



CPMCA

California Plumbing & Mechanical
Contractors Association

Seminar Catalog

January–June
2016

**Computer Skills/Technology • Leadership • Management
People Management Skills • Project Management
Certified Safety – Safety Risk Control • Sales/Service • Webcasts**

Contents

CPMCA Executive Committee, Board of Directors and Staff	2
Education Committee	2
Letter from the Executive Director	3
Schedule at a Glance	4
Schedule at a Glance by Track	5
Important Events	6
2016 Instructors	7–9
Computer Skills/Technology	10–14
Estimating	14
Leadership	15
Management	16–17
People Management/Skills	18
Project Management	19–21
Certified Safety – Safety Risk Control	22–23
Sales/Service	24
Time Management/Organization Skills	25
Webcasts – Available on CPMCA'S Website	26–29

CPMCA Executive Committee, Board of Directors and Staff

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Steve Cornelius, Vice President

University Mechanical & Engineering Contractors

David Quirk, Secretary

Performance Mechanical, Inc.

Rick Moreno, Treasurer

Astro Mechanical Contractors, Inc.

Don Chase, Past President

Muir-Chase Plumbing Co., Inc.

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Paul Hansen Equipment, Inc.

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All Area Plumbing, Inc.

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Murray Company

Jay Lusita

All Area Services, Inc.

Les Osterberger

A.O. Reed & Company

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Pan-Pacific Mechanical

Board of Directors Term Ending 12/31/2017

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Southland Industries

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Suttles Plumbing & Mechanical Corporation

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All Area Plumbing, Inc.

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All Area Services, Inc.

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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 ninth semi-annual course catalog featuring classes January – June 2016. Offering classes in the area of Project Management, Foreman Training, Computers Skills, Safety and more, CPMCA's program continues to grow in popularity amongst its contractor members. Seminars are led by some of the industries best presenters, specializing in construction management. Seminars are attended by personnel with various backgrounds yet common challenges and provide a venue where ideas can be exchanged and questions addressed by qualified professionals.



Nearly 1,200 construction industry personnel attended 43 CPMCA-hosted seminars in 2015; an average of 28 individuals per seminar. Thanks to this vehement member participation in our program, we are projected to close out CPMCA's now second state-funded grant afforded by the Employment Training Panel (ETP). The Panel provides funding to businesses "to assist in upgrading the skills of workers through training that leads to good paying, long-term jobs." 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 and allowing the association to funnel state funding into continued program development.

We are confident that within this course catalog you will find presentation topics that are relevant and important to your personal and professional growth and overall success in the 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 2016.

January

- | | |
|----|---|
| 6 | Project & Service Sales Skills & Keeping More of the Clients You Have |
| 13 | Microsoft Excel 2013 – Level 1 |
| 28 | How to Keep, Train & Motivate Employees |

February

- | | |
|-------|---|
| 4 | Leveraging BIM to Drive Scalable Prefabrication |
| 24 | Sexual Harassment Prevention Training |
| 25 | Microsoft Excel 2013 – Level 2 |
| 26-27 | Project Management 5 & 6 |

March

- | | |
|----|---|
| 3 | MEP Robotic Total Station Layout Training |
| 9 | Windows 7 – Level 1 |
| 30 | Microsoft Excel 2013 – Level 3 |

April

- | | |
|-----|--|
| 1 | Change Requests and Change Order Management |
| 6 | Windows 7 – Level 2 |
| 8-9 | Project Management 7 & 8 |
| 14 | The Art of Being an Effective Manager |
| 20 | Collecting Your Money Through Mechanic's Liens, Stop Payment Notices and Bonds |
| 27 | Microsoft Project 2013 – Part 1 |

May

- | | |
|----|---|
| 5 | Value Stream Mapping; Performance Based Incentive Compensation |
| 12 | Creating Highly Effective Foreman/ Project Manager Partnerships |
| 25 | Microsoft Project 2013 – Part 2 |

June

- | | |
|---|---|
| 1 | Mastering the Leadership Secrets of Remarkable People |
| 9 | 7 Keys to Exceptional Personal Productivity |

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

- Microsoft Excel 2013 – Level 1
Wednesday, January 13, 2016
- Microsoft Excel 2013 – Level 2
Thursday, February 25, 2016
- MEP Robotic Total Station Layout Training
Thursday, March 3, 2016
- Windows 7– Level 1
Wednesday, March 9, 2016
- Microsoft Excel 2013 – Level 3
Thursday, March 30, 2016
- Windows 7– Level 2
Wednesday, April 6, 2016
- Microsoft Project 2013 – Part 1
Wednesday, April 27, 2016
- Microsoft Project 2013 – Part 2
Wednesday, May 25, 2016

Estimating

Coming your way second half of 2016!

