



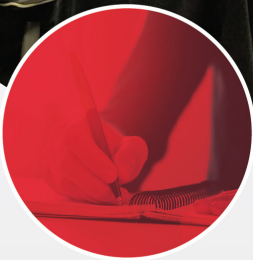
Construction®
Education
Institute

WINTER/SPRING 2018 SEMINAR CATALOG

AN INITIATIVE OF

MECHANICAL
CONTRACTORS
ASSOCIATION

MCA
OF CHICAGO



DON'T GET LEFT BEHIND



ILLINOIS
ENVIRONMENTAL
CONTRACTORS
ASSOCIATION



CHICAGOLAND
ASSOCIATED GENERAL CONTRACTORS
Building on the foundation of integrity.



LETTER FROM THE CHAIRPERSON

DEAR CONTRACTOR:

We are pleased to present the Construction Education Institute® Winter/Spring 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.

During this semester we not only have new presenters coming in, but also new topics. This includes a new certificate program for field leaders and, a webinar on succession planning for the management. 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 support of programming for our industry.

They are:

- Chicagoland AGC
- Illinois Environmental Contractors Association (IECA)
- Piping Education Council (PEC)
- Plumbing Contractors Association (PCA)
- Plumbing Council of Midwest
- SMACNA Greater Chicago
- Underground Contractors Association (UCA)
- West Suburban Association (WSA)

Please connect with us by emailing me any time at PSzymczak@ClimateTempService.com. As always, your comments are welcome and encouraged. We continually strive to provide quality programs that meet and exceed your needs and those of your staff. Thank you for your enthusiastic support of the Construction Education Institute®.

Sincerely,
Paul Szymczak
ClimateTemp Service Group
MCA of Chicago Education Committee Chair



DID YOU KNOW...

That through your membership with MCA of Chicago, you have access to programs at CEI for charge? Learn more about how your company can become a member at www.mca.org/about/for-members.

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HOW TO REGISTER

Visit

www.mca.org/education to register classes in this book.

If you have any questions about registration or course offerings, 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 Piping Education Council and the MCA of Chicago.



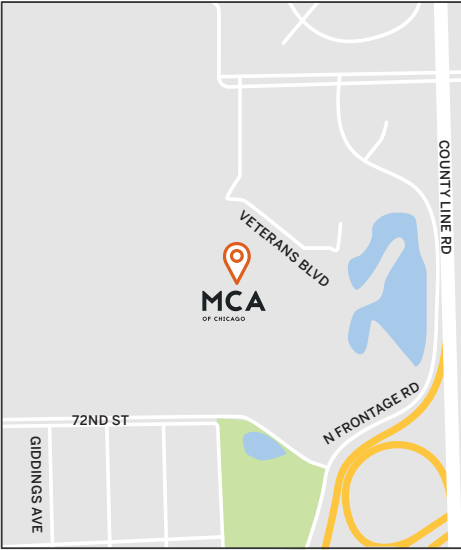
ABOUT CEI

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 of Chicago Construction Education Institute*® does not fulfill your goal, we will gladly refund your money.

HISTORY OF CEI

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 7065 VETERANS BLVD., BURR RIDGE, IL 60527

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 OF CHICAGO ADVISOR DR. RUSS ROGERS

MCA is honored to have Dr. Russ Rogers of DePaul University as our Construction Education Institute® advisor. He consults with Fortune 500 companies like PepsiCo, 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.




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 

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 Tech Close-Up Webinar 	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			




FEBRUARY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Smart Building (Course 1 of 6) PDH	2 Microsoft Project 	3
4	5	6 Project Coordinator Part 2	7	8 Service Update Smart Building (Course 2 of 6)	9 Executive Power Hour	10
11	12	13 Hands-on Building Trade	14	15 Smart Building (Course 3 of 6)	16 Microsoft Project 	17
18	19	20 Tech Close-Up Webinar 	21 Word Tips for Non word users	22 Fundamentals for a Field Supervisor (Part 1 of 4) Smart Building (Course 4 of 6)	23 Fundamentals for a Field Supervisor (Part 2 of 4)	24
25	26	27	28 Continuous Improvement in a Construction Contracting Firm			




Visit www.mca.org/education to register.

