning techniques utilized by Bowen Engineering Corp. in a video produced by AGC of America.

Foreman Advanced Supervisory Education (ASE) 1 & 2

John R. Koontz

Friday and Saturday, August 21 & 22, 2015

7:30 a.m. – 4:30 p.m.

Member: \$100

Non-Member: \$400

This course will cover the following topics:

- **Planning Skills for Foremen:** Effective planning makes projects more productive and profitable. This session covers three areas of planning: turnover meetings, pre-construction planning, and short interval planning.
- **Productivity Improvement: Material Management and Site Planning Methods:** Learn how material management and labor productivity are related, and get strategies for improving material handling and site planning.
- **The Foreman's Role in Project Documentation:** Examine the role of the jobsite supervisor in creating daily, indisputable project documentation. Review the basic types of and uses for project documentation and learn methods to improve documentation effectiveness.
- **Managing Labor: Coding, Tracking, and Forecasting:** You will explore the jobsite supervisor's role in managing and controlling mechanical project labor costs as well as the jobsite supervisor's unique partnership with the mechanical project manager in timekeeping, coding, tracking, and forecasting project labor hours and costs will be stressed.

Foreman Advanced Supervisory Education (ASE) 3 & 4

John R. Koontz

Friday and Saturday, September 18 & 19, 2015

7:30 a.m. – 4:30 p.m.

Member: \$100

Non-Member: \$400

This course will cover the following topics:

- **Essential Management Skills for the Project Foreman:** his session explores basic management skills relative to the position of jobsite foreman. Understand essential traits, skills, and behaviors that allow a foreman to more effectively manage crews.
- **Managing Change at the Jobsite:** Review the jobsite supervisor's role in managing the change order process. Discuss the negative impact of change orders on the completion of the original scope of work and the methods for minimizing and managing these impacts.
- **Critical Leadership Skills for Project Foremen:** Learn the difference between being in charge and being an effective leader. Understand the critical leadership skills of an effective foreman.
- **Successful Survival of Project Closeout:** This session provides basic skills for a successful project closeout. A discussion of innovative methods used by MCAA contractors to help reduce the typical end of project profit/productivity drain is included.

FOREMAN TRAINING

CONTINUED

Foreman Advanced Supervisory Education (ASE) 5 & 6

John R. Koontz

Fri and Sat, October 23 & 24, 2015

7:30 a.m. – 4:30 p.m.

Member: \$100

Non-Member: \$400

This two day course will cover the following topics:

- **Everyday Negotiating Skills for Jobsite Supervisors:** This session will provide jobsite supervisors with basic skills to improve their negotiating abilities and increase their effectiveness and comfort level when negotiating.
- **Managing Your Subcontractors:** This session will include subcontractor management topics such as thoroughly understanding the subcontractor's scope of work, managing change orders, proper communication, developing strong relationships, managing safety, coordination and documentation.
- **Practical Time Management Skills for Foremen:** This session will focus on the practical time management methods and techniques a foreman can easily use to increase management efficiency and effectiveness such as delegation, task prioritization and managing meetings.
- **Qualities, Characteristics, and Habits of the Industry's Best Foremen:** Why are some mechanical foremen consistently more successful than the typical foreman in our industry? What are the qualities, methods, and practices that separate a good foreman from a great foreman?

Front Line Project Profitability - Advanced Supervisory Seminar

Kevin L. Dougherty

Friday, October 29, 2015

7:30 a.m. – 3:30 p.m.

Member: Free

Non-Member: \$179

Do you run your job or does your job run you?

A program designed for foreman, superintendents, shop foreman and anyone who could make a difference to job profitability. With today's jobs being: more competitive, having aggressive schedules, being inconsistently managed by the customer, skilled manpower shortages, and every project involving more documentation and administrative needs today's supervisor is critical for profitability. Gone are the days when the supervisor could wing it, today's successful supervisor must manage not only the field, but also be able to understand how the whole process fits together. This program will provide today's supervisor with the tools needed to be successful.

Managing Change Orders and Documenting Construction Disputes

Thomas Williams

Thursday, July 30, 2015

7:30 a.m. – 3:30 p.m.