Foreman

Coming your way second half of 2016!

Management

- The Art of Being an Effective Manager
Thursday, April 14, 2016
- Collecting Your Money Through Mechanic's Liens, Stop Payment Notices & Bonds
Thursday, April 20, 2016
- Mastering the Leadership Secrets of Remarkable People
Wednesday, June 1, 2016

People Management/Skills

- How to Keep, Train & Motivate Employees
Thursday, January 28, 2016
- Creating Highly Effective Foreman/Project Manager Partnerships
Thursday, May 12, 2016

Project Management

- Project Management 5 & 6
Fri & Sat, Feb. 26 & 27, 2016
- Change Requests and Change Order Management
Friday, April 1, 2016
- Project Management 7 & 8
Fri & Sat, April 8 & 9, 2016

Time Management/Organizational Skills

- Keys to Exceptional Personal Productivity
Thursday, June 9, 2016

Sales/Service

- Project & Service Sales Skills & Keeping More of the Clients You Have
Wednesday, January 6, 2016

Safety

- Sexual Harassment Training
Wednesday, February 24, 2016
- 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
- and many more – please see www.cpmca.org for complete listing*

IMPORTANT EVENTS



Plan Accordingly! Take note of these important MCAA Events:

IPM Class 652, Week 2 – Austin, TX	January 10-14, 2016
AIPM – Austin, TX	January 17, 22, 2016
Safety Directors' Conference – Tempe, AZ	January 26-28, 2016
Sales Leadership Symposium – Hilton Phoenix Airport Hotel – Phoenix, AZ	January 26-27, 2016
Sales Basecamp – DoubleTree by Hilton Hotel Orlando Airport – Orlando, FL	February 1-2, 2016
MCAA Annual Convention – Orlando Grande Lakes	March 20-24, 2016
Sales Masters I – Hyatt Lodge at McDonald's Campus Oak Brook, IL	April 17-21, 2016
NCPWB Spring Technical Committee Meeting – Ponte Vedra Beach, FL	April 24-27, 2016
Fabrication Conference – JW Marriott – Austin, TX	May 4-6, 2016
National Issues Conference	May 10-22, 2016

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.



Plan Accordingly! Take note of these important CPMCA Events:

CPMCA Table Top	Thursday, May 16, 2016
CPMCA Career Development Golf Tournament – Newport Beach Country Club, Newport Beach, CA	Monday, June 27, 2016

CPMCA Contacts:

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.



Kathy Boté has been a professional speaker, trainer, and executive coach for over 25 years. Over 200,000 leaders and their employees in 13 different countries have attended her educational programs on change management, communication, conflict management, and leadership. Kathy has shared the stage with Dennis Waitley, Anthony Robbins, and other dynamic international speakers and is the author of “Courage Talks: A Daily Dose of Motivation” and “How to Work Less, Get More Done, and Have More Fun.”

Her experience includes owning and managing three businesses, director of a domestic abuse agency, trainer manager for the National Crisis Prevention Institute, and teacher in both the public school system and a correctional facility. She received her degrees at the University of Wisconsin and currently resides in the Seattle, Washington area.



Kathryn Crosby is the President of C2 Consulting, Inc., a firm that provides financial, safety, and other consulting services and training. Prior to starting her own business, she was Vice President/CFO for a Utah-based commercial and industrial mechanical contractor. She served on the Mechanical Contractors Association of America (MCAA) National Board of Directors and was Chairperson of the Project Managers Education Committee charged with oversight of the Institute of Project Management at the University of Texas—Austin. She currently serves on the faculty for the Institute of Project Management, Construction Education Institute, MCAA's National Education

Initiative and the United Association's Instructor Training Course in Ann Arbor, Michigan.

