



**CPMCA**

California Plumbing & Mechanical  
Contractors Association

# **Seminar Catalog**

**July–December  
2020**

**Computer Skills & Technology • Foreman Training • Management  
Project Management • People Management/Skills  
Certified Safety – Safety Risk Control • Webcasts**

## Contents

Contents . . . . .	1
CPMCA Executive Committee, Board of Directors, Education Committee, and Staff . . . . .	2
Letter from the Executive Director . . . . .	3
Schedule at a Glance by Month. . . . .	4
Schedule at a Glance by Track . . . . .	5
2020 Instructors. . . . .	7
Computer Skills/Technology . . . . .	8
Foreman Training . . . . .	10
Management . . . . .	13
Project Management. . . . .	14
People Management/Skills . . . . .	15
Certified Safety – Safety Risk Control. . . . .	16
Webcasts – Available on CPMCA’S Website . . . . .	18

## Executive Committee – 2020/2021

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**Jay Chase, Vice President**

Muir-Chase Plumbing Co., Inc.

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California Spectra, Inc.

**Jim DeFlavio, Treasurer**

Murray Company

**Steve Cornelius, Past President**

University Mechanical & Engineering

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ACCO Engineered Systems

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Xcel Mechanical Systems, Inc.

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Contractors – San Diego

**Ed Newville**

Southland Industries

**Bryan Suttles**

Suttles Plumbing & Mechanical Corporation

**Michael Teague**

Schultz Industrial Services, Inc.

**Larry Verne**

Verne's Plumbing, Inc.

## Education Committee

**Harry Bederian – Chairperson**

ARB, Inc.

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Murray Company

**Travis Craven**

ACCO Engineered Systems

**Beni Monaco**

All Area Services, Inc.

**Bryan Suttles**

Suttles Plumbing & Mechanical Corporation

## CPMCA Staff

**Chip Martin**

Executive Director

**Dana Giambalvo**

Office Manager

**Michelle Lynn**

Director of Education

## Letter from the Executive Director

The past few months have been unlike any we have experienced in our lifetimes. COVID-19 presented dramatic challenges and disruptions – both personally and professionally – that we could never have anticipated. In the midst of this, CPMCA is committed to doing our part to prevent the spread of the illness while also protecting the health and wellbeing of our membership as our industry continues to operate as an essential business. Your health and safety are of utmost importance to us.

As we look ahead, there remains a level of uncertainty as all Southern California cities carefully plan their next steps. However, we want to convey a sense of normalcy and serve your educational needs as best we can despite the current circumstance. With that in mind, we present you with CPMCA's 14th semi-annual Seminar Catalog featuring classes July–December 2020. Due to the impact of COVID-19, you will notice that we have down-sized our curriculum. Also, we are offering John Koontz' classes at no cost to you. We are closely following the guidance of public health experts and as this situation evolves and changes, we will adjust our education program accordingly and keep you updated as soon as we possibly can.

In an effort to stay connected, CPMCA has added webpages on our website dedicated to keeping you informed regarding COVID-19.

For general updates/information, visit: [www.cpmca.org/category/corona-virus-updates](http://www.cpmca.org/category/corona-virus-updates)

For specific updates regarding the CPMCA Education Program, visit:

[www.cpmca.org/education-2/covid19/](http://www.cpmca.org/education-2/covid19/)

We look forward to serving you during this challenging time. As always, please contact our office if you have any questions or concerns. Stay well.

## 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 2020.

### August

21-22 Foreman Training 1 & 2

### September

11 Change Order Management

18-19 Foreman Training 3 & 4

### October

8 Organizational Skills for the Overwhelmed and Stress Solutions

14 Microsoft Excel 2019 – Part 1

16-17 Foreman Training 5 & 6

21 Microsoft Excel 2019 – Part 2

30-31 Foreman Training 1 & 2

### November

5 Microsoft Excel 2019 – Part 3

6-7 Project Management 11 & 12

\*All classes are approved and will count toward the Journeyman Upgrade Training (JUT) Requirement.