SCHEDULE AT A GLANCE

MARCH 2018


SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Smart Building (Course 5 of 6)	2 Basic Negotiation Skills Mechanical Scheduling 	3 Advanced Negotiating Skills Essential Management Skills 
4	5	6	7 BlueBeam Level 2	8 Smart Building (Course 6 of 6)	9 CPR & First Aid with AED	10
11	12	13	14 Tech Close-Up Webinar 	15 Practical Time Management Skills for Field Leaders Qualities, Characteristics, and Habits of the Industry's Best Field Leaders	16 Basic Principles & Methods of Estimating - (Part 1 of 2)	17
18	19	20	21	22 Advanced Maintenance Sales	23 Customer Service Excellence	24
25	26	27	28	29	30	31

APRIL 2018

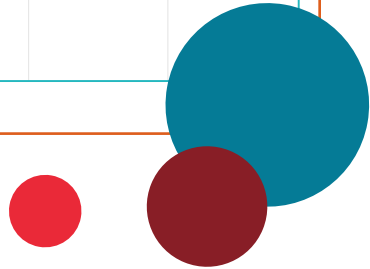
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5 Technology Day	6	7
8	9	10 High Impact Communication Skills Project Closeout 	11 Fundamentals for a Field Supervisor (Part 3 of 4)	12 Fundamentals for a Field Supervisor (Part 4 of 4)	13 HR in a Union Environment	14
15	16	17 Tech Close-Up Webinar 	18 Advanced PowerPoint	19	20 Project Management for Service	21
22	23	24	25 Succession Planning Webinar 	26	27	28
29	30					

SCHEDULE AT A GLANCE

MAY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Word III	3 Lean Management	4 Engineer Lunch	5
6	7	8	9 Tech Close-Up Webinar 	10	11 Basic Principles & Methods of Estimating (Course 2 of 2)	12
13	14	15	16	17 How to Nail Project Interview Presentations	18	19
20	21	22	23	24 Accidental Boss	25	26
27	28	29	30	31		

Visit www.mca.org/education to register.



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.



Troy Aichele LEED Accredited Professional (O+M) and accredited GreenPlumbersUSA Trainer, has a B.S. degree in Construction Management from the University of Washington, an A.A.S. degree in HVAC and Refrigeration Design, and has worked in every facet as a Plumbing Contractor in the Pacific Northwest over the last 25 years. Troy is Chairman of MCAA's Career Development Committee, and a board member of MCERF. Troy has taught mechanical construction at the University of Washington as adjunct professor since 1998, Forester University and has been an invited speaker at many industry events and conferences. Troy was Instructor of the Year for the MCA of Western Washington in 2010 and 2012.



Nicole Bettinger is a consultant with The Family Business Consulting Group specializing in communication, conflict resolution and training next-generation family business owners. Her experience includes facilitating family meetings, educating families and aligning ownership. In addition to consulting, Nicole is the HR Manager for a mid-sized family owned business, and also facilitates peer group meetings focused on the training of next generation family business leaders.



Nic Bittle is the founder of Work Force Pro and works with contractors to prepare and develop their workforce. He has developed tools that support the learning process through his unique delivery system called D.R.I.P. Information™. Nic is the architect of two performance improvement process curriculums using the D.R.I.P. Information™ system. This curriculum is designed to prepare and develop current and next generation workforces for the roles and responsibilities that lie ahead. Nic is also the author of three books, Small Business, BIG mistakes, Perform Like the Boss! and Good Foreman; Bad Foreman.

FACULTY



Citywide CPR has offered safety training and AED solutions to companies nationwide from their headquarters in the Chicago suburbs since 2005. 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.



Kathryn Crosby is President and owner of C2 Consulting, Inc., a firm that provides financial, safety and other consulting services and training. Before starting her own business, she was Vice President/CFO for a Utah-based commercial and industrial mechanical contractor. Crosby served on the MCAA National Board of Directors and was Chairperson of the Project Managers Education Committee charged with oversight of the Institute for Project Management at the University of Texas-Austin. She also served as a Management Trustee for the Utah Pipe Trades Pension and Welfare Trust Fund and currently serves on the faculty for the Institute for Project Management.



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.



