



Mechanical Construction Education Alliance (MCEA)

Course Catalog January–June 2023

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



Contents

CPMCA Executive Committee, Board of Directors	2
Letter from the Executive Director	3
Schedule at a Glance by Month	4
Schedule at a Glance by Track	5
MCAA Events	6
2023 Instructors	7-9
Computer Skills/Technology	10-13
Project Management	14-17
Foreman Training	17
People Management/Skills	18-19
Certified Safety – Safety Risk Control	20-21

CPMCA Executive Committee, Board of Directors

Executive Committee – 2022/2023

Steve Fosdick, President

Murray Company

Robert Felix, Vice President

ACCO Engineered Systems

Jason Gordon, Secretary

Couts Heating and Cooling, Inc.

Jay Chase, Treasurer

Muir-Chase Plumbing Co, Inc.

Jay Lusita, Past President

Tier One Mechanical, Inc.

CPMCA Board of Directors

Harout Bederian

ARB, Inc.

Michael Cables

Kinetic Systems, Inc.

Matthew Cunningham

Jackson and Blanc

Tom Finell

Murray Company

Peter Fortin

ACCO Engineered Systems

Jeff Hachey

H.L. Moe Company, Inc.

John Modjeski

University Mechanical & Engineering Contractors

Ed Newville

Southland Industries

Bryan Suttles

Suttles Plumbing & Mechanical Corporation

Michael Teague

Schultz Industrial Services, Inc.

Larry Verne

Verne's Plumbing, Inc.

Education Committee

Harout Bederian – Chairperson

ARB, Inc.

Travis Craven

ACCO Engineered Systems

Jason Gordon

Couts Heating and Cooling, Inc.

Beni Monaco

Monaco Mechanical

Diana Morell

California Spectra, Inc.

Dan Naylor

Murray Company

Bryan Suttles

Suttles Plumbing & Mechanical Corporation

CPMCA Staff

Jessica Diaz

Director of Education

Dana Giambalvo

Office Manager

Chip Martin

Executive Director

Michelle Lynn

Director of Special Projects

Executive Director's Message



Happy New Year! We hope that you and yours rang in 2023 safely and in good health. As we start a year of new beginnings, CPMCA's **Mechanical Construction Education Alliance (MCEA)** is proud to offer an extensive range of first-in-class educational courses that we know will enhance your business and keep your workforce strong.

The majority of our 2023 classes will take place in-person at our downtown Los Angeles CPMCA training facility. We opened our doors to our new training facility in August of last year and the response has been overwhelmingly positive. We encourage all of you to please look at our new course offerings and enroll early as many classes fill up quickly. We welcome those back who have already been to our new training facility and for those that have not, we cannot wait for you to see the space and experience our course offerings firsthand.

Our education program reflects our extensive reach, and partnership with other trade associations. We strive to structure our classes to meet your needs while also addressing the industry's most relevant and current topics. We hope you find this year's course selection valuable in your personal and professional growth. CPMCA continues to pride itself in offering classes in many areas of training with one goal in mind: the overall betterment of our contractors and their workforce in Southern California. We encourage you to attend as many classes as fit your interest and career!

Make sure to get onto our email distribution list, to receive the most up-to-date and detailed information.

We hope to see you all in class!

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.

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.

SCHEDULE AT A GLANCE BY MONTH

The following is a list of the classes offered during the first half of 2023.

January

18 Microsoft Project 2019 – Part 1*

February

1 Microsoft Project 2019 – Part 2*

17-18 Project Management 7 & 8

22 Microsoft Excel 2019 – Part 1*

24-25 Foreman Training 5 & 6

March

8 Microsoft Excel 2019 – Part 2*

10 Successful Teams and
Creating Accountability from
the Office to the Jobsite

16 Effective Presenting

17-18 Project Management 9 & 10

22 Microsoft Excel 2019 – Part 3*

April

12 Change Order Bootcamp

13 Contracts, Claims, and
Documentation

14-15 Project Management 11 & 12

26 Bluebeam BEGINNER

May

10 Bluebeam INTERMEDIATE

18 Critical and Strategic
Problem Solving

24 Bluebeam ADVANCED

June

8 Foundations in Effective Leadership

16 Project Engineering Basics
in Construction

***These classes are ONLINE classes.**

***All classes listed in this course guide are approved and will count toward the Journeyman Upgrade Training Requirement. Please take advantage of these valuable opportunities. Visit www.ajtraining.org for more information.

