



Construction Education Institute®

FALL/WINTER 2017-2018 SEMINAR CATALOG



DON'T GET LEFT BEHIND



LETTER FROM THE CHAIRPERSON

Dear Chicago-Area Contractor:

We are pleased to once again present the Construction Education Institute® Fall/Winter 2017-2018 Seminar Catalog. The MCA of Chicago continues to pride itself on offering outstanding programs for the betterment of our contractors and the construction industry in the Chicagoland area.

Continuing on our momentum from last year we have added highly successful new courses to the schedule, including one specific to project coordinators. Our Essentials of Project Management Certificate program will kick off again in November. Also coming soon will be a new learning management system. This will allow for more online training and webcasts, along with easy registration!

I would like to acknowledge and thank our construction education partners for their continued support of our programming.

They are:

- Plumbing Contractors Association (PCA)
- Plumbing Council of Chicago
- SMACNA Greater Chicago
- Illinois Environmental Contractors Association (IECA)
- Piping Education Council (PEC)
- Builders Association
- West Suburban Association (WSA)

As always, your comments are welcome and encouraged. We continually strive to provide quality programs that meet or exceed your needs and those of your staff. Thank you for your continued and enthusiastic support of the Construction Education Institute®.

Sincerely,

PAUL SZYMCZAK
CLIMATEMP SERVICE GROUP
MCA Education Committee Chair



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HOW TO REGISTER

Visit www.mca.org/education to register for any of the classes in this book. If you have any questions about registering or the courses, contact **Rebecca Lintow** at rlintow@mca.org; (312) 384-1220.



CERTIFICATE OF COMPLETION

Those who complete a seminar will receive a certificate of completion from the MCA of Chicago and the Piping Education Council.

ABOUT CEI

OUR GOAL & GUARANTEE

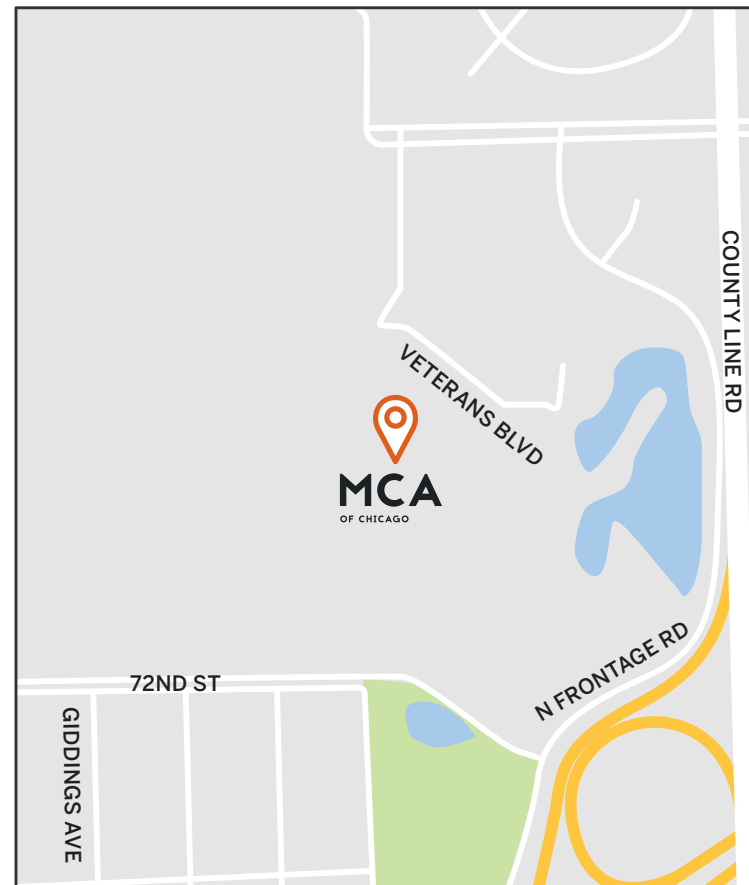
Our goal is to provide truly exceptional and quality programming, and we won't be satisfied until you are. If any program of MCA's *Construction Education Institute*® does not fulfill your goal, we will gladly refund your money.

7065 VETERANS BLVD. BURR RIDGE, IL 60527

The nationally-recognized Construction Education Institute® (CEI) was founded in 1997 by MCA of Chicago and the Piping Education Council (PEC) to provide quality educational offerings for the industry. University-quality programs span a wide range of topics from safety to people management to computer technology. The CEI faculty is made up of highly qualified educators well-versed in the mechanical contracting and service industry.

DRIVING DIRECTIONS

The Construction Education Institute® is conveniently located in Burr Ridge, IL, close to I-294 and off of I-55. Exit I-55 at North County Line Road (276B) and turn left on Veterans Boulevard. Continue left on Veterans Boulevard and follow the signs to Building 7065.



MCA ADVISOR DR. RUSS ROGERS

MCA is honored to have Dr. Russ Rogers of DePaul University as our Construction Education Institute® advisor. We are thrilled to be able to draw upon Dr. Rogers' expertise and knowledge in our efforts to develop and provide our membership with quality programs and seminars.

Dr. Rogers is an organizational behavior specialist – specializing in human performance improvement, change management, leadership, and organizational effectiveness. Russ' genuine concern for his clients and students has been instrumental in his ability to help them achieve their goals.