Brian Gareau is Founder and President of Brian Gareau, Inc. which provides tactical and practical experiences as well as executable models to engage and accelerate performance. He is the author of three books and has developed assessment tools and processes that drive rich dialog and tangible actions. Brian currently serves as a Senior Fellow at The Conference Board. His 31 year career at a Fortune 50 Corporation included operational experience with nine start-ups and the management of 15 P&L's in North and South America and was a change agent for enterprise-wide initiatives including Lean, Values and Employee Engagement.

FACULTY



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.



Deb Houden, Ph.D. specializes in helping family-owned businesses with family communication, transition and next generation development by providing resources, tools and knowledge that are needed to navigate their specific issues. Deb has worked with numerous families on developing effective communication and conflict resolution skills, developing family meetings, beginning stages of board development, and working with next generational members of family firms (including adolescents).



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.



Kim Kozlik, SPHR is a HR Business Advisor with MRA. Kim has created a reputation for being knowledgeable, and trustworthy through her 15 years of HR experience. She is a well-rounded generalist who enjoys leading people, building teams, developing strategies, planning effective program implementations and staffing initiatives. Her background has also included working in the areas of labor relations and HRIS Certified Senior Human Resource Professional. Kim is a current board member for LERA (Labor and Employment Relations Association) and has also served as a board member on multiple skilled trades technical advisory committees of the Milwaukee Area Technical College.

FACULTY



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.



Mark Matteson is a well-known speaker, consultant and best-selling author. Matteson started as a technician in 1976, and went on to become one of the top maintenance and Project sales professionals before starting his career as a speaker in 1993. Matteson works with the leading manufacturers and distributors in HVAC (York/JCI, Trane, Carrier, Goodman and Honeywell). He is interviewed frequently and considered a thought leader and agent of change who teaches his clients "How To Get Twice as Much Done in Half the Time."



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.

FACULTY



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.



Matt Stevens, Ph.D., is the president of Stevens Construction Institute, Inc. – Management Advisors to Construction Contractors. He has been working with contractors as a management advisor since 1994. He has over 30 years of experience overall including as both a specialty contractor and general contractor. Stevens has been hired by dozens of clients and conducted hundreds of seminars across the country. He worked as a management consultant with FMI Corporation from 1997 – 2002. Stevens has performed Strategic Planning, Business Evaluations and Productivity Improvement engagements with dozens of clients.



Woody Woodall is the managing principal of Customer Focused Solutions, Inc., an organization he founded to assist contractors, associations and businesses achieve their strategic goals. After a long and distinguished career in the mechanical contracting industry, Woody saw a need for more education, collaboration, and operational support. His innovative approach to cutting-edge processes and sales have taken customer service teams from average to best in class. Woody started as a steamfitter with Local 602 in the Washington D.C. region, and after completing his apprenticeship, went on to become an instructor for the Union Apprentice Program. Through his passion for teaching, he has since become a consistent speaker with the Mechanical Service Contractors Association.

PROGRAMS BY TOPIC

SAFETY

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 was 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.

CPR & First Aid with AED

CITYWIDE CPR

MARCH 9, 2018 | 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.



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.



NEED ASSISTANCE?

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

Tech Territory

Experience the newest way of exposing our members to cutting edge technology—set up your preview of the Tech Territory today! Whether it's testing out a drone flying simulator, 3D printing on the spot or exploring the world through virtual reality goggles, MCA of Chicago's new Tech Territory, located in Burr Ridge, has it all. Make an appointment to check out all that the tech territory has to offer and test out the industry's technology yourself. To set up a tour, contact Dan Bulley at dbulley@mca.org.

COMPUTER TECHNOLOGY

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.

BlueBeam Level 2

GINNIE FLORADAY

MARCH 7, 2018 | 9AM - NOON

Bluebeam has a feature, named Sets that makes pdf management easy. We will compare several versions of separate drawings, automatically marking older versions "superseded", and merging markups. Document Comparisons are created within the Set. Sets creates its own tags from the document title, and creating a report with a listing of all the document versions.

THIS CLASS WILL ALSO REVIEW THE FOLLOWING:

- Exporting Markups, so a startup template can be created
- Quick overview of creating fill in forms
- Estimation and Takoff
- Creation of Document Spaces, so all markups can be grouped (i.e. by floor, room, etc.)
- Managing Markup lists by creating custom calculations, and grouping respective markups together.