How to Register for CPMCA Classes

There are two ways to register:

- 1) Go to 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 jessica@cpmca.org.



Los Angeles view from the CPMCA Training Facility

Computer Skills & Technology

- Microsoft Project 2019 – Part 1
Wednesday, January 18, 2023
- Microsoft Project 2019 – Part 2
Wednesday, February 1, 2023
- Microsoft Excel 2019 – Part 1
Wednesday, February 22, 2023
- Microsoft Excel 2019 – Part 2
Wednesday, March 8, 2023
- Microsoft Excel 2019 – Part 3
Wednesday, March 22, 2023
- Bluebeam BEGINNER
Wednesday, April 26, 2023
- Bluebeam INTERMEDIATE
Wednesday, May 10, 2023
- Bluebeam ADVANCED
Wednesday, May 24, 2023

Foreman

- Foreman Training 5 & 6
Fri. & Sat., February 24-25, 2023

Project Management

- Project Management 7 & 8
Fri. & Sat., February 17-18, 2023
- Project Management 9 & 10
Fri. & Sat., March 17-18, 2023
- Project Management 11 & 12
Fri. & Sat., April 14-15, 2023
- Change Order Bootcamp
Wednesday, April 12, 2023
- Contracts, Claims and Documentation
Thursday, April 13, 2023
- Project Engineering Basics in Construction
Friday, June 16, 2023

People Management/Skills

- Successful Teams and Creating Accountability from the Office to the Jobsite
Friday, March 10, 2023
- Effective Presenting
Thursday, March 16, 2023
- Critical and Strategic Problem Solving
Thursday, May 18, 2023
- Foundations in Effective Leadership
Thursday, June 8, 2023



Industry professionals training at the CPMCA Facility in downtown Los Angeles

IMPORTANT EVENTS



Plan Accordingly! Take note of these important MCAA Events:

2023 MEP Innovation Conference – Austin, TX	January 11-13, 2023
IPM Class 83, Week 2 – Austin, TX	January 15-19, 2023
IPM Class 84, Week 2 – Austin, TX	January 16-20, 2023
2023 Safety Conference – San Diego, CA	January 17-19, 2023
2023 MCAA Annual Convention – Phoenix, AZ	March 26-30, 2023
Field Leaders Conference – Scottsdale, AZ	April 3-5, 2023
IPM Class 85, Week 1 – Austin, TX	April 16-20, 2023
IPM Class 86, Week 1 – Austin, TX	April 17-21, 2023
Field Leaders Conference – Rosemont, IL	May 17-29, 2023
2023 Women in the Mechanical Industry (WiMI) Conference	June 12-14, 2023

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

For Advanced Leadership Institute and/or Institute for Project Management contact Amy Harding at amy@hardingworks.org

For online webcasts & technology conference, contact Sean McGuire at smcguire@mcaa.org

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





Troy Aichele became involved with the mechanical contracting industry while obtaining his B.S. degree in Construction Management at the University of Washington as an intern for a Seattle Mechanical Contractor. After graduating and working full-time, he went on to secure an A.A.S. degree in HVAC and Refrigeration Design and has since worked in every facet as a Mechanical Contractor in the Pacific Northwest over the last 25 years. Currently, Troy serves as Project Executive/Business Development at Holmberg Mechanical in Seattle and teaches mechanical construction courses nationally under his consulting company Aichele and Associates, LLC. Troy is a member of the MCAA's (Mechanical Contractors Association of America) Board of Directors, Past-Chairman of the MCAA Career Development Committee, which oversees 52 student chapters in North American and manages the popular Student Chapter Competition held yearly at MCAA's National Convention, and former member of the MCAA's Board of Trustees, MCERF (Mechanical Contracting Education & Research Foundation).