### How to Register for CPMCA Classes

There are two ways to register:

- 1) Go to [www.cpmca.org](http://www.cpmca.org), hover over the “Education” tab, click on “Course Training Schedule.” You will see a list of classes for which registration is open. Click on “More Details” and then “Website” to view specific information about the class and/or to register online.
- 2) Online invitations are emailed a month before each class date. The invitation will contain specific information about the class (time, location, parking directions, speaker information) as well as links to register online. If you are not on the email distribution list, please email [michelle@cpmca.org](mailto:michelle@cpmca.org).

## SCHEDULE AT A GLANCE BY TRACK



SEMINAR CATALOG  
July–December 2020

### Computer Skills & Technology

- Microsoft Excel 2019 – Part 1  
Wednesday, October 14, 2020
- Microsoft Excel 2019 – Part 2  
Wednesday, October 21, 2020
- Microsoft Excel 2019 – Part 3  
Thursday, November 5, 2020

### Foreman

- Foreman Training 1 & 2  
Fri. & Sat., August 21-22, 2020
- Foreman Training 3 & 4  
Fri. & Sat., September 18-19, 2020
- Foreman Training 5 & 6  
Fri. & Sat., October 16-17, 2020
- Foreman Training 1 & 2  
Fri. & Sat., October 30-31, 2020

### 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”

### Management

- Change Order Management  
Friday, September 11, 2020

### Project Management

- Project Management 11 & 12  
Fri. & Sat., November 6-7, 2020

### People Management

- Organizational Skills for the Overwhelmed and Stress Solutions  
Thursday, October 8, 2020

- 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
- Workplace Violence

And many more – please see [www.cpmca.org](http://www.cpmca.org) for complete listing





Plan Accordingly! Take note of these important MCAA Events:

**Field Leaders Conference – Kansas City, MO**

**ALI Course 20, Week 1 – Wellesley, MA**

**IPM Class 77, Week 1 – University of Texas, Austin, TX**

**IPM Class 78, Week 1 – University of Texas, Austin, TX**

**MCAA Great Futures Forum – Milwaukee, WI**

**Field Leaders Conference – Toledo, OH**

**IPM Class 79, Week 1 – University of Texas, Austin, TX**

**IPM Class 80, Week 1 – University of Texas, Austin, TX**

**ALI Course 20, Week 2 – Wellesley, MA**

**Fabrication Conference – Des Moines, IA**

**IPM Class 77, Week 2 – University of Texas, Austin, TX**

**IPM Class 78, Week 2 – University of Texas, Austin, TX**

August 24-26, 2020

September 13-17, 2020

September 20-24, 2020

September 21-25, 2020

October 1-3, 2020

October 7-9, 2020

October 18-22, 2020

October 19-23, 2020

November 1-6, 2020

November 9-11, 2020

December 13-18, 2020

December 14-18, 2020

## MCAA Contacts:

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

For conference & conventions, contact Melissa Funyak at [mfunyak@mcaa.org](mailto:mfunyak@mcaa.org)

For Advanced Leadership Institute and/or Institute for Project Management contact Amy Harding at [amy@hardingworks.org](mailto:amy@hardingworks.org)

For online webcasts & technology conference, contact Sean McGuire at [smcguire@mcaa.org](mailto:smcguire@mcaa.org)

For online webcasts & MSCA, contact Barbara Dolim at [bdolim@mcaa.org](mailto:bdolim@mcaa.org)



Plan Accordingly! Take note of this important CPMCA Event:

**CPMCA Annual Golf Tournament – Lakeside Golf Club, Burbank, CA**

Monday, August 17, 2020

## CPMCA Contacts:

For educational classes, contact Michelle Lynn at [michelle@cpmca.org](mailto:michelle@cpmca.org) or 818-275-2893.