In addition to developing and implementing custom training and procedure programs for individual companies, C2 co-authored the MCAA Project Manager Manual and developed an industry specific foreman training curriculum for the Western Insulation Contractors Association. They co-authored the United Association's (UA) Certified Foreman course, and have developed many other training modules for the UA.



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.



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.



NEW SPEAKER! Kenneth S. Grossbart is recognized as one of California's foremost authorities in his specialty field of construction law. He is frequently called upon by contractor and construction industry clients for representation in this complicated and ever-changing facet of construction and contracting law. His growing reputation for his expertise in this field has led to being frequently called upon to serve as an arbitrator in major construction-related disputes calling for leadership by a recognized authority in the field.

Ken has been serving construction-related clients since his entrance into the legal profession in 1979, when he joined the firm then known as the Law Offices of Sam K. Abdulaziz. He eventually developed a partnership with Sam K. Abdulaziz, the Law Offices of Abdulaziz & Grossbart.



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

Mark started his career in HVAC in 1976 as a technician. Rising quickly, he learned both construction and service. Sales came easy to him and soon he was the top salesman in both projects and service agreements. Others wanted to know how he sold so much so he began writing and speaking. Thirty-five years later, Mark works with the finest and most successful HVAC Contractors and Associations in the country. Thought Leader, Idea Reporter, Sales/Marketing maven, Inspirational Speaker and International Best Selling Author Mark Matteson will offer up ideas for growing your service base, attracting and retaining the best people, overcoming obstacles, creating successful companies, delighted customers, and double digit net profit.



Michael 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.



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.

COMPUTER SKILLS/TECHNOLOGY

Microsoft Excel 2013 Part 1

New Horizons Computer Learning Centers

Wednesday, January 13, 2016

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$179

Microsoft Excel is the standard spreadsheet application for both the business world and personal use, and New Horizons Southern California courses for Excel will teach you basic to advanced features.

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

Thursday, February 25, 2016

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$179

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. Upon successful completion of this course, you will be able to leverage the power of data analysis and presentation in order to make informed, intelligent organizational decisions. Course prerequisites – 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

MEP Robotic Total Station Layout Training

John Santagnelo

Thursday, March 3, 2016

7:30 a.m. – 4:00 p.m.

Member: \$100

Non-Member: N/A

This training course affords participants an opportunity to acquire the skills and experience to effectively operate a Trimble Robotic Total Station configured for use in the mechanical, electrical and plumbing (MEP) disciplines of the construction industry. The training will take place in an instructor-led classroom environment with an approach that effectively combines demonstrations with hands-on practical exercises to reinforce learning.

Upon successful completion of the course, participants will be able to effectively operate a current model of Trimble MEP Robotic Total Station in their workplaces.

Learning Objectives

Upon successful completion of the training, participants will be able to:

- Effectively layout points using the system hardware, software, and accessories
- Demonstrate basic competency with tablet controller and software (Trimble Field Link)
- Describe the importance of site control
- Describe best practices of system maintenance and storage
- Effectively troubleshoot system software and hardware



COMPUTER SKILLS/TECHNOLOGY

CONTINUED

Windows 7 – Level 1

New Horizons Computer Learning Centers

Wednesday, March 9, 2016

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$179

Students will log on to Windows 7, explore its interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, use the common tools and programs available in Windows 7, and browse the Internet.

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

Microsoft Excel 2013 – Part 3

New Horizons Computer Learning Centers

Wednesday, March 30, 2016

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$179

Microsoft Excel is the standard spreadsheet application for both the business world and personal use, and New Horizons Southern California courses for Excel will teach you basic to advanced features.

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.

Learning Objectives:

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

Windows 7 – Level 2

New Horizons Computer Learning Centers

Wednesday, April 6, 2016

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$179

In this course, students will familiarize yourself with the advanced customization techniques and work with applications and programs in Windows® 7. In addition to this, students will also work with Internet Explorer 8.

This course is designed for any knowledge worker or business professional who needs operating system and file management skills. Upon successful completion of this course, students will be able to: customize the Windows 7 environment, configure user accounts, work with applications in Windows 7, work with devices, manage networks, secure your system data, enhance system performance, and work with Internet Explorer 8. Course prerequisites; Windows 7 – Level 1.