David Ashcraft's expertise is taking normally tortuous subject matter and making it educational, engaging, and entertaining. He learned early in his career that a bad presentation matched with a bad PowerPoint can persecute an audience and kill a presenter's message. Mr. Ashcraft has been engaging businesses as a professional speaker for over twenty years. Over the last ten years, David has been working with contracting associations and companies to teach their people the impact they have on financial outcomes. Mr. Ashcraft specializes in presentation coaching and financial education. Mr. Ashcraft received his BA from Washington State University and is a graduate of Pacific Coast Banking School, where he later served as an associate director. His clients include: Microsoft, Chase Bank, CBRE, Cushman and Wakefield, McKinstry, Turner, Wells Fargo, Plum Creek, Pacific Project Management, PitchBook, MCA of Western Washington, MCA Chicago, MCA Kansas City, New England MCA, Building Trades Employers Association, Puget Sound Bank, Cal Portland, Swift Marketing Group, Vistage, TEC Canada, Integrated Projects Group, Modern Construction Services, and Tiger Oak Publications.



Harry Bederian became interested in the mechanical contracting industry when he was an undergraduate student at California State Polytechnic University, Pomona (Cal Poly Pomona) and served as the president of the MCAA/CPMCA Student Chapter in 2009/2010. He majored in Engineering Technology with an emphasis in Mechanical and Manufacturing Engineering and a minor in Business. Harry began his career in the HVAC industry then two years later, transitioned to the industrial industry. He has been a Project Engineer at ARB, Inc. since 2012 and worked in a leadership role on various projects that include the construction of, but are not limited to: Gas Fired Power Plants, Solar Power Plants, Gas Compressor Stations, and construction within refineries. His involvement in the industry is diverse, having also served as the CPMCA Education and Scholarship Committee Chair since 2010, CPMCA Board Member, and a mentor to the USC Student Chapter. Harry recognizes that constantly improving and adding to his skillset is vital to being successful in this industry and thus, obtained his project management certificate at the University of California, Los Angeles (UCLA). He is currently studying for his Masters in Project Management at the University of Wisconsin.

2023 INSTRUCTORS



Sandi Frizzell is a skilled and confident motivator who has a passion for helping others achieve their true potential. Her main objective in life is to equip people with the essential skills needed to allow them to bring about true change in their lives. Sandi motivates participants to discover on-the-job success and to take the associated steps up the career ladder.

Sandi will teach participants specific methods to enhance their business success when it comes to the effective use of technology tools. She is a true believer of a step-by-step learning process that is easy to follow. In her exciting seminars, Sandi shares a variety of specific techniques that empower participants to apply the knowledge they gain in the seminar to their jobs. She connects easily with her audience by sharing her interesting and lesson-laden life stories and experiences. Her dynamic personality, positive attitude and acute sense of humor are all guaranteed to make her seminars appealing and filled with the valuable knowledge participants came to gather.



Leah Gutmann, owner of First Forward Consulting, LLC, specializes in a wide variety of training, program development, design, and consulting services including communications, leadership, emotional intelligence, instructor training, and financial training. She has over 13 years of experience in the design, implementation and facilitation of educational programs, classes and seminars for the mechanical contracting industry. Her 20-year career as a CFO and Finance Manager in the industry has given Leah the unique ability to offer training and consulting from a hands-on, in the trenches perspective. Leah's client base includes several MCA affiliates and JATC

programs across the country as well as individual mechanical contractors both large and small. Leah has been involved in developing and delivering a wide variety of programs at all levels of an organization from executive level leaders to field employees and supervisors.

Leah is a certified instructor for Fierce Conversations and Fierce Accountability & Feedback. In addition, she holds certifications for Training Program Design, Strength Finders Coaching, DISC, Emotional Intelligence, Checkpoint 360, Profiles XT, Clifton Strengths Finders, and Blanchard's Situation Leadership II.



Rebecca Klein is a long-time teacher/trainer. Having taught ninth-grade English, it is no wonder she enjoys teaching our brothers and sisters! After her tenure as a teacher, Rebecca came to Pan-Pacific Mechanical as the Director of Risks where she oversees the safety department as well as the company's claims and lawsuits. She is a true safety-nerd and wants nothing more than to find ways to engage people in their jobs with safety always in their mind.