SCHEDULE AT A GLANCE

MCA offers **PDH (Professional Development Hours)** professional engineering registration. You will receive 1 PDH credit for every 50 minutes of instruction.

Courses for PDH credit are marked as **PDH**

Web based training marked as

Courses for Essentials of Project Management Certificate Program will be marked as

SEPTEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Blue Beam Level 1	7 CPR & First Aid with AED	8	9
10	11	12 Hands-on HVAC For Non-Technicians	13	14	15 Engineer Lunch	16
17	18	19	20 Webinar: InEight Solutions	21 Testing, Balancing & Adjusting Water Systems (Course 1 of 6) PDH	22	23
24	25	26 Executive Power Hour	27	28 Testing, Balancing & Adjusting Water Systems (Course 2 of 6)	29	30

OCTOBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5 Testing, Balancing & Adjusting Water Systems (Course 3 of 6)	6	7
8	9	10	11 Excel Level 1	12 Testing, Balancing & Adjusting Water Systems (Course 4 of 6)	FALL CONFERENCE	
15	16	17	18 Essential Leadership Skills Workshop	19 Testing, Balancing & Adjusting Water Systems (Course 5 of 6)	20 IL Energy Conservation Code	21
22	23	24 Service Planning Meeting	25	26 The Dynamics of Leadership in Dispatching	27	28
29	30	31		Testing, Balancing & Adjusting Water Systems (Course 6 of 6)		

Visit www.mca.org/education to register.

SCHEDULE AT A GLANCE

NOVEMBER 2017						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Managing Subs for Field Leaders Testing, Balancing & Adjusting Water Systems (Course 1 out of 6) PDH	3 Fundamentals for Project Managers- Part I	4
5	6	7 Time Management using Outlook	8	9 Testing, Balancing & Adjusting Water Systems (Course 2 out of 6)	10	11
12	13	14 Project Coordinator	15	16 Testing, Balancing & Adjusting Water Systems (Course 3 out of 6)	17 Safety Director Update	18
19	20	21	22	23	24	25
26	27	28	29 Webinar: Google Docs and Microsoft Docs	30 Testing, Balancing & Adjusting Water Systems (Course 4 out of 6)		

SCHEDULE AT A GLANCE

JANUARY 2018						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 Testing, Balancing & Adjusting Refresher (Course 1 of 2) PDH	5	6
7	8	9 Managing Your Pipeline	10 Excel Level 3	11 Testing, Balancing & Adjusting Refresher (Course 2 of 2)	12 OSHA Record keeping and Electronic Filing Workshop	13
14	15	16	17	18 Project Manager's Impact on Financial Outcomes	19	20
21	22	23	24	25	26	27
28	29	30	31 A Foreman's Field Guide to Developing your Workforce: Step I & Step II			

DECEMBER 2017						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Excel Level 2	7 Testing, Balancing & Adjusting Water Systems (Course 5 out of 6)	8 Fundamentals for Project Managers- Part II	9
10	11	12	13	14 Testing, Balancing & Adjusting Water Systems (Course 6 out of 6)	15 Dynamics of Supervision	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2018						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Smart Building (Course 1 of 6) PDH	2	3
4	5	6 Project Coordinator Part 2	7	8 Service Update Smart Building (Course 2 of 6)	9	10
11	12	13	14	15 Smart Building (Course 3 of 6)	16	17
18	19	20	21 Word Tips for Non word users	22 Fundamentals for a Field Supervisor Smart Building (Course 4 of 6)	23 Fundamentals for a Field Supervisor	24
25	26	27	28	29 Smart Building (Course 5 of 6)	30	

FACULTY



David Ashcraft specializes in the training area of financial management. His expertise is taking normally torturous subject matter and converting the content to be educational, engaging, and entertaining. He custom designs and delivers training and keynote speeches for business networks, associations and banks. Ashcraft has been a highly-rated faculty member at Graduate School of Banking Colorado, Southwestern Graduate School of Banking and Graduate School of Banking LSU. He received his BA from Washington State University and is a graduate of Pacific Coast Banking School, where he later served as an associate director.



Citywide CPR has offered safety training and AED solutions to companies nationwide from our headquarters in the Chicago suburbs since 2005. As a national training solution for the American Heart Association, they focus primarily on first aid, CPR/AED, bloodborne pathogens and OSHA training, certifying more than 7,000 people in 2016. Citywide trainers are all professionals in emergency services, bringing vast knowledge and real-life experience to every course and student. They ensure that participants are not only capable to respond in an emergency, but also develop the confidence to save someone's life.



Ginnie Floraday has been consulting and teaching in the computer field for over two decades and has been working with MCA of Chicago for the past several years. Her two primary areas of expertise include corporate training in the Microsoft Office Suite and database development in Microsoft Access. She conducts both group and one-on-one training on-site for her clients. She has developed several hundred custom Microsoft Access database applications. Upon delivery of the application, her custom training includes instruction on how to design queries and additional reports. It is her philosophy that clients should have control over their computer creation. Training is the new vehicle to achieve this end.



Gary Glader CSP, provides comprehensive safety and compliance consulting services to a growing number of industrial, construction, public entity, service, and manufacturing organizations. Glader is a Certified Safety Professional with nearly 30 years of experience in developing, implementing and managing safety programs. He is a featured speaker for a number of trade associations and an instructor for the OSHA Training Institute in providing specialized training to federal and state compliance officers. He formed the Network Safety Consultants in 1991, a wholly owned subsidiary of The Horton Group.