Microsoft Project 2013 – Part 1

New Horizons Computer Learning Centers

Wednesday, April 27, 2016

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$179

This course is designed to familiarize you with the basic features and functions of Microsoft Project Professional 2013 so that you can use it effectively and efficiently in a real-world environment.

Students taking this course are responsible for managing projects in a work environment. This includes creating and maintaining project plans. This course is also for anyone seeking to become a Microsoft Certified Technology Specialist (MCTS) in Microsoft Office Project 2013.

Learning Objectives:

- Lesson 1 – Starting a Project
- Lesson 2 – Working with Project Calendars
- Lesson 3 – Working with Project Tasks
- Lesson 4 – Working with Project Resources
- Lesson 5 – Delivering a Project Plan

COMPUTER SKILLS/TECHNOLOGY

CONTINUED

Microsoft Project 2013 – Part 2

New Horizons Computer Learning Centers

Wednesday, May 25, 2016

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



ESTIMATING

Coming your way second half of 2016!

The Art of Being an Effective Manager

Kathryn Crosby

Thursday, April 14, 2016

7:30 a.m. – 3:30 p.m.

Members: Free

Non-Members: \$125

Being an effective manager means far more than directing the resources needed to accomplish a task. In this seminar, participants will learn eight essential elements of being an effective manager:

- Integrity – First, Last and Always
- Leading the Charge – Elements of Successful Leadership
- What They See is What They Get – Projecting an Image
- Words – The Art of Communication
- Human Capital – The Most Valuable Asset
- Performance – Manage what you Measure
- Motivation – What Motivates and Inspires People?
- Coaching – Developing a Game Plan, Align the Troops, and Get Out of the Way

Mastering the Leadership Secrets of Remarkable People

Kathy Boté – NEW SPEAKER!

Wednesday, June 1, 2016

7:30 a.m. – 3:30 p.m.

Members: Free

Non-Members: \$125

This program is essential for all leaders, new and experienced at all levels!

Wouldn't you love to have the charisma of JFK? How about the reassuring confidence of Winston Churchill? Maybe the bravery and dedication of Susan B. Anthony? Of course you would; who wouldn't?

Well, believe it or not, most remarkable people throughout history weren't born that way. Instead, they mastered the skills of leadership through long hours of training and dedication, studying the examples of those who came before them. But you're a busy person. You don't have time for that.

Great leadership is not some mystical skill only available to a select few. Like almost anything else, it's a skill that takes training and practice. But guess what? We're offering you a shortcut. Instead of poring over biographies and leadership books, using trial and error, or otherwise figuring things out on your own, we're providing you with the secrets of exceptional leaders in Mastering the Leadership Secrets of Remarkable People.

Leveraging BIM to Drive Scalable Prefabrication

Michael J. McLin

Thursday, February 4, 2016

7:30 a.m. – 3:30 p.m.

Member: Free

Non-Member: \$179

Best in class electrical and mechanical contractors bring 20-30% of their field labor hours into the prefabrication shop at an average productivity improvement of 30%. One of the key tools contractors utilize to enable this level of prefabrication is Building Information Modeling (BIM). BIM enables contractors to build a virtual prototype of every project, bringing significant increases in productivity, profitability and the elimination of re-fabrication.

Additional benefits of BIM include improvements in visualization, pre-planning, layout, supply chain management and owner turnover. We will discuss best practices being deployed by contractors to increase productivity and prefabrication via BIM. These best practices include product standardization, digital prototyping, digital manufacturing and supply chain management. We will demonstrate how BIM can be integrated into the lifecycle of projects from design through installation and turnover to maximize profitability and owner satisfaction.

Learning Objectives:

- How to use BIM for preplanning, prefabrication, and improved profitability.
- Learn industry best practices to accelerate the adoption and implementation of BIM and prefabrication inside your organization
- How to leverage BIM to drive scalable prefabrication yielding productivity improvement within your operations

Collecting Your Money Through Mechanic's Liens, Stop Payment Notices and Bonds

Kenneth Grossbart – NEW SPEAKER!

Wednesday, April 20, 2016

4:30 p.m. – 6:30 p.m.