Tech Day

APRIL 5, 2018 | 9AM - 3PM

LU597 TRAINING SCHOOL, MOKENA



Once again MCA and Pipefitters LU597 are teaming up to present to you the Construction Technology Showcase at the Pipefitter School in Mokena. We will again have concise, powerful seminars, and plenty of time for demonstrations in the big hall. Some of the topics we're looking at include Artificial Intelligence, blockchain, integration and an innovation challenge. Technology continues to change our industry and we want to make sure you are up to speed on the topics that matter! Mark your calendars and watch for updates! Register online at: mca.org/event/techday

COMPUTER TECHNOLOGY

Advanced PowerPoint

GINNIE FLORADAY

APRIL 18, 2018

9AM - NOON

In this session, many of the presentation tools are explained. Working with Word to create more sophisticated handouts, creating photo albums with embedded music, linking multiple presentations together with a user driven menu and automated slide shows are demonstrated. Users will also learn about creating custom themes, and advanced animation techniques are reviewed.



TECHNOLOGY CLOSE-UP WEBINAR SERIES

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

MARK YOUR CALENDARS WITH THESE DATES:
January 17, 2018 | February 20, 2018 | March 14, 2018 |
April 17, 2018 | May 9, 2018

Word III

GINNIE FLORADAY

MAY 2, 2018 | 9AM - NOON

Users will become comfortable with the advantages of working in multiple documents. Topics to be covered will include mail merge, form fill-in documents, templates, working between two documents, copying and pasting objects from outside applications (e.g. Excel, Powerpoint).



NEED ONE-ON-ONE COMPUTER SUPPORT?

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

All classes take place at Construction Education Institute® at 7065 Veterans Blvd in Burr Ridge unless stated otherwise.

WHAT IS JOBSCOPE?



Want to connect with the pipefitting industry in the Chicagoland area?

Jobscope is your go-to source for industry photos, articles and events from around the Chicago and northwest-Indiana areas.

Follow along for yourself by “liking” our page at facebook.com/597jobscope. Don't forget to tag [@597jobscope](https://twitter.com/597jobscope) in your own posts and photos, and together we can continue to be the source for Chicagoland's pipefitting industry.

The source for Chicagoland's pipefitting industry.

FIELD LEADERSHIP

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?

Practical Time Management Skills for Field Leaders

JOHN KOONTZ

MARCH 15, 2018 | 8AM - NOON

The effective management of time is one of a jobsite supervisor's greatest challenges and is often the root cause of their greatest failures. Construction productivity experts have known for many years that journeyman productivity has a direct correlation to a foreman's effectiveness. A foreman's effectiveness is also directly correlated to how efficiently and wisely they use their own time. This session will focus on the practical time management methods and techniques a foreman can easily use to increase management efficiency and effectiveness.

Qualities, Characteristics, and Habits of the Industry's Best Field Leaders

JOHN KOONTZ

MARCH 15, 2018 | NOON - 4PM

Why are some field leaders consistently more effective and successful than their peers in our industry? What are the qualities, methods, and practices that separate a good foreman from a great foreman? While age, experience, attitude, and talent are important factors in a field leader's success, most of the qualities, characteristics, and habits of the industry's greatest are skills that can be learned over time by any anyone who has the attitude, aptitude, and sincere desire to improve and succeed. This session will focus on the "best practices" of great foremen.

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.

These programs are part of a new 48-hour Advanced Field Supervisor Certificate Program. Visit mca.org/education for the application and additional information.



Fundamentals for a Field Supervisor - Part 3

JOHN KOONTZ

APRIL 11, 2018 | 8AM - 4PM

The third day of this 4-part series will focus on Essentials Management Skills For Field Leaders and managing change at jobsite. The first half of the day will help you understand essential traits, skills and behaviors that allow a Field Leader to more effectively manage crews. John will then discuss the negative impact of change orders on the completion of the original scope of work and the methods for minimizing and managing these impacts.