Darryl Harris is a consultant, trainer and coach, focused on helping organizations improve their performance by developing the skills and competencies of their people. Harris has an abundance of energy and passion for helping organizations develop and grow in a rapidly changing work environment. His clear and common sense approach has helped thousands of people learn how to successfully overcome these challenges. He brings an international background of 30 years of experience in the areas of leadership development, strategic planning, team effectiveness, customer skills, and more.



Ryan R. Hoger, LEED AP, has been with Temperature Equipment Corp.—where he is now Director of Corporate Training—since 1997. He was the 2007-08 president of the Illinois ASHRAE Chapter, and remains actively involved with several ASHRAE and gas/ electric utility committees. He has extensive experience with building automation systems (BAS), energy recovery ventilators (ERV), variable refrigerant flow (VRF), demand controlled ventilation (DCV) and other energy conserving HVAC systems. Hoger has written articles on HVAC for various publications and holds a Bachelor of Science degree in general engineering from the University of Illinois at Urbana-Champaign.



Rich Hudson is the owner and lead consultant of Hudson Performance Group, Inc., (HPG) based in Shorewood, IL and established in April 2006. HPG utilizes analysis, customization, development and coaching of critical learning skills that improves knowledge and performance faster. HPG's role is to share experiences with motivated learners in order to improve their knowledge and skill-sets to better their businesses and organizations. Hudson has over twenty-five years of experience working for several Fortune 500 Companies providing high-tech solutions in sales, training, management and facilitation. The HPG six-step model is patterned after Hudson's past athletic principles. It strikes a commonality between athletics and business.



John Koontz currently serves as MCAA's national director for project management and advanced supervisory education. A former tenured associate professor in Purdue University's Department of Building Construction Management, he previously served as Purdue's mechanical construction management coordinator. He has been teaching since 1992 and brings a balance of academic and practical experience to his courses. Koontz spent 15 years in the employment of MCAA contractors in a variety of positions, including senior project manager, project manager, project engineer and estimator. He is the director of the MCAA Institute for Project Management at the University of Texas in Austin, and has served on the Mechanical Contracting Foundation's Board of Trustees. In addition to traveling the country to support MCAA's National Education Initiative, Koontz remains active in continuing education, research and writing in the area of mechanical contracting, and MCAA Student Chapter development.



Keith Rahn's industry experience comes from owning a mechanical contracting company in Indiana for many years. Rahn currently serves as an assistant professor at Auburn University in the McWhorter School of Building Science. Prior to his new position, Rahn served as an instructional assistant professor at Illinois State University for nine years. While at ISU, he taught a variety of classes that covered instruction in mechanical and electrical systems, project management and administration, estimating and project scheduling, and construction material methods.



Mike Salemi has almost 40 years of experience as a Local 597 pipefitter. An expert in building automation systems, he is a UA Certified Instructor, and is also STAR certified. During the course of his career, he also completed the NEBB Testing, Adjusting and Balancing Certification and the Certified Building Commissioning and Retro-Commissioning Professional Program.



Norb Slowikowski, is a professional trainer and a management consultant who concentrates on all aspects of human resource development. His primary emphasis has been with the construction industry since 1982. Slowikowski has trained more than 6,000 field supervisors and has provided consulting expertise to a number of companies in the areas of management development, organization development, strategic planning, and performance appraisal and incentive programs. His full understanding of the realities of the business world have helped him develop a down-to-earth, practical, hands-on approach to blending the human factor with the productivity equation so important for success in today's organizational climate.



Dennis Sowards Dennis Sowards is a dynamic speaker and Lean consultant based in Phoenix. He provides a unique look into the application of Lean thinking to real life situations in the construction industry. He has shared the Lean message at MCAA and SMACNA national conventions, with many mechanical contractors, and at trade associations' meetings in the USA, Canada, Thailand, Germany and Ireland. He is the author of the best selling book: The Lean Construction Pocket Guide with over 7,000 copies sold worldwide. Sowards has written numerous Lean articles in Contractor, SNIPS and PM Magazines. Dennis holds a BSE and MBA from Arizona State University.



Catherine Stakenas, president of CPS Corporate Consultants and associate professor of Industrial-Organizational Psychology, provides clients with the tools they need to educate, assess and measure their business and the performance of their employees. As an associate professor at the Chicago School of Professional Psychology, Stakenas is an expert in the use and interpretation of dozens of self-assessment instruments, including conflict management, coping and stress.

PROGRAMS BY TOPIC

SAFETY

CPR & First Aid with AED

CITYWIDE CPR

September 7, 2017 | 8am - 2pm

Contractors with workers who have received up-to-date CPR/AED and First Aid training stand to gain plenty and to lose only one thing. Lose what, you ask? Lose the likelihood that an emergency on their job sites may not get a quick, effective first-aid response because no one knows what to do in this situation. According to the American Heart Association (AHA), on average only 8% of sudden cardiac arrest victims survive "because the vast majority of those witnessing the arrest are people who do not know how to perform CPR." Prompt CPR coupled with the application of Automated External Defibrillator (AED) when needed can increase the survival rate above 90%! This is the number one benefit of equipping your workforce with the best CPR training and equipment. The nationally recognized AHA CPR/AED & First Aid certification from this training lasts two years. This means your workers' certification cards will remain active longer, requiring less refresher training. Requests from owners for these cards continue to increase, giving companies with this training an important edge.