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.



Pre-fabrication with Revit has been a passion of **Christopher Suggs** since before Autodesk acquired MAP Software. At the time, Suggs was building fabrication level content for customers, a pain staking task, because he believed in the Revit engine. Since the acquisition, it has been an exciting and patient journey as the fabrication tools continue to find their way into Revit. Building RFA fittings is a past-time Suggs does not miss, and he can now focus on helping customers take their databases they have been using in CAD for so many years and turning them into Revit friendly versions of their previous selves, as well as building databases from the ground up to support

specific needs of the end user.

Let's Connect!



COMPUTER SKILLS/TECHNOLOGY

Microsoft Project 2019 – Part 1 (of 2)

New Horizons Computer Learning Center *ONLINE

Wednesday, January 18, 2023

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$299



This course is designed for a person with an understanding of project management concepts, as well as general desktop computer skills, and who will be responsible for creating and maintaining project plans. This course will give you the fundamental understanding of Microsoft Project necessary to construct basic project plans. In this course, you will be able to construct basic project plans using Microsoft Project. You will: identify project management concepts and navigate Microsoft Project Professional, create a new project plan, add tasks to a project, manage task relationships within a project, manage project resources, and finalize a project plan.

Microsoft Project 2019 – Part 2 (of 2)

New Horizons Computer Learning Center *ONLINE

Wednesday, February 1, 2023

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$299



This course is designed for a person with an understanding of project management concepts and who is responsible for creating and maintaining project plans. Target students will be looking to acquire the advanced knowledge and skills needed to update a project plan in Microsoft Project during the execution, monitoring, and controlling phases of a project. In this course, you will maintain project plans during the execution, monitoring, and controlling phases of a project. You will: update a project plan, generate project views to manage a project, create project reports to share a project's status, reuse project plan information, and work with multiple projects.

Microsoft Excel 2019 – Part 1 (of 3)

New Horizons Computer Learning Center *ONLINE

Wednesday, February 22, 2023

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 *ONLINE

Wednesday, March 8, 2023

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 *ONLINE

Wednesday, March 22, 2023

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.

COMPUTER SKILLS/TECHNOLOGY

Bluebeam – BEGINNER

Christopher Suggs, AEC Technologies

Wednesday, April, 26, 2023

7:00 a.m. – 2:00 p.m.

Member: Free

Non-Member: \$299



PLEASE NOTE: Instructor will be using Revu 21. In order to follow along, please make sure you have any of the following versions of Bluebeam:

Revu 20 (Standard, CAD, eXtreme)

Revu 21 (Core, Complete)

This session will focus on getting you acquainted with the interface and out-of-the-box every-day tools. Agenda will include:

Revu Basics: Interface, Navigation and Profiles, Document Manipulation, Markup Tools, Stamps, Tool Chest, Markup List

Revu Document Control: AutoMark & Page Extraction, Creating a Navigable Drawing Set, Document Comparison & Overlay Pages, Sets

Revu Measurements & Takeoffs: Calibration, Measurement Tools, Custom Measurement Tools & Legends, Basic Estimation in the Markups List

Bluebeam – INTERMEDIATE

Christopher Suggs, AEC Technologies

Wednesday, May 10, 2023

7:00 a.m. – 2:00 p.m.

Member: Free

Non-Member: \$299



PLEASE NOTE: Instructor will be using Revu 21. In order to follow along, please make sure you have any of the following versions of Bluebeam:

Revu 20 (Standard, CAD, eXtreme)

Revu 21 (Core, Complete)

In this session, we'll get under the hood of Revu to get a deeper understanding of every-day tools as well as building custom content. Agenda will include:

Interface, Navigation, & Profiles (In Depth): Toolbars & Menus, Panel Access Bar & Panel Management, Profiles & Profile Management, Standardizing Profiles, Opening a PDF, PDF Navigation

Markup Tools: Types of Markup Tools, Customizing the Properties of Markup Tools, Using the Snapshot Tool

Stamps: Applying a Stamp, Creating Custom Stamps

Tool Chest: Basics of the Tool Chest, Custom Tool Sets, Creating Legends, Adjusting & Updating Legends

Bluebeam – ADVANCED

Christopher Suggs, AEC Technologies

Wednesday, May 24, 2023

7:00 a.m. – 2:00 p.m.