Fundamentals for a Field Supervisor - Part 4

JOHN KOONTZ

APRIL 12, 2018 | 8AM - 4PM

The final class of the series will focus on Critical Leadership Skills for Field Leaders and Successful Survival of Project Closeout. John will explain the difference between being in charge and being an effective leader. The final portion will provide attendee with basic skills for a successful project closeout. A discussion of innovative methods used by MCAA Contractors to help reduce the typical end of project profit/productivity drain is included.

BUSINESS MANAGEMENT

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.

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.

Executive Power Hour: Lean-ish

DENNIS SOWARDS

GIBSONS STEAKHOUSE; OAK BROOK

FEBRUARY 9, 2018 | 8AM - 10AM

Developed with MCA of Chicago owners/president/CEOs in mind, this program allows you to hear about Lean and how you can implement it into your company. Dennis Sowards will share experience about implementation from an executive level. Breakfast provided.

Hands-on Contracting for Building Trades

LU597 TRAINING CENTER, MOKENA

FEBRUARY 13, 2018 | 9AM - 3PM

This is the opportunity to send your new hires to get a better idea of what's going on in the field. They will spend a day at the LU 597 Pipefitter Training Facility in Mokena learning about mechanical equipment and processes just like pipe fitter apprentices do. Engineers, estimators, project managers and others will better understand the business of mechanical contracting after attending this specially orchestrated day at the school. Space is limited.

Continuous Improvement in a Construction Contracting Firm

MATT STEVENS

FEBRUARY 28, 2018 | 8AM - 4PM

Continuous improvement is now a required focus. The world is competitive and we as a country allocate resources based on a system that is mostly based on merit. It is a competitive world that slowly recognizes great accomplishment, then soon forgets and then looks ahead. There are 5 areas that we will share with you in this seminar: what defines continuous improvement, the methodologies and structures to spur continuous improvement specific to construction contracting, case studies of continuous improvement, a physical example of continuous improvement and some emerging practices in construction contracting.

Listening with a Purpose

CATHERINE STAKENAS

APRIL 3, 2018 | 8AM - NOON

This class focuses on the theories and models behind listening. Listening is an essential skill to be an effective leader. With adaptive listening skills, leaders are more effective in their communication, delegation, and motivation. In this course and through the analysis of the self-assessment, participants will learn about the different listening modes and approaches, as well as, strategies for communicating more effectively. Participants will learn the importance of adapting their behavior depending on the needs of others, gain insights into their own behaviors, and learn how and when to adapt their approach.

HR in a Union Environment

KIM KOZLIK

APRIL 13, 2018 | 9AM- 4PM

Union environments pose unique challenges and opportunities for human resources management. This interactive session will provide you with an overview of what human resources professionals need to know to develop an effective working relationship with a union. Topics covered in this class will include laws that impact labor relations, differentiate between management and union rights, and best practice policies unique to a unionized workforce.

BUSINESS MANAGEMENT

Succession Planning Webinar



DR. DEB HOUDEN AND NICOLE BETTINGER

APRIL 25, 2018 | 10AM - 11AM

One of the most daunting obstacles the family business faces is the passing of the torch, for both the family and the business. The statistics on successful transition are startling:

- **33% survive into the second generation**
- **12 % into the third**
- **4% into the fourth**

It is estimated that over the next 5 years, nearly 80% of family businesses will be in a state of transition from one generation to the next, but only 19% have written a strategic plan for succession.

So how do you have a successful transition? Success can be defined in a myriad of ways if the family stays open, flexible and honest about their goals and desires. This webinar will discuss the difference between management and ownership succession, the obstacles to transferring either, and what you (and those involved) need to do to get started.

Lean Implementation – “Lean & Mean”

PDH

DENNIS SOWARDS

MAY 3, 2018 | 8AM - 4PM

This session will take a deeper look into implementing Lean. Those attending this event will walk away being able to explain why contractors, especially mechanical contractors, should apply Lean Construction to their operations.

Engineer Lunch: An Engineer Talks Lean Construction

PDH

DENNIS SOWARDS

SEASON'S 52; OAK BROOK

MAY 4, 2018 | 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.

How to Nail Project Interview Presentations

DAVID ASHCRAFT/TROY AICHELE

MAY 17, 2018 | 8AM - 4PM

You have to make hundreds of calls to get just one appointment with a new prospect, so don't lose the opportunity to win the business because of a bad presentation. Whether you present individually or as part of a team, you will take away specific tactics to improve your presentation skills.