Safety Director Update

GARY GLADER

November 7, 2017 | 8am - 4pm

Learn about the forthcoming safety and health issues that will affect our industry, including the newest legislative and regulatory initiatives.

OSHA Recordkeeping and Electronic Filing Workshop

GARY GLADER

January 12, 2018 | 8am - Noon

OSHA recordkeeping is a subject that surfaces most often during the month of January when the logs are tallied and the OSHA 300A form is completed and posted by February 1. Employers were not required, unless specifically instructed, to provide this information to OSHA by mail or electronically. In May 2016, OSHA published a final rule that will require most employers with more than 20 employees to file their OSHA log information electronically. In the electronic age, this sounds logical and efficient, but the implications are huge. The agency will have real time access to an employers' injury data which could be used to trigger an inspection. Worse, this data will be available to the general public and insurance companies. Accurately completing a log is now more important than ever. The information entered on the 2016 OSHA log will be required to be reported to OSHA by July 2017. Gary Glader from The Horton Group will explain the specific requirements of the new law and, more importantly, how to complete your log accurately so mistakes don't trigger an inspection, loss of business or diminished public relations.



OSHA Online 10-Hour Safety and Health CLICKSAFETY

OSHA is now approving a limited number of online courses that allow participants to receive their "little yellow card" from OSHA. This course is extremely well done and when completed you will receive your OSHA 10-Hour card. This course is available for MCA members only and provided through a partnership with ClickSafety.



OSHA Online 30-Hour Safety and Health CLICKSAFETY

It's hard to set aside 30 hours to get your OSHA card. Now you can do it conveniently through this online offering! When completed, you will receive your OSHA 30-Hour card from the Department of Labor. This course is available for MCA members only and provided through a partnership with ClickSafety.



Fall Protection

1 HOUR

MASTERY TECHNOLOGIES, INC.

Falls in the United States are the number two accident killer, ranking only behind traffic accidents as a cause of death. Falls on the job account for approximately 30% of all injuries. Close to 1,600 employees die and 300,000 suffer injuries from falls on the job. This course covers important fall protection tips.



Defensive Driving Techniques

1 HOUR

MASTERY TECHNOLOGIES, INC.

The majority of accidents in construction still come from vehicles. This online course developed by the National Safety Council is a great way to reduce the potential of costly vehicle accidents.



Asbestos Awareness

2 HOURS

MASTERY TECHNOLOGIES, INC.

This online course will familiarize employees with asbestos-containing materials and help them protect themselves from asbestos hazards. At the same time, it will help your company comply with part of OSHA 1910 training requirements.



NEED ASSISTANCE?

Contact Rebecca Lintow at
rlintow@mca.org for login
instructions to OSHA classes.

COMPUTER TECHNOLOGY

Blue Beam Level 1

GINNIE FLORADAY

September 6, 2017 | 9am - Noon

Users will be walked through the basics of this powerful PDF management program. Blue Beam allows the extensive editing of documents, creation of layers for comparing CAD drawings as overlays. Copy sections, save repetitive tasks, number pages, and combine multiple documents into one.



Webinar: InEight Solutions

September 20, 2017 | 11am - Noon

InEight will provide a brief overview of their company, as well as, their solutions including estimating, PCM, and modeling.

Excel Level 1

GINNIE FLORADAY

October 11, 2017 | 9am - Noon

The basic elements of building spreadsheets will be introduced. Topics will include building formulas, copying, moving and pasting cells, formatting, and printing spreadsheets.

Time Management using Outlook

GINNIE FLORADAY

November 7, 2017 | 9am - Noon

Managing information on the computer is a full time job. Another name for Outlook could be "Look Out", because if you don't manage it, you can become consumed by it. This class is geared toward using Outlook as a Time Management tool, not just an email program. We will combine techniques that use Outlook as a day planner, and learn how OneNote can be used as a central hub to store or find related information that might be stored in multiple places.



Webinar: Google Docs and Microsoft Docs

November 29, 2017 10am-11am

In one hour you will be able to open the door to sharing your Microsoft Documents with Google. Can your Microsoft documents be transferred in and out of Google docs efficiently? How does Google compare to Microsoft? Join the session to begin the "Google-Soft" journey.

Excel Level 2

GINNIE FLORADAY

December 6, 2017 | 9am - Noon

The introduction of advanced formatting techniques and the analysis tools will enable users to become more efficient spreadsheet users. Topics will include spreadsheet formatting, absolute cell references, the Solver procedure, the Outline procedure which will allow users to hide detail rows in spreadsheets, and designing graphs.



NEW IN 2017- TECHNOLOGY CLOSE-UP WEBINAR SERIES

Each month MCA of Chicago will feature a new technology software or solution that could benefit your company.

Excel Level 3

GINNIE FLORADAY

January 10, 2018 | 9am - Noon

Users will become comfortable with the advantages of working in multiple spreadsheets, database concepts and advanced formula creation. Topics will include creating multiple workbooks and worksheets which are linked together, copying worksheets with formatting, updating formatting in multiple worksheets simultaneously. Users will also learn about database concepts, creating conditional formulas, and sharing workbooks.