Member: Free

Non-Member: \$179

Collecting Your Money Through Mechanic's Liens, Stop Payment Notices, and Bonds covers the nuts and bolts of collection remedies including the Mechanic's Lien process as well as Stop Payment Notices and Bonds. This seminar is designed for the contractor or clerical/credit personnel involved in the collection process, no matter how large or small the company. You will walk away with an understanding of what collection remedy is right for each job, how to use the Preliminary Notice, what the timelines involved for recording and filing lawsuits are, how to avoid technicalities that make liens unenforceable, and much more. You will learn practical tools, tips and techniques to streamline your collection efforts.

Value Stream Mapping and Performance Based Incentive Compensation

Michael J. McLin

Thursday, May 5, 2016

7:30 a.m. – 3:30 p.m.

Member: Free

Non-Member: \$179

The best way to improve and enhance the value you deliver to customers is Value Stream Mapping. This requires that your organization grasp what is happening at every internal and external touch-point. It is the process by which an organization identifies the sequence of activities required to act on and deliver a customer's request. Value Stream Mapping allows organizations to visualize work systems (prefabrication, IT, financial systems, etc.) and identify the gaps, overlaps and roadblocks in how customer requests/orders are completed.

Learning Objectives:

- Learn how to identify internal and external customers
- Define what your customers value
- Understand the fundamentals to developing a process map
- Identify how a gap analysis is used to highlight process improvements

Performance Based Incentive Compensation

84% of organizations offer some form of reward programs to employees. A well-designed compensation plan rewards both individual and group performance, is connected to the performance management system, and incentivizes certain behaviors. Developing internal processes is critical to an effective incentive compensation system.

Learning Objectives:

- Understand the importance of defined standards and processes
- Identify how to utilize the right tools to drive desired outcomes
- Measure performance with objective metrics
- Establish KRA-based job descriptions



PEOPLE MANAGEMENT SKILLS

How to Keep, Train & Motivate Employees

Kevin Dougherty

Thursday, January 28, 2016

7:30 a.m. – 3:30 p.m.

Members: Free

Non-Member: \$259

Interested in building (and keeping) the perfect team?

Addressing proven recruiting methods, leadership skills, productivity enhancement, and motivational techniques, this program is designed for anyone who manages people, including business owners, field foremen, office managers, department heads, superintendents, and estimators. This program has proven to be a number one convention program, and a leading frontline efficiency tool.

Creating Highly Effective Foreman/Project Manager Partnerships

John Koontz

Thursday, May 12, 2016

7:30 a.m. – 4:00 p.m.

Members: \$50/person

Non-Member: \$259

In this session, John Koontz will identify and explain the top 10 components that define a great partnership. He will then show how these components specifically apply to critical project management topics such as planning, scheduling, cost control, productivity, fabrication, contract management, documentation, change order management, customer management, and servant leadership.

This session will place a special emphasis on why the following critical project activities **MUST BE JOINTLY CREATED/DEVELOPED** by the Project Manager and the Foreman:

- Mechanical Project Schedule
- Labor Budget/Labor Cost Control System
- Fabrication/Coordination/CAD Plan
- Safety/Risk Management/Control Plan

John will provide a very interactive session that clearly portrays why all wildly successful projects have two highly effective servant leaders, a foreman and a project manager, who understand the importance of working hard to develop a strong project partnership.

Project Management Training 5 & 6

John Koontz

Friday and Saturday, February 26 & 27, 2016

7:30 a.m. – 4:30 p.m.

Member: \$100

Non-Member: \$400

This two-day course will follow the following topics:

DAY 5

Essential Management Skills for the Project Manager – 8 hours

This session offers an opportunity to learn the unique, basic management skills of the mechanical project manager. Participants will gain an understanding of the essential traits, skills, and behaviors that allow effective management. Topics include: leadership and management skills; management ability vs. technical savvy; the importance of organization and standardization; motivating others to perform; managing the boss; delegation skills; communication skills; and working with difficult people.

DAY 6

Negotiating I: Basic Negotiating Skills for Project Managers – 4 hours

Mechanical project managers spend a part of each day negotiating change orders, subcontracts, equipment and material purchases, rental equipment rates, submittal and shop drawing approval, time and space allocation, back charges, etc., though most have no formal training in negotiations. This session provides basic skills to improve these individuals' negotiating abilities and increase their comfort level when negotiating.