- Presentation preparation, awareness, techniques and leadership
- How to present verbally, with PowerPoint, whiteboard and/or supporting materials
- Reducing distracting appearance and auditory behaviors.
- How to improve your presentation leadership and ability to influence
- Connect with the audience
- 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

The Accidental Boss

BRIAN GAREAU

MAY 24, 2018 | 8AM - NOON

Often individuals find themselves in leadership roles without a true understanding of how to succeed. Many "good doers" are misplaced, misinformed or misguided and they find themselves struggling to balance the many demands of leadership. Now more than ever, these Accidental Bosses must effectively wear multiple hats (managerial, company advocate and employee advocate) to be successful and sustain organizational performance. In this session, attendees will explore tactical and practical reminders on "blind spots," "the signs all around us," and "hazards" to effective leadership and sustainable high performance.

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.

Only those employees that are currently enrolled in the Essentials of Project Management Certificate program can participate in the below programs.



Financial Outcomes for Project Managers

DAVID ASHCRAFT

JANUARY 18, 2018 | 8AM - 4PM

Project managers will work through a case study and uncover the math mystery buried in the WIP.



Microsoft Project

FEBRUARY 2, 2018 OR FEBRUARY 16, 2018 | 8AM - 4PM

The use of software in construction CPM scheduling has become more prevalent in recent years. Packages such as Microsoft Project are becoming necessary tools for project managers.



Basic Negotiation Skills

JOHN KOONTZ

MARCH 2, 2018 | 8AM - 4PM

This seminar provides insights on the topics of interpersonal skills, conflict resolution, negotiation skills, and how to improve and optimize the outcome.



Mechanical Scheduling

JOHN KOONTZ

MARCH 2, 2018 | 8AM - 4PM

Attendees of this session will learn the basic steps to follow in scheduling project activities. You'll learn how bar charts can help the project team visualize the sequence and duration of events and plan manpower loading.



Advanced Negotiating Skills

JOHN KOONTZ

MARCH 3, 2018 | 7AM - 3PM

This session will apply the fundamental negotiation skills learned in the introductory session to the “real-life” scenarios commonly encountered by the project manager.



Essential Management Skills

JOHN KOONTZ

MARCH 3, 2018 | 7AM - 3PM

Participants will gain an understanding of the essential traits, skills and behaviors that allow effective management.



High Impact Communication Skills for Project Managers

JOHN KOONTZ

APRIL 10, 2018 | 8AM - 4PM

Due to the complexity of the construction process and the numerous people involved in a project’s completion, excellent communication skills are essential to creating a successful project and a successful career. The best project managers know that communication requires constant attention, evaluation and improvement.



Project Closeout

JOHN KOONTZ

APRIL 10, 2018 | 8AM - 4PM

The end of a project is usually a challenging and difficult time for the mechanical project manager and the foreman. There are several tactics and strategies the project manager and foreman can implement to improve end-of-job performance and mitigate the difficulties of project closeout.

SERVICE

Testing, Balancing & Adjusting Refresher (2 night course)

MIKE SALEMI

JANUARY 4 AND 11, 2018 | 5:30PM - 8:30PM

This two-night 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.

Advanced Maintenance Sales

MARK MATTESON

MARCH 22, 2018 | 12PM - 4PM

In addition to learning the core competencies of sales, this seminar will cover:

- Selling without selling
- Leveraging social media
- Trust building at the highest levels
- Relationship building with owners and facilities managers

Customer Service Excellence

MARK MATTESON

MARCH 23, 2018 | 8AM - 12PM

The purpose of business is to GET and KEEP INTERNAL customers! With an educational strategy based on personal experience and observations of the best practices from some of the top service contractors nationwide, Mark will inspire your people to adopt the long-lasting skills they need to succeed on their own. Learn how to handle those "Moments that Matter." Turn a negative and unhappy employee into a tech for life and a steady flow of new business. Topics to be covered include: developing a philosophy, past-present-future, compensation, rewarding desired behavior, punishing negative behavior, servant leadership, able example is the model imperative, and the fourth sale first - acting in the long term.