Word Tips for Non Word Users

GINNIE FLORADAY

February 21, 2018 | 9am - Noon

Word has some built in features that will eliminate the stress of trying to format a document. With this session, you will learn how to save blocks of text, learn to navigate through large documents more quickly, create columns in under a minute, tricks behind setting tabs, inserting Excel workbooks and more.



NEED ONE-ON-ONE COMPUTER SUPPORT?

Ginnie Floraday offers remote assistance of Excel, Word, One Note, Outlook, Blue Beam and more. As a part of MCA membership your company has access to 3 complimentary training hours a year. For more information, call 312-384-1220 or rlintow@mca.org

ESTIMATING

Conceptual Estimating Techniques

KEITH RAHN

October 13, 2017 | 8am - Noon

In this unique business environment for Mechanical Contractors, the ability to work with clients in the early stages of the design process is important. Contractors that assist clients with budgeting and value engineering ideas will lead to more negotiated contracts for their company. Negotiated work for contractors is essential in this very competitive market. Mechanical Contractors need a strong understanding past project cost and their company's productivity on installation is critical in developing a conceptual estimate. This course will focus on key aspects of putting together mechanical work budgets in the early stages in design, building a relationship with the client, securing the contract and providing owners with budgets during the construction of the project.

Understanding the Cost of Doing Work

KEITH RAHN

October 13, 2017 | Noon - 4pm

What are the true costs of performing work? During this seminar, we will investigate direct and indirect costs associated with an estimate or project. Some of those costs are fixed and others variable. These costs must be identified and calculated in the bid. We will examine the need for a company to constantly monitor and control all costs. What are the effects of a cost control program for some areas of the company, and how does it affect your company's ability to be competitive in the job market? It is extremely important for an Estimator to understand all costs associated with a project and how their company's performance affects bidding practices.

ESSENTIALS OF PROJECT MANAGEMENT

2015's roll out of the CEI's revised Project Management Certificate Program was a huge success. We are excited to offer it again this year. In conjunction with university faculty and experienced project management professionals, this course of study is designed to position your project managers as the best educated and most competent in the industry.

Candidates are required to fill out a formal application that ensures they are ready for the program as well as willing to commit fully to it.



Fundamentals for Project Managers- Part I

JOHN KOONTZ

November 3, 2017 | 8am - 4pm and November 4, 2017 | 7am - 3pm

Project management is a pivotal responsibility on every job. Yet, until recently, there was very little training for existing project managers, especially those just starting out. This course is designed for project managers who have less than five years of project management experience, little or no formal project management training, or employees who are not presently project managers but have the potential to become a project manager. This intensive course will review all the basics of project management including: material management and site planning, conducting an effective turnover meeting, pre-construction planning, job cost control, project billings and maintaining positive cash flow.



Fundamentals for Project Managers- Part II

JOHN KOONTZ

December 8, 2017 | 8am - 4pm and December 9, 2017 | 7am - 3pm

Building on topics from part, these sessions will focus on additional project management basics including understanding and using the contract, managing change orders and project documentation.



Project Manager's Impact on Financial Outcomes

DAVID ASHCRAFT

January 18, 2018 | 8am - 4pm

A Financial Management Class that your people will enjoy! Project managers will have FUN as they work through a case study and uncover the math mystery buried in the WIP. They will calculate each column by hand to see where the numbers come from and recognize which numbers provide key information. The key information will spotlight problems and opportunities contained within the numbers of a financial report. Project managers will increase their financial fluency and be able to communicate more effectively to get the right information to make their projects more profitable.



Microsoft Projects for Project Managers

FEBRUARY- DATES ASSIGNED

Directions Training Oak Brook

This one-day customized course focuses on the Task related features of Microsoft Project. This class is intended for participants who need to develop schedules for their projects and share project schedule information with others (employees and/or customers). Students will learn how to develop a project schedule, finalize it and track the progress of their projects. Students will also learn how to save projects as re-usable templates and how to consolidate multiple projects into a master schedule.

FIELD & SERVICE PERSONNEL

Testing, Balancing & Adjusting Water Systems (6 night course)

MIKE SALEMI

Thursdays, September 21, 2017 - October 26, 2017 | 5:30pm - 8:30pm

This 6-session class covers balancing of water systems. Like its counterpart for air systems, instruction is both classroom and hands on. Class size is limited to 30 people. Cost is free to members, but there is a \$30 per person textbook fee, "Start, Test and Balance," published by the United Association.

Service Planning Meeting

DAN BULLEY

October 24, 2017 | 8am - 10am

We're inviting all HVAC service contractors to attend this special planning meeting where we'll take another look at how we are positioned for the future, and what we need to do to keep pointed in the right direction. Two years ago we envisioned what the HVAC service industry would look like in 2025. We want to see if we're on track, and make any needed adjustments to our plan. Be prepared for a directed but open discussion on everything from technology to labor issues to marketing.

Testing, Balancing & Adjusting Air Systems (6 night course)

MIKE SALEMI

Thursdays, November 2, 2017 - December 14, 2017 | 5:30pm - 8:30pm

This 6-session class covers balancing of air systems. Instruction is both classroom and hands on. Class size is limited to 30 people. It is required that participants purchase a \$30 textbook, "Start, Test and Balance," published by the United Association.