For meetings, retreats, and all other events, contact Dana Giambalvo at [dana@cpmca.org](mailto:dana@cpmca.org) or 818-275-2890.



As a speaker and presenter, **Eric Herdman** has trained employees in a broad range of corporate environments for more than 20 years. From multi-billion dollar pharmaceutical companies to top financial institutions and the world's largest franchise fitness center, he uses his accomplishments in sales, retail, health and fitness to help companies achieve top-level success.

Focusing on results, Eric has successfully facilitated a variety of courses related to strategic business practices, leadership and management, productivity and motivation. Eric has developed a proven system that helps students prioritize their work, effectively schedule their days, delegate to employees, manage information flow and teach negotiation skills. As a record-setting ultra-runner, he also shares his passion for perseverance and endurance with his students.



**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 first-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.



**Stephane A. McShane** is a Director at Maxim Consulting Group responsible for the evaluation and implementation processes with our clients. Stephane works with construction related firms of all sizes to evaluate business practices and assist with management challenges. With a large depth of experience working in the construction industry, Stephane is keenly aware of the business and, most specifically, operational challenges that firms face. Her areas of expertise include: Leadership development, executive coaching, organizational assessments, strategic planning, project execution, business development, productivity improvement, and training programs. Mrs. McShane

is an internationally-recognized speaker, mentor, author, and teacher. Her ability to motivate, inspire, and create confidence among your work groups is extremely rare and very effective.

**Microsoft Excel 2019 – Part 1 (of 3)****New Horizons Computer Learning Center – Anaheim****Wednesday, October 14, 2020****8:00 a.m. – 4:00 p.m.****Member: Free****Non-Member: \$299**

This course aims to provide you with a foundation for Excel knowledge and skills, which you can build upon to eventually become an expert in data manipulation. Excel can help you organize, calculate, analyze, revise, update, and present your data in ways that will help the decision makers in your organization steer you in the right direction. If you're interested in learning how to use Excel or responsible for creating spreadsheets or performing basic data manipulation, this course is perfect for you. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization. You will: Get started with Microsoft Office Excel 2019. Perform calculations. Modify a worksheet. Format a worksheet. Print workbooks. Manage workbooks. The journey doesn't stop here; continue building on your skills and attend Excel 2019 Part 2!

**Microsoft Excel 2019 – Part 2 (of 3)****New Horizons Computer Learning Center – Anaheim****Wednesday, October 21, 2020****8:00 a.m. – 4:00 p.m.****Member: Free****Non-Member: \$299**

This course builds upon the foundational knowledge presented in the Microsoft® Office Excel® 2019: Part 1 course and will help start you down the road to creating advanced workbooks and worksheets that can help deepen your understanding of organizational intelligence. This course is designed for students who already have foundational knowledge and skills in Excel 2019 and who wish to begin taking advantage of some of the higher-level functionality in Excel to analyze and present data. To ensure success, students should have completed Microsoft® Office Excel® 2019: Part 1 or have the equivalent knowledge and experience. The ability to analyze massive amounts of data, extract actionable information from it, and present that information to decision makers is at the foundation of a successful organization that is able to compete at a high level. 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. You will: Work with functions. Work with lists. Analyze data. Visualize data with charts. Use PivotTables and PivotCharts. The final stop, Excel 2019 Part 3 is just around the corner!

**Microsoft Excel 2019 – Part 3 (of 3)****New Horizons Computer Learning Center – Anaheim****Thursday, November 5, 2020****8:00 a.m. – 4:00 p.m.****Member: Free****Non-Member: \$299**

This course builds upon the foundational and intermediate knowledge presented in the Microsoft® Office Excel® 2019: Part 1 and Microsoft® Office Excel® 2019: Part 2 courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates. This course is intended for students who are experienced Excel 2019 users and have a desire or need to advance their skills in working with some of the more advanced Excel features. Students will likely need to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Excel functions, and use those functions to perform rigorous analysis of extensive, complex datasets. To ensure success, students should have practical, real-world experience creating and analyzing datasets using Excel 2019. Specific tasks students should be able to perform include: creating formulas and using Excel functions; creating, sorting, and filtering datasets and tables; presenting data by using basic charts; creating and working with PivotTables, slicers, and PivotCharts; and customizing the Excel environment.