Construction[®]
Education
Institute

Project Management for Service

WOODY WOODALL

APRIL 20, 2018 | 12PM - 4PM

This program was designed to focus on the service related projects. We use group discussion, small team work sessions, role plays, problem solving sessions and competition to help all participant better understand some proven ways to do their job better, faster, and focus on the end user. Topics discussed will include developing a game plan, pre-bid skills writing a great proposal, relationship management and presentations skills.

ESTIMATING

Basic Principles & Methods of Estimating - Part I

KEITH RAHN

FRIDAY, MARCH 16, 2018 | 8AM - 4PM

Role of the Estimator: Investigate how bid strategies are developed for companies and how estimators implement that strategy. We will look at bidding documents and procedures for evaluating the project; such as procurement, analyzing/visualization, pre-bid conference, addendums and preparing bid documents.

Take-Off and Pricing in the Relationship to the Project Delivery System: Investigate how bid strategies are developed for companies and how estimators implement that strategy. We will look at bidding documents and procedures for evaluating the project; such as procurement, analyzing/visualization, pre-bid conference, addendums and preparing bid documents.

Effective Estimate Procedures: Gain an understanding of proper procedure and organization of putting an estimate together. Topics included are stripping of material and equipment, material/equipment pricing sheet and initial bid summary documentation. Attendees will be presented with a project to practice estimate techniques learned.

Basic Principles & Methods of Estimating - Part II

KEITH RAHN

FRIDAY, MAY 11, 2018 | 8AM - 4PM

Sub-Contractor and Vendor Coordination: Early in the bidding process, your subcontractors and vendors need to be identified. Coordinating their scope of work is extremely important to developing a competitive bid.

Laboring Techniques: The best contracting firms have an excellent understanding of their labor productivity. We will examine how the MCAA Labor Estimating Manual is utilized, and how known productivity rates can be used in labor costing and how an effective crew mix can make you competitive.

Finalizing the Estimate: Attendees will apply previously learned estimate techniques to their own project estimate given in the class. Bid time pressures and how to better control them will be discussed.

Delivering the Bid: A good competitive price and a well-written proposal is essential to getting the work. We will look at developing a clear scope of work and a professionally formatted proposal letter.

MCAA EVENTS



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.

MCAA Annual Convention

MARCH 25 - MARCH 29, 2018

JW MARRIOTT HILL COUNTRY

SAN ANTONIO, CA

The MCAA18 Convention at the JW Marriott Hill Country in San Antonio is MCAA's premier annual educational event.

To register, please visit www.mcaa.org.

MCA OF CHICAGO OFFERS SUBSIDIES FOR SELECT MCAA SEMINARS AND EVENTS

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**.

DON'T MISS TECH DAY 2018!

For the last eight years, MCA of Chicago has led the industry in educating our members about new, cutting-edge technologies and the ways in which they can help improve their businesses. On Thursday, April 5th, 2018, join the MCA of Chicago at the Pipefitters Local 597 Training Facility in Mokena, IL to test out the latest tech toys and hear from experts on artificial intelligence, blockchain, and more! Register online at: mca.org/event/techday



TECH DAY
2018
THURSDAY, APRIL 5, 2018

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 of Chicago 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.



ILLINOIS GREEN ALLIANCE

The Illinois Green Alliance is one of the most active chapters in the country. Like ASHRAE, there are many MCA of Chicago members involved in this organization. Illinois Green Alliance provides great networking opportunities for contractors as well as some great classes. For more information on the Illinois Green Alliance and its activities, please visit www.illinoisgreenalliance.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 of Chicago pays CBHCC Dues for its members.

POWER FLAME SCHOOL

January 18, 2018 | 5-8 PM
PIPEFITTERS' LOCAL UNION
597 TRAINING FACILITY

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

March 8, 2018 | 5-8 PM
PIPEFITTERS' LOCAL UNION
597 TRAINING FACILITY

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

CHILLER SCHOOL

May 9, 2018 | 5-8 PM
PIPEFITTERS' LOCAL UNION
597 TRAINING FACILITY

Students will learn the ins and outs of commercial steam. Topics include: Basics of steam, basic steam trap theory and operation, and hands-on steam trap testing.

To register for these classes, contact the CBHCC at (773) 529-1212 or www.cbhcc.org.

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