Testing, Balancing & Adjusting Refresher (2 night course)

MIKE SALEMI

January 4 and 11, 2018 | 5:30pm - 8:30pm

This two-week course fulfills re-certification requirements of the Certified Testing, Balancing and Adjusting Bureau (CTBAB) and the National Environmental Balancing Bureau (NEBB). Attendees are encouraged to submit testing and balancing problems that they have encountered in the field to be discussed in class.

Smart Building (6 night class)

MIKE SALEMI

Thursdays, February 1, 2018 - March 8, 2018 | 5:30pm - 8:30pm

In this course we will begin at the ground floor. We will begin with basic input and output points, and continue on to introduction of PID loops and how to set up proportion and integral settings. Next the group will program a basic air handler with a simple lead/lag control sequence. We will then connect to a Tridium JACE and configure a NDIO board. The results will then be demonstrated on the MCA's test board.

Service Update

LU 597 TRAINING SCHOOL, MOKENA

February 8, 2018 | 8am - 10am

This annual program is designed to promote open communications between LU 597 and the individual service contractor. As both MCA and LU 597 work diligently toward better response to the needs of service contractors, this meeting is an excellent forum for you to assess progress, offer your comments, and ask questions.

Illinois Energy Conservation Code

RYAN HOGER

October 20, 2017 | 8am-Noon

The new Illinois Energy Conservation Code went into effect in 2016 and we are now following the IECC 2015 statewide. There are many changes and additions compared to the previous IECC 2012 code. This seminar will summarize many of those key changes for commercial building types. The focus will be on HVAC systems and some of the major changes include:

- Minimum equipment efficiencies
- Economizer thresholds
- Economizer dampers, controls, and settings
- Multi-stage equipment requirements
- Multi-speed fan requirements
- Energy Recovery Ventilation (ERV)
- Boiler plant staging and control
- VAV control requirements
- Duct sealing and leakage testing

FIELD LEADERSHIP

Managing Subs for Field Leaders

JOHN KOONTZ

November 2, 2017 | Noon - 4pm

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. On many projects the on-site foreman becomes so absorbed by his own specific work activities that he loses sight of the fact that the subcontractor's work is also a part of their company's contract. The project foreman's effective daily on-site management of subcontractors is required to ensure a successful quality project that is completed on time and within budget.

A Foreman's Field Guide to Developing your Workforce: Step I

NIC BITTLE

January 31, 2018 | 8am - Noon

When we can develop a group of individuals to perform like a team great things can happen. In A Foreman's Field Guide to Developing Your Workforce, Nic will walk your foremen and supervisors through how to develop their team for long-term success. As natural mentors on the jobsite it is up to the Foremen and Supervisors to develop their crew to be the next leaders of the industry.

In this program your Supervisor/Foreman will learn:

- The 4 Core Competencies lacking in most of the workforce entering the industry today.
- How to develop those competencies within your team while on the job.
- How to develop each team member so that everyone communicates on a higher level.
- The tips, tricks, tactics, and techniques a foreman and or supervisor must master to effectively lead in today's market.

A Foreman's Field Guide to Developing your Workforce: Step II

NIC BITTLE

January 31, 2018 | Noon - 4pm

A Foreman's Field Guide Step II is a next step look at how to get more out of your crew on a daily basis. In Step I we laid the foundation for developing and mentoring your crew. Now it is time to take it a step deeper. How do you push your crew without alienating them? How do you deliver criticism that will change a crewmembers behavior without changing their attitude for the worse? How do you develop a work ethic and initiative in a generation that many not possess these behaviors and skills?

FIELD LEADERSHIP: CERTIFICATE PROGRAM

Fundamentals for a Field Supervisor- Part 1

JOHN KOONTZ

February 22, 2018 | 8am-4pm

The first day of this 4-part series will focus on planning skills & productivity improvement. Attendees will learn how the timely and complete transfer of information from those who estimated the project to those who build it is critical to maximizing project profitability. John will also explain the relationship between material management and labor productivity, as well as how you can devise methods for material handling that will save in labor cost and improve your site plan.

Fundamentals for a Field Supervisor- Part 2

JOHN KOONTZ

February 23, 2018 | 8am-4pm

The second day of this 4-part series will focus on Project Documentation & Controlling Labor Costs. In this program, you'll learn the basic types of project documentation required by the project management team. Special emphasis will be placed on the role of the jobsite supervisor in creating indisputable project documentation on a daily basis. John will explore the jobsite supervisor's role in managing and controlling mechanical project labor costs.

Starting in February of 2018, we will offer a new 48-hour Advanced Field Supervisor Certificate Program. Visit mca.org/education for more information.



Join MCA for the next level in business excellence at the Fall Conference. We'll get there through education and interaction in a relaxing environment. This conference will educate, enlighten and elevate you and your business to the next level.

To register and find out more information, visit mca.org/about/fallconference

BUSINESS MANAGEMENT

Hands-On HVAC For Non-Technicians

MOKENA - 597 TRAINING FACILITY

September 12, 2017 | 9am - 3pm

This is the opportunity to send new hires or other office people to get a better idea of what's going on with your service contractors in the field. They will spend the day at the 597/MCA school in Mokena learning the same things that the HVAC apprentices do. They'll get a peek into things like brazing, trouble shooting and even chiller rebuilding. Engineers, sales people and others can benefit from this class if they have not been in the field before and it will help them understand your business even better

Engineer Lunch: An Engineer Talks Lean Construction

DENNIS SOWARDS

HARRY CARAY'S ON KINZIE

September 15, 2017 | 11:30am - 1pm

Lean Construction is being hailed by some as the next big thing in construction while others are calling it a fad. There are many different explanations on what Lean is and how it applies to construction. In this session, Dennis will clear the air about Lean and share his hands-on experiences. As an engineer he will discuss Lean from a straightforward approach.