Member: Free

Non-Member: \$179

Today's job sites are plagued with General Contractors, Construction Managers, and owners who do not understand how to manage labor effectively or the costs of change orders. Using three case studies best practices for negotiating and capturing the costs of change orders will be discussed. Using the 2014 edition of MCAA's book "Change Orders, Productivity, Overtime: A Primer for the Construction Industry" we will become acquainted with the best practices in the industry. Exercises will be done in groups to ensure each attendee understands the concepts and is comfortable with their application. Proven methods and strategies for managing change orders and minimizing conflict will be presented. Case histories of successful conflict resolution will be critiqued. The goal is that each contractor will leave with new tools to better manage this contentious part of their business.

Change Requests and Change Order Management

George "Chip" Ossman - NEW SPEAKER!

Friday, October 2, 2015

7:30 a.m. – 11:30 a.m.

Member: Free

Non-Member: \$179

This session is primarily directed to current and potential project managers of all experience levels. However, all office and field personnel, including upper management, will find the session worthwhile.

Changes on a construction project are a matter of practical reality. Though change orders are an inevitable part of the construction process, they need not and should not dominate the project's execution. This seminar provides practical tips and techniques for the proper handling of change order requests, change orders, and claims.

Topics to be discussed include:

- Making sure you have the entire contract, and how to use it
- Types of changes
- Causation
- Entitlement
- Change administration
- Notice
- Acknowledgement
- Incorporation in the contract
- Full and final considerations
- Pricing methodologies
- Proof of delay
- Disruption and inefficiency
- Direct cost calculations
- Extended overhead calculations
- Death by a 1,000 cuts
- Total cost - 4 prongs of proof
- Inefficiency and loss of productivity costs
- What to do when the general won't forward your claim
- Segregating claims against the general from claims against the owner

PROJECT MANAGEMENT

CONTINUED

Balancing Work and More Work; Becoming a Better Project Manager

Jim S. Bain

Friday, October 23, 2015

7:30 a.m. – 3:30 p.m.

Member: \$50

Non-Member: \$179

Who knew that working half days meant 12 hours on and 12 hours off? Running your own “company within a company” is a never-ending task. Managing your time, meeting schedules and budgets, managing and motivating people, and developing and coordinating multiple action plans take up the bulk of your time. Business development, entrepreneurial thinking, issues in construction finance, and becoming a respected leader are also critical to your success. Join us as we present proven techniques and practical ideas to perfect your performance in each of these critical areas.

Project Schedule Management for the Subcontractor

George “Chip” Ossman - NEW SPEAKER!

Friday, November 13, 2015

7:30 a.m. – 11:30 a.m.

Member: Free

Non-Member: \$179

This session is primarily directed to current and potential project managers of all experience levels. However, all office and field personnel, including upper management, will find the session worthwhile. This course does not teach the mathematical details of calculating project schedules – the focus is how to use the project schedule as a project management tool to protect your company’s rights during a project.

Managing your project schedule while integrating your work with the entire project is an essential key to a successful project. This seminar provides what you need to know about the preparation, management, administration, and updating of your project schedule, and how to use your project schedule to prove delay and disruption claims.

Topics to be discussed include:

- Schedules: What does your contract require?
- Types of schedules
- Work days vs calendar days
- Weather day set asides
- Baseline schedule documentation
- Who owns the float
- Reasonable activity durations
- Resource loading
- Schedule updating and percent complete
- Time impact analyses
- Concurrent delays
- The real critical path
- Working with the recalcitrant GC
- Getting the Project Schedule from the GC

First Aid & Adult/Infant CPR

A & J Training Trust Fund
Saturday, September 26, 2015
Van Nuys Training Center with
Manuel Bouvet & Bora Demirel
Saturday, October 17, 2015
Compton Training Center with
Philip Ausland & Eddie Kidd
7:00 a.m. – 3:30 p.m.
Members: Free
Non-Members: \$125

CPMCA's has partnered with the Apprentice & Journeyman Training Trust Fund to offer CPMCA members First Aid/Adult CPR training. Two locations have been secured for your convenience; the Compton Training Center and Van Nuys Training Center.

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

WEBCASTS

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
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Fax: (818) 306-3881

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