Member: Free

Non-Member: \$299



PLEASE NOTE: Instructor will be using Revu 21. In order to follow along, please make sure you have any of the following versions of Bluebeam:

Revu 20 (eXtreme)

Revu 21 (Complete)

This last session will focus on advanced tools and workflows for extracting data and collaborating in the cloud. Agenda will include:

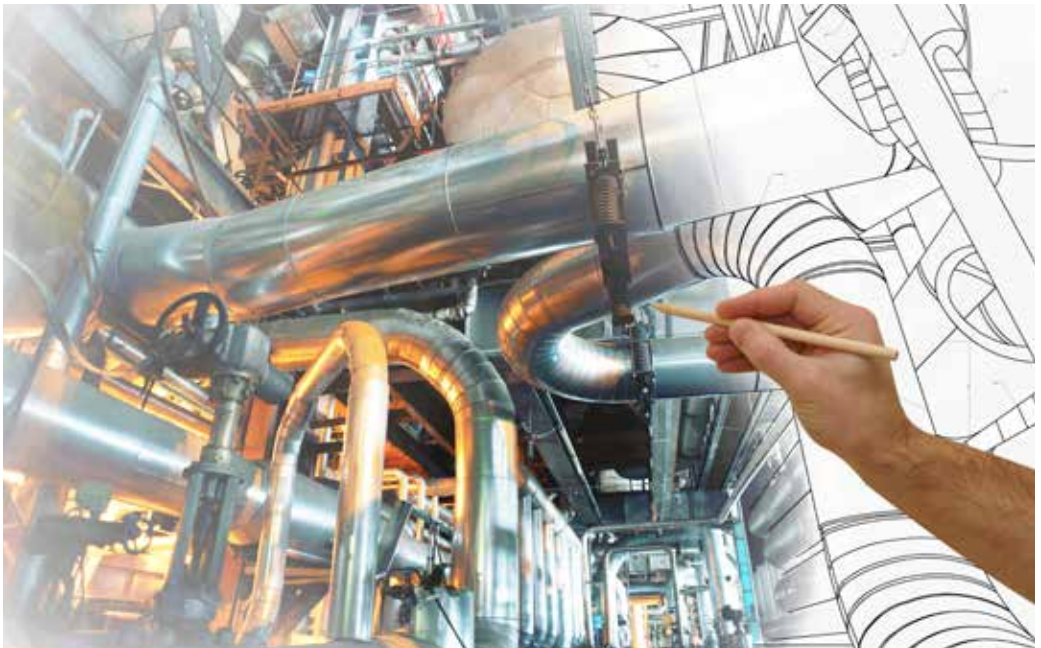
Markups List: Organizing, Sorting, & Filtering, Statuses, Custom Columns, Importing & Exporting, Custom Formulas, Quantity Link & Excel Templates

Revisions: Inserting Sheets & Batch Insert, Sets, Overlaying Sheets & Batch Overlay, Document Comparison, Updating a Takeoff

Introduction to Studio: Sessions vs. Projects, Getting into Studio

Studio Sessions: Setting up a New Session, Live Session Participation, Record Reports, Closing out a Studio Session

Studio Projects: Setting up a New Project, Inviting Attendees & Setting Permissions, Working with Documents, Viewing Revisions History



PROJECT MANAGEMENT

Project Management 7 & 8

John Koontz

Fri. & Sat., February 17-18, 2023

Day 1: 7:00 a.m. – 2:00 p.m.

Day 2: 7:00 a.m. – 11:00 a.m.