Those attending this event will walk away being able to explain why contractors, especially mechanical contractors, should apply Lean Construction to their operations. They will also be able to give a clear concise definition and share the basic concepts of Lean.

Executive Power Hour: Managing Company Relations in a Union Environment

September 26, 2017 | 11:30am- 1:30pm

Developed with MCA's owners/president/CEOs, their HR leaders, and legal counsel in mind, this program allows you to come together and learn how to better manage HR & legal pitfalls with bargained and non-bargained employees. Lunch provided.

Essential Leadership Skills Workshop

DARRYL HARRIS

October 18, 2017 | 8am - Noon

Organizations can vastly improve their performance by developing the skills and competencies of their people. This seminar will focus on Leadership Essentials including leading versus managing and the importance of people skills. The session will also help you identify your dominant leadership style and the pros and cons of this style.

Managing Your Pipeline

RICH HUDSON

January 9, 2018 | 8am - 4pm

This course will improve communication between managers and your sales organization. By establishing some hard and fast rules that improves transparency and accountability, Managing Your Pipeline will bring accuracy to your forecasting and allow you to find the never available time to develop and coach your team.

The Dynamics of Leadership in Dispatching

CATHERINE STAKENAS

October 26-27, 2017 | 8am - 4pm

Dispatchers have one of the most important jobs at a service and maintenance contractor's office. Every day, dispatchers deal with temperamental technicians, irate customers who want work done yesterday, and more. Many people burn out quickly, leaving employers with the daunting task of training another dispatcher. This course gives your dispatcher the tools they need to succeed and endure in this fast-paced, pressure-cooker environment. Practical, no-nonsense methods of dealing with customers, technicians, scheduling, and time management are learned in this intensive two-day course. Registrants must attend both classes.

Project Coordinator Course- Level 1

KATHRYN CROSBY

November 14-15, 2017 | 8am - 4pm

During this two day session students will be introduced to the sample construction project that will be used for the course, learn about the project life cycle and will hear all that is occurring during each phase of that cycle. They will be given a copy of MCAA's Successful Project Management Flowchart to use as a guide as discussion about the Project Acquisition process and how a Project Coordinator could assist with this process. Part of the second day of this session will be spent on the soft and hard skills that will be needed to do the job effectively and efficiently such as listening, communicating effectively, correspondence, asking great questions, multi-tasking, working in a jobsite environment, construction terms and definitions, word processing, spreadsheets, electronic file naming conventions, and email.

Dynamics of Supervision

NORB SLOWIKOWSKI

December 15, 2017 | 8am - Noon

Organizations can vastly improve their performance by developing the skills and competencies of their people. This seminar will focus on Leadership Essentials including leading versus managing and the importance of people skills. The session will also help you identify your dominant leadership style and the pros and cons of this style.

Project Coordinator Course- Level 2

KATHRYN CROSBY

February 6-7, 2018 | 8am - 4pm

This two day session will continue the discussion of the sample project and documents, beginning with the pre-construction process and all it entails. This part of the project is critical to the success of the project, as plans are made for successful project execution. Again, students will learn how and what they could be doing during this phase of the project to assist the project manager and project team. Next the construction, close-out and post job review phases of the project are discussed with focus on what is going on and how a project coordinator could assist. Samples of forms will be used and explained. Lastly, students will learn where they can find other resources if they wish to continue their training.

MCAA EVENTS

Student Chapter Summit (MCAA)

September 28 - 30, 2017

INDIANAPOLIS, IN

This two-day program will expose students to the mechanical construction, plumbing, and service industries. Students will exchange ideas on chapter development; learn about career opportunities within the mechanical construction industry and how to find them; test their problem-solving and teamwork skills and mechanical knowledge in a mini competition; and hear the details about the latest national student chapter competition. Be a part of MCAA's first-ever recruiting extravaganza. MCAA members are encouraged to attend to discuss their companies' current and future employment opportunities with students looking for internships or full-time positions.

MSCA Annual Training Conference

October 15 - 18, 2017

BOCA RATON, FL

Take advantage of the visionary point of view and cutting-edge educational offerings that characterize this, the only industry conference specifically for mechanical service contracting companies. This conference features current issues and trends in service and service sales management, personnel, finance, marketing, training and recruiting. Conference sponsors and exhibitors display new and state-of-the-art products of special interest to mechanical service: automated systems, products promoting sustainability, supporting software, aids to unique service solutions and more. Educational sessions and unique peer-group communication opportunities invigorate attendees, preparing them for the year ahead.

MCAA Technology Conference

November 8-10, 2017

AUSTIN, TX

New technology is rapidly changing the mechanical construction industry. The 2017 Technology Conference will be bigger than ever with more content and headline speakers to help our contractors stay ahead of the curve. Join MCAA to learn about the latest tools, software, operations and trends that contractors are using to leverage technology and be even more successful.