Mechanical Scheduling I: The Basics of Scheduling a Mechanical Project – 4 hours

Scheduling the work provides more control and better documentation when projects that are delayed by others are forced to accelerate to meet the original completion date. Mechanical contractors who do little project scheduling often find themselves at the mercy of unrealistic CM/GC/owners' schedules that lack mechanical detail activities. An active presentation and class discussion will attempt to answer the following questions:

- What basics of CPM scheduling must be understood to comprehend the CM/GC/owner's CPM schedule?
- Why must mechanical contractors schedule their own work?
- What type of scheduling method should be used, and when?
- Why is a mechanical schedule such a critical piece of project documentation?
- Why should a mechanical schedule be "labor-loaded" to show planned labor usage?
- How does mechanical scheduling reduce risk?

PROJECT MANAGEMENT

CONTINUED

Change Requests and Change Order Management

George “Chip” Ossman

Friday, April 1, 2016

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 Training 7 & 8

John Koontz

Friday and Saturday, April 8 & 9, 2016

7:30 a.m. – 4:30 p.m.

Member: \$100

Non-Member: \$400

This two-day course will follow the following topics:

DAY 7

Critical Leadership Skills for Project Managers – 8 hours

Strong leadership skills are critical to successful project management. The success of project managers, who typically manage multiple projects, largely depends on the performance of several jobsite teams. In turn, company success depends on the project manager's performance. To have successful projects and a successful career, the project manager must develop critical leadership skills. This session provides an understanding of these skills. It will include:

- Defining and dispelling the myths of leadership
- The difference between leadership and management
- A discussion of Maxwell's irrefutable laws of leadership
- Making the emotional connection with teams and team leaders
- The relationship between leadership and motivation
- Developing effective speaking and listening skills
- Creating an atmosphere of trust
- Leadership ability and its relationship

DAY 8

Change Order Management II: Analyzing, Identifying, and Calculating the Real Costs of Project Changes – 4 hours

Project managers who manage multiple projects are plagued daily with the disruption and aggravation of change orders. Today, the project manager's skill in managing change is critical for project profitability and success. Participants will identify and calculate the cost impacts of changed project conditions on mechanical projects. Additional topics include: the impact of overtime on labor productivity and how to calculate costs; extended home office overhead and the Eichleay Formula; the costs of increased crew sizes caused by change orders; the effect of differing temperature/humidity conditions on productivity; and changes in site access and material handling/storage conditions.

Contracts II: Analyzing, Understanding, and Managing Contract Risk – 4 hours

Mechanical contractors are signing progressively more unpalatable contracts with owners/GCs/CMs. As a result, project managers must have a more extensive understanding of the contract than before if they are to manage effectively. In this session, participants will analyze the components of a "typical" mechanical subcontract that affect the management of a specific project.

CERTIFIED SAFETY – SAFETY RISK CONTROL

Sexual Harassment Prevention Training

Alfred J. Landegger, Esq
Thursday, February 24, 2016
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 2016 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 sign-up for online training through our partners at ClickSafety.com, please contact CPMCA or the A & J for more information. CPMCA processes enrollment for contractor members staff personnel while the Apprentice & Journeymen Training Trust Fund processes class assignments for Union members.

CPMCA: 818-275-2893

A&J: 310-387-4520

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

OSHA Online 10-Hour Safety & Health

OSHA 10-Hour Construction is a part of an online OSHA outreach program that results in a valid DOL/OSHA 10-Hour Card. This OSHA10 online training course teaches recognition, avoidance, abatement and prevention of safety and health hazards in workplaces. This course also provides information regarding workers' rights, employer responsibilities and how to file a complaint. It was also designed to help individuals stay up-to-date with their OSHA safety requirements.

OSHA Online 30-Hour Construction

OSHA 30-Hour Construction is an OSHA-Authorized online course featuring the required steps for completing OSHA Outreach training and receiving an OSHA 30 Card. This online training covers everything from Electrical Hazard Safety to Fall Protection. ClickSafety's OSHA 30-Hour Construction course is a proven way to receive a valid OSHA 30-Hour Card and achieve the safety level required by your company for work in the construction industry.