## Foreman Training 1 & 2

John Koontz

**CLASS 1: Fri. & Sat., August 21-22, 2020**

**CLASS 2: Fri. & Sat., October 30-31, 2020**

**Day 1: 7:30 a.m. – 4:00 p.m.**

**Day 2: 7:00 a.m. – 11:30 a.m.**

**Member: Free**

**Non-Member: \$179**

This two-day course will cover the following topics:

- **Planning Skills for the Project Team:** All great project Foremen are master planners; there is no such thing as a great foreman who is a “decent” planner. All wildly successful projects are incredibly well planned by all members of the project team; project manager, foreman, fabrication manager, coordination manager, safety manager, warehouse manager, purchasing manager, etc. This session will focus on the project foreman’s role and responsibilities in project planning and the three stages of planning: 1) Information Turnover, 2) Preconstruction Planning, and 3) Short Interval Planning.
- **Productivity Improvement for Mechanical Projects:** Great project management, by both the foreman and project manager, is primarily responsible for creating excellent productivity on every project. Due to the endless number of variables, which negatively affect worker efficiency, excellent productivity is the project team’s greatest challenge. Productivity also has the greatest positive or negative impact on project and company profitability. Excellent productivity requires proactive, diligent, and detailed planning by the project manager and foreman at each step of the project. In this session, the instructor will provide proven methods and practices for creating, controlling, and improving project productivity on all types of projects.
- **Fundamentals of Job Cost Control (Managing Project Labor Cost):** In this session the instructor will help attendees to gain an understanding of the job cost control and labor cost trending methods as detailed in the Job Cost Control section of the MCAA Project Manager’s Manual. All foremen must learn to use their job cost control system as a primary management tool to control and cause a positive project outcome rather than simply focusing on cost documentation and cost history. Great foremen CONTROL their project cost while their average peers only tend to WATCH project cost.

## Foreman Training 3 & 4

John Koontz

**Fri. & Sat., September 18-19, 2020**

**Day 1: 7:30 a.m. – 4:00 p.m.**

**Day 2: 7:00 a.m. – 11:30 a.m.**

**Member: Free**

**Non-Member: \$179**

This two-day course will cover the following topics:

- **Effective Project Documentation:** Documentation is a very time consuming but necessary evil in the construction process. Due to the great risk accepted when a Mechanical Contractor signs a contract, all mechanical projects must have a contemporaneously written factual record/history of all significant events, written by the people closest to the work. The key with documentation is having the right amount and the right types of documentation based upon the specific characteristics of the customer and the project. Over documenting a project wastes valuable company resources and can distract the project team from solving difficult project problems. Under documenting a project gives the project team a false sense of security and puts the company in an unnecessary position of risk if something goes terribly wrong on the project. Great project managers and foremen understand that excellent project documentation can prevent or protect your company from problem “escalation.” In this session, the instructor will review all the basic project documentation types and discuss the steps necessary to plan and implement the project documentation process. The instructor will provide attendees with proven methods for successfully documenting all types of mechanical projects.
- **Time Management Skills:** The role of a project foreman is a dynamic and challenging thing to do for a living. It creates numerous time management challenges for the project foreman and causes daily chaos that must be successfully managed in a way that maintains project productivity, project profitability, and customer relationships. Improving time management ability for a project foreman is a difficult proposition that takes great personal commitment and self-discipline. This session identifies the greatest time wasters and provides strategies for improving time management skills.
- **Change Order Management:** Best Practices for Success: Successfully managing change orders on a complex and constantly changing project is often the project team’s greatest challenge. If not well managed by a proactive and knowledgeable project manager and foreman who are acting as great partners, change orders can cause unnecessary additional risk, destroy base contract labor productivity, ruin customer and contractor relationships, choke cash flow, reduce or eliminate profitability, and create nearly irreversible negative jobsite moral. In this session, John Koontz will provide all attendees, regardless of age or experience level, with numerous strategies and proven best practices for successfully navigating this multi-faceted and complicated project management challenge.