MCAA Safety Directors Conference

January 23 - January 25, 2018

SAN DIEGO, CA

This conference serves as a mechanism for maintaining a network of mechanical industry safety and health professionals in their ongoing efforts to address critical industry safety and health issues and topics. Presentations and discussions will focus on urgent mechanical industry safety and health issues and topics covering jobsites, pertinent regulations, and legislative proposals.



SAVE THE DATE

MCAA ANNUAL
CONVENTION
March 25 - 29, 2018
San Antonio, TX

MCA CHICAGO
OFFERS SUBSIDIES
FOR SELECT MCAA
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For more information on subsidies or to see if the program you want to attend qualifies for a subsidy, please contact **Rebecca Lintow** at rlintow@mca.org or call the MCA office at **312-384-1220**.

To register for any of the MCAA programs, or to see what other resources are available, please visit www.mcaa.org.

STRATEGIC PARTNERS



BUILTWORLDS

The built world is powered by our oldest industry — one that is slow to move and slow to change. With every connection, we make and every event we hold, we've seen the value of starting conversations and bringing people together, first hand. Through our events, ecosystem, and supporting video and written content, BuiltWorlds is providing the tools, knowledge, inspiration, and connections to grow careers, companies, and the industry.



ILLINOIS ASHRAE

ASHRAE is an international organization dedicated to advancing the HVAC&R industry. Its members are primarily engineers but include vendors and contractors. It is a great group for engineers in our industry to join. The Illinois Chapter is the largest and oldest chapter in the world. It has over 1,000 members and MCA has had a long history of cooperation with it. They have regular technical programs related to our industry. Keep an eye on MCA publications for co-sponsorship of these programs or visit www.illinoisashrae.org.



USGBC-ILLINOIS CHAPTER

The Illinois Chapter of the US Green Building Council is one of the most active chapters in the country. Like ASHRAE, there are many MCA members involved in this organization. USGBC-Illinois provides great networking opportunities for contractors as well as some great classes. For more information on the USGBC Chicago and its activities, please visit www.usgbc-illinois.org or contact Dan Bulley at dbulley@mca.org.

CHICAGOLAND BETTER HEATING – COOLING COUNCIL 2017-2018 Schools

This series of special hands-on service seminars is presented by the Chicagoland Better Heating-Cooling Council. Most CBHCC classes are free to the first two registrants from CBHCC member companies. MCA pays CBHCC Dues for its members.

FLAME SAFEGUARD SCHOOL

4:30-6:30 p.m.

Date: September 13, 2017

Location: South Side Control

Description: Participants of this school will learn the ins-and-outs of everything related to flame safeguard. Topics range from commercial flame detection and primary programmer flame safeguard control wiring to troubleshooting.

VFD AND ECM MOTORS SCHOOL

4:30-6:30 p.m.

Date: September 19, 2017

Location: Bornquist, Inc.

Instructor: Dan Watkins

Description: Students will be given an overview of VFD pump drives and ECM motors in pumps for new installations. The course will include: variable speed pumping, traditional VFD's, pumps with ECM motors and sensed versus sensorless control of pumps.

CONDENSING AND NON-CONDENSING BOILERS SCHOOL

4:30-6:30 p.m.

Date: October 10, 2017

Location: Porter Pipe & Supply

Instructor: Rick Butler

Description: Students will learn the differences and similarities between the installation of Condensing and Non-condensing boilers. The class will include the proper installation of Full Flow/Primary-Secondary Systems, proper components, as well as the water quality in these systems.

PUMP SERVICE SCHOOL

4:30-6:30 p.m.

Date: October 24, 2017

Location: Bornquist, Inc.

Instructors: Rick Hultgren and Alex Urbaniec

Description: In this Pump Service School students will learn about Centrifugal Pumps: what they do, and the differentiations between types; Pump Seals and Pump Curves; and Servicing Inline and Base Mounted Pumps.

BASIC STEAM SCHOOL

4:30-6:30 p.m.

Date: November 1, 2017

Location: Metropolitan Industries

COMBUSTION ANALYZERS SCHOOL

5-8 p.m.

Date: December 6, 2017

Location: Pipefitters' Local Union 597 Training Facility

Description: This school will cover the basics of combustion, as well as how to get the most out of your analyzer. Topics covered in this course are flue gas analysis and testing procedures, verifying proper fuel and air input, properly interpreting combustion test results, CO safety and source investigations, troubleshooting CO and combustion problems, techniques for identifying heat exchanger problems, using combustion analysis to improve your business and new technology in HVAC.

TROUBLESHOOTING VFDS SCHOOL

5-8 p.m.

Date: December 14, 2017

Location: Pipefitters' Local Union 597 Training Facility

Description: The Troubleshooting Variable Frequency Drives School is a hands-on, application-focused class covering the programming and troubleshooting of the ABB Model ACH550 VFD.

POWER FLAME SCHOOL

5-8 p.m.

Date: January 18, 2018

Location: Pipefitters' Local Union 597 Training Facility

Description: This school offers students an all-inclusive burner demonstration, complete with a hands-on look at Power Flame burners. Topics will include C burner gas/#2 oil start-up, adjustment and troubleshooting for Power Flame products.

LIEBERT SCHOOL

5-8 p.m.

Date: March 8, 2018

Location: Pipefitters' Local Union 597 Training Facility

Description: The Liebert School will provide students with an overview of maintenance, as well as troubleshooting and setup of various Liebert models.

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