OSHA Updates Confined Spaces in Construction Standard

OSHA's final rule for Confined Spaces in Construction went into effect August 3, 2015. Are you and your coworkers prepared for the changes? This week, Pete Rice, CSP, CIH discusses OSHA's Final Rule for Confined Spaces in Construction, including how it differs from the Confined Spaces in General Industry standard. Pete shares the Top 5 Changes to the CS in Construction rule and why the new rule was enacted.

ClickSafety has 2 new Confined Spaces in Construction online safety training courses that meet OSHA's final rule for Confined Spaces in Construction:

Confined Spaces in Construction Awareness
(20-minute)

Confined spaces in Construction; An Instruction
(75-Minute)

Cal/OSHA Heat Illness Prevention for Workers

Cal/OSHA Heat Illness Prevention is intended for employers in all industries that have employees working in California with the potential for exposure to heat illness and heat stress. This course is intended to familiarize the student with the basics of Cal/OSHA's standard, titled Heat Illness Prevention, and found in Section 3395 of the Title 8 California Code of Regulations, effective on May 1, 2015.

Asbestos

Asbestos exposure happens when workers disturb asbestos-containing materials during demolition and renovation of buildings. In this introductory course, we will teach you about the properties and exposures of asbestos as covered by OSHA Standard Subpart Z 29 CFR 1910.1001 for General Industry. This course also covers how to protect workers from exposure of asbestos in the workplace.

100% Fall Protection

This course is intended to inform students of basic guidelines and methods employed for a 100% fall protection program. It reviews elements of fall hazards, fall hazard evaluation, and fall hazard control. This training references applicable OSHA requirements and other pertinent information. Real life case studies and lessons learned are presented to illustrate the "why" and the "need" for compliance and following OSHA requirements and industrial best practices.

SALES/SERVICE

Project & Service Sales Skills and Keeping More of the Business You Have

Mark Matteson

Wednesday, January 6, 2016

Session #1 – 7:30 a.m. – 11:30 a.m.

Session #2 – 12:00 p.m. – 4:00 p.m.

Members: Free

Non-Member: \$259

This is a 2-part training event!

Session #1 – Project & Service Sales Skills will focus on rock solid business content to transfer the knowledge, attitudes, skills and habits to GET more business. You can expect to learn how to keep more of the business you have, how to build breakthrough relationships with your clients, how to generate endless referrals from the field and more! Office staff, technicians, supervisors/foremen, and sales people should consider attending this presentation.

Session #2 – Keeping More of the Business You Have will focus on rock solid business content to transfer the knowledge attitudes, skills and habits. New ideas, stories and information will be introduced to attract previous attendees and new members. Why do some people have 75% close ration and others struggle to close 25%? Just what are the causes of success. Maintenance and Project Sales Professionals, Sales Managers, Service Managers and top Tier Techs should consider attending Session #2. You'll take away tools for change, how attitude determines altitude, sales is both a Science and an Art and so much more! Don't miss it!



7 Keys to Exceptional Personal Productivity

Kathy Boté – NEW SPEAKER!

Thursday, June 9, 2016

7:30 a.m. – 3:30 p.m.

Members: Free

Non-Member: \$259

Who Should Attend?

This program is for people who would like to double, triple, even quadruple their productivity!

You wouldn't be reading this right now if you weren't a person who understood the importance of personal productivity. Still, as productive as you already are, do you find you never quite get as much done as you'd like? It's frustrating...darn frustrating, in fact. Beyond that, it's negatively impacting your career and you're not about to let that continue, are you? We didn't think so! There is a way to radically increase your productivity...to achieve more with less effort...to take control of your days, your energy, and your resources to experience more success in your life. That's exactly what you'll learn to do when you attend 7 Keys to Exceptional Personal Productivity.

Course Benefits

- Discover why clarity of purpose and clear goals are so important.
- Find out what to do about the energy drain that keeps you from being your best.
- Uncover five ways to enlist the support you need.
- Learn why everything you think is important right now isn't.
- Avoid the top mistakes people make when establishing priorities.
- Tackle the time-wasters that zap your productivity.



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.



CPMCA
California Plumbing & Mechanical

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