## Foreman Training 5 & 6

**John Koontz**

**Fri. & Sat., October 16–17, 2020**

**Day 1: 7:30 a.m. – 4:00 p.m.**

**Day 2: 7:00 a.m. – 11:30 a.m.**

**Member: Free**

**Non-Member: \$179**

• **Essential Management Skills:** Learn the most important management skills utilized and mastered by all great managers. The primary focus of this session is “People Management.” Gain an understanding of the essential traits, skills, and behaviors that allow effective management.

• **Successful Survival of Project Closeout:** The end of a project is usually a challenging and difficult time for the project manager and the foreman. Unfortunately, there is no magic formula, wand, or pill for eliminating the difficulty of project closeout. There are, however, several tactics and strategies the project manager and foreman can implement to improve end-of-job performance and mitigate the difficulties of project closeout. In addition to a review of innovative methods used by MCAA contractors to help reduce the typical end of project “profit/productivity drain,” this session will include the following project closeout topics: Beginning the project with the end in mind, Creating the Exit Plan, Punch list, Warranties, As-built drawings, O & M manuals, Customer satisfaction, Closeout productivity improvement, Demobilization, Third party commissioning, Change order finalization, Final payment and Feedback meeting.

• **Best Practices of the Industry’s Best Foremen:** Why are some foremen in our industry consistently more successful, project after project, than their peers? What separates the “great” ones from the “good” ones? While age, experience, attitude, and talent are important factors in a foreman’s success, the instructor has identified, and will share, the best practices and skills that can be learned by any foreman who has the attitude, aptitude, and desire to improve and succeed. John will include an overview and in-depth discussion of the many of the best practices used by the industry’s best foremen. It also provides a review of the traits and qualities that are the common denominators among excellent project foremen.

## Change Order Management

**Stephane McShane**

**Friday, September 11, 2020**

**7:30 a.m. – 11:30 a.m.**

**Member: Free**

**Non-Member: \$179**

Effective change order management can dramatically reduce a subcontractor’s risk and increase profitability. This four-hour interactive course explores the change order process from a subcontractor’s viewpoint and provides participants with hands on training in recognizing, scoping, pricing, and negotiating change orders. This course culminates in a mock negotiation where participants can immediately practice the skills that they have learned.

### Learning Objectives:

- How to properly notify owners and general contractors of changed conditions to reserve your rights
- How to scope, price and sell a change order
- Negotiation strategies to maximize outcomes



## Project Management 11 & 12

John Koontz

Fri. & Sat., November 6-7, 2020

Day 1: 7:30 a.m. – 4:00 p.m.

Day 2: 7:00 a.m. – 11:30 a.m.

Member: \$100

Non-Member: \$179

This two-day course will cover the following topics:

- **Profitably Managing Your Subcontractors:** Subcontractors represent a significant portion of most mechanical contracts, and the performance of your subcontractors is a direct reflection of your own performance in the eyes of an owner, construction manager, or general contractor. The project manager's effective management of subcontractors ensures a successful project that is profitable, completed on time, and completed within budget. When the project manager and foreman properly manage mechanical subcontractors, mechanical contractor risk is low, customer satisfaction is high, and strong long-term relationships are developed between the mechanical contractor and their subcontractors.
- **Successful Survival of Project Closeout:** The end of a project is usually a challenging and difficult time for the project manager and the foreman. Unfortunately there is no magic formula, wand, or pill for eliminating the difficulty of project closeout. There are, however, several tactics and strategies the project manager can implement to improve end-of-job performance and mitigate the difficulties of project closeout. In addition to a review of innovative methods used by MCAA contractors to help reduce the typical end of project "profit/productivity drain," this session will include the following project closeout topics: Beginning the project with the end in mind, Creating the Exit Plan, Punch list, Warranties, As-built drawings, O & M manuals, Customer satisfaction, Closeout productivity improvement, Demobilization, Third party commissioning, Change order finalization, Final payment and Feedback meeting.
- **Best Practices of the Industry's Best Project Managers:** Why are some project managers in our industry consistently more successful, project after project, than their peers? What separates the "great" ones from the "good" ones? While age, experience, attitude, and talent are important factors in a project manager's success, the instructor has identified, and will share, the best practices and skills that can be learned by any project manager who has the attitude, aptitude, and desire to improve and succeed. John will include an overview and in-depth discussion of the many of the best practices used by the industry's best project managers. It also provides a review of the traits and qualities that are the common denominators among excellent project managers.

## Organizational Skills for the Overwhelmed and Stress Solutions

Eric Herdman

Wednesday, October 8, 2020

7:30 a.m. – 2:30 p.m.

Members: Free

Non-Members: \$179



You're buried at work, right? Tons of emails to answer. Tons of crazy impossible deadlines looming. Tons of projects on your ever-expanding to-do list. Complemented by feelings of stress and being overwhelmed. Stress is a powerful emotion. It can motivate you to accomplish difficult tasks or disable you to the point of diminishing your productivity. The difference lies in your ability to recognize your personal stressors and take the necessary steps to effectively manage your stress. This stress busting, sanity saving workshop delivers practical tips, techniques and strategies for getting organized and taking control – right away. You'll identify your individual stressors, recognize their impact on your ability to live your work experience in a positive way, prevent burnout, and learn effective measures that you can take to avoid negative stress.

## ClickSafety – Online Safety Courses

**Anytime – Accessible 24/7  
online 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. Contact Michelle at [michelle@cpmca.org](mailto:michelle@cpmca.org) to register.



## OSHA Online 10-Hour Safety & Health *Anytime Online*

OSHA 10-Hour Construction is a part of an online OSHA outreach program that results in a valid DOL/ OSHA 10-Hour Card. This OSHA 10 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 *Anytime Online*

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 *Anytime Online*

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.

**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.**

## WEBCASTS ARE AVAILABLE AT [WWW.CPMCA.ORG](http://WWW.CPMCA.ORG)!

**NOTE:** All Webcasts are Online Courses that can be accessed on CPMCA's website at any time. They are available to CPMCA members only. Your company login information is required to access these courses.

### Active Listening

**Mark Matteson**

**Online Course – Please contact our office to obtain or create login credentials.**

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 actively 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 – Please contact our office to obtain or create login credentials.**

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 – Please contact our office to obtain or create login credentials.**

You can incorporate an Excel workbook into your Word document. You have the choice of linking to the actual Excel sheet or bringing 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 – Please contact our office to obtain or create login credentials.**

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 – Please contact our office to obtain or create login credentials.**

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 – Please contact our office to obtain or create login credentials.**

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 – Please contact our office to obtain or create login credentials.**

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 – Please contact our office to obtain or create login credentials.**

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

### Mechanical Estimating Techniques

**Keith Rahn**

**Online Course – Please contact our office to obtain or create login credentials.**

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 – Please contact our office to obtain or create login credentials.**

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 – Please contact our office to obtain or create login credentials.**

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 – Please contact our office to obtain or create login credentials.**

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 – Please contact our office to obtain or create login credentials.**

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

## Retro-Commissioning

## Chris Philbrick

**Online Course – Please contact our office to obtain or create login credentials.**

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 – Please contact our office to obtain or create login credentials.**

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 – Please contact our office to obtain or create login credentials.**

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

## NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.





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**California Plumbing & Mechanical  
Contractors Association  
3500 W. Olive Avenue, Suite 860  
Burbank, CA 91505**

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