Member: \$100

Non-Member: \$179

This two-day course will cover the following topics:

- **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.
- **Time Management Skills and Managing Multiple Projects:** Project management is a dynamic and challenging thing to do for a living. It creates numerous time management challenges for the project manager and causes daily chaos that must be successfully managed in a way that maintains project productivity, project profitability, and customer relationships. Effective and efficient managers of time who can successfully manage multiple projects are therefore invaluable to their firms. Improving time management ability for a project manager or 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. Students will also identify and discuss the best practices required for becoming a better manager of multiple projects.

Project Management 9 & 10

John Koontz

Fri. & Sat., March 17-18, 2023

Day 1: 7:00 a.m. – 2:00 p.m.

Day 2: 7:00 a.m. – 11:00 a.m.

Member: \$100

Non-Member: \$179

This two-day course will cover the following topics:

- **Basic Negotiating Skills:** Mechanical project managers spend a substantial part of each day negotiating with everyone in which they interact: they negotiate numerous items including payment, customer issues, change orders, subcontracts, equipment and material purchases, rental equipment rates, submittal and shop drawing approval, time and space allocation, back charges, etc.. Ironically, most mechanical project managers have no formal training in negotiating; putting them at a great

disadvantage when dealing with seasoned, well-trained negotiators. This session provides basic skills to improve negotiating abilities and increase your comfort level when negotiating.

- **Critical Leadership Skills:** Strong leadership skills are synonymous with successful project management. The long-term success of a project manager largely depends on their leadership ability in creating and managing highly effective and productive project teams. There is no such thing as a great project manager who is a weak leader. To have successful projects and a successful career, project managers must develop critical leadership skills. This session provides an understanding of these critical leadership skills.

Project Management 11 & 12

John Koontz

Fri. & Sat., April 14-15, 2023

Day 1: 7:00 a.m. – 2:00 p.m.

Day 2: 7:00 a.m. – 11:00 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.
- **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.

Change Order Bootcamp

Troy Aichele

Wednesday, April 12, 2023

7:00 a.m. – 2:00 p.m.

Member: Free

Non-Member: \$179

This workshop is a must for all Project Managers, Assistant Project Managers and Estimators looking to learn and enhance their construction change order knowledge in the mechanical industry.

Participants will learn the following from this workshop:

- The different types of changes that occur on a project
- Change Order management methods, SOP's (Standard Operating Procedures) and Documentation
- Change Order risk management and notification strategies
- Change Order pricing methods (Lump Sum, T&M, and Forward Pricing)
- Types of Change Order impacts and productivity correction factors
- Sequential steps and best practices in identifying, pricing and selling Change Orders
- How to calculate Overtime and Shift Work Change Orders

Contracts, Claims and Documentation

Troy Aichele

Thursday, April 13, 2023

7:00 a.m. – 2:00 p.m.

Member: Free

Non-Member: \$179

This workshop is designed for all Project Managers and Assistant Project Managers looking to learn key contractual concerns as well as best practices in project documentation for change orders and claims.

Participants will learn the following from this workshop:

- Types of contracts and top contractual concerns when reviewing (a contract checklist will be provided for future use)
- Killer contract clauses to avoid
- Notice requirements and change order (claim) procedures
- Best practices for RFI's, Change Orders and Notice Requirements
- Additional documentation techniques and when to use them (Measle Chart, Manpower Loaded Schedule, and Measured Mile)
- How Daily Reports are the single most important documentation tool on a project and strategies for filling them out

Project Engineering Basics in Construction

Harry Bederian

Friday, June 16, 2023

7:00 a.m. – 2:00 p.m.

Member: Free

Non-Member: \$179

This seminar provides a practical overview of project engineering in construction. It is designed for individuals who have recently become a Project Engineer, are on the path to becoming a Project Engineer, have just transferred to this position, or are simply interested in what this role entails. A project engineer's task is to bridge the gap between engineering and management/construction. This course will cover the basics of how to fill and navigate this gap. Topics covered: 1) The role/duty of a project engineer, 2) Request for Information, 3) Submittals, 4) Quality/Specifications, 5) Meetings/Meeting Minutes, 6) Scheduling, 7) Types of training/certificates, and 8) Do's and Don'ts.

Foreman Training 5 & 6

John Koontz

Fri. & Sat., February 24-25, 2023

Day 1: 7:00 a.m. – 2:00 p.m.

Day 2: 7:00 a.m. – 11:00 a.m.

Member: \$100

Non-Member: \$179

This two-day course will cover the following topics:

- **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.
- **Best Practices of 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.

PEOPLE MANAGEMENT/SKILLS

Successful Teams and Creating Accountability from the Office to the Jobsite

Leah Gutmann

Friday, March 10, 2023

7:00 a.m. – 2:00 p.m.

Members: Free

Non-Members: \$179



This class will emphasize what it means to be an effective team in the mechanical construction industry. Students will develop individual strategies to make their teams more effective in all aspects of their work and understand what it means to be an ideal team player. In addition, the class will analyze real project and company team issues that can make or break both individual and company success. Learn how to manage change within your teams and set team goals that lead to increased motivation and performance.

Participants will also explore what accountability really means and how they can leverage this skill to improve their job effectiveness. The group will explore the blame cycle and how to move themselves from blame to accountable and stop being a victim of their own circumstance. In addition, participants will learn how to apply agreed upon accountability strategies to move our teams from stagnant to growth mode. And finally, the group will explore what it means to have a culture of accountability where the company fails and succeeds together. Individuals will learn how to begin shifting the accountability conversation in the workplace.

Effective Presenting

David Ashcraft

Thursday, March 16, 2023

7:00 a.m. – 3:00 p.m.

Members: Free

Non-Members: \$179



Why attend?

This is the perfect class for you or team members that are looking to improve communication outcome and influence a variety of audiences. You will take away specific techniques and tactics to improve your communication and presentation skills. This class will benefit those with 1 or 20 plus years of experience.

The objective of this one-day training is to increase the presentation skills of you and your team when educating, informing and influencing any audience.

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

- 10 ideas to eradicate public speaking anxiety
- Proven approaches to get your presentation off the ground and to land it effectively
- How to tell a better story. "Pictures are worth a thousand words, stories are worth a thousand pictures"
- Techniques to utilize PowerPoint and/or whiteboard to engage the audience and make your message more memorable

- How to improve verbal delivery by reducing words and sentences that increase friction and tension
- Distracting appearance and auditory behaviors and how to reduce them
- Skills to build rapport and trust rapidly
- Five things lucky people do to achieve more success!

Critical and Strategic Problem Solving

Sandi Frizzell

Thursday, May 18, 2023

7:00 a.m. – 2:00 p.m.

Members: Free

Non-Members: \$179



This course introduces innovative techniques to think about and approach problems and challenges in order to realize hidden value and new opportunities. This training addresses the skills, attitudes, traits and behaviors needed to critically evaluate problems, find new answers, uncover new opportunities and make better decisions. The tools contained in this training are intended to engage participants in expansive thinking, challenge their current views and deliver applicable techniques that they can employ to develop their critical thinking skills.

Foundations in Effective Leadership

Rebecca Klein

Thursday, June 8, 2023

7:00 a.m. – 2:00 p.m.

Members: Free

Non-Members: \$179



Do you desire to be a more effective leader? A leader that inspires people. A leader that team members strive to be and do their best for. This interactive course will examine actual case studies that identify the foundations of effective leadership as well as proven attributes that WORK. It will focus on the kinds of impact effective and ineffective leadership can have on a team as well as how specific behaviors such as trust and communication, or lack thereof, can directly translate into a team's successes or failures. Come and let's engage in how to make our professional and personal lives better and more fulfilling through communication and leadership.



CERTIFIED SAFETY – SAFETY RISK CONTROL

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 not completed within 6 months)

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.



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 *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? 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 two 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 www.ClickSafety.com, please contact CPMCA or the A & J for more information. CPMCA processes enrollment for contractor members' staff personnel while the Apprentices & Journeymen Training Trust Fund processes class assignments for Union members.





**California Plumbing & Mechanical
Contractors Association**
445 S. Figueroa St. Ste. 2580
Los Angeles, CA 90071

RETURN SERVICE REQUESTED



Let's Connect!

PSRST STD
U.S. POSTAGE
PAID
Permit No. 574