

## 2025-2026 **Education Guide**

MCAA.ORG

























#### **Mechanical Contractors Association of America**

1385 Piccard Drive Rockville, MD 20850 301-869-5800

# About MCAA Education

At MCAA, we pledge to deliver the highest quality educational resources, best-inclass networking, labor relations, and legislative advocacy with unmatched member benefits. We'll be your trusted guide and voice in the ever-evolving mechanical contracting industry, helping you navigate change and embrace new opportunities with confidence.

What you can gain from MCAA education includes:

- Developing or honing your leadership abilities
- Learning new business growth strategies
- Exploring new building technology applications
- Acquiring credentials to compete in the sustainable building market
- · Gaining new service skills
- Arranging for project management education and training for your staff

We have an educational program that will meet any of your needs. Plus, our signature conferences offer an array of seminars and workshops covering relevant topics in an inviting, relaxed environment that promotes social interaction and networking.

To learn more about an event, visit MCAA.org.

### **Target Audience**

Program	Principals	Senior Management	Middle Management	Safety & Health Pro.	Project Managers	Sales	Service/Technicians	Estimators	Operations Personnel	Supervisors/Field Leaders	Students & Faculty	Local Executives	Journeymen/Apprentices
MAJOR EVENTS (pages 4-5)													
MCAA Annual Convention	•	•	•	•	•				•		•		
MSCA Annual Education Conference	•	•	•	•							•	•	
CONFERENCES (pages 6-12)													
AEC Best Practices Conference													
CEA National Issues Conference	•		•										
Collective Bargaining Conference	•		•										
Converge	•					•							
Fabrication Conference	•		•										
Field Leaders Conference													
Foundations of Field Leadership													
GreatFutures Forum			•										
Industry Funds Conference	•		•										
MEP Innovations Conference	•		•										
NCPWB Annual Tech Conference/Committee Meeting	•		•										
PCA Plumbing Service Conference	•		•										
Safety & Health Conference	•		•										
WiMI Conference	•		•			•							
LEADERSHIP PROGRAMS (page 13)													
Advanced Leadership Institute (ALI)	•												
MSCA SERVICE PROGRAMS (pages 14-15)													
Chiller Fundamentals 1													
Dispatcher Training Program													
Field Service Supervisors Training Program													
Service Managers Training Program			•										
Sales Basecamp													
PROJECT MANAGEMENT COURSES (pages 16-17)													
Preparatory Institute for Project Management (PIPM)							•						
Institute for Project Management (IPM)					•								
Advanced Institute for Project Managenment (AIPM)			•		•				•				
ASSOCIATION EXECUTIVE PROGRAMS (page 18)													
Best Practices Review (BPR)													
Technology Review													
Executive Leadership Initiative (ELI)													

### **Target Audience**

Program	Principals	Senior Management	Middle Management	Safety & Health Pro.	Project Managers	Sales	Service/Technicians	Estimators	Operations Personnel	Supervisors/Field Leaders	Students	Local Executives	Journeymen/Apprentices
NATIONAL EDUCATION INITIATIVE (NEI) SEMINARS (pages 19-33)													
Collective Bargaining Seminars (CBS)	•	•	•										
Customer Experience (CES)						•	•						
Customer Service Excellence Seminar (CSE)			•			•	•		•				
Fabrication (FAB)			•		•				•				
Field & Foreman Leadership Development (FFLD)			•		•		•			•			
Field Leaders Education (FLE) for Construction					•								
Field Leadership Series (FLS)					•								
Financial Development Series (FDS)					•	•	•						
Fundamentals of Project Management (FPM)					•								
Fundamentals of Service (FOS) for Service			•		•	•	•			•			
Instructor Training Series (ITS)			•		•		•			•			
Job & Company Operations (JCO) for Construction			•		•					•			
Leadership Access Institute (LAI)			•		•	•	•			•	•		
Leadership Development Series (LDS)			•										
Legal and Risk Management (LRM)			•		•								
Other Seminars (OS) for Construction			•		•					•			
Project Manager Leadership Series (PML)					•								
Project Manager Training (PMT) Seminars					•								
Project Profitability (PP) Seminars for Construction		•	•		•					•			
Service Leadership Series (SLS)		•	•		•					•			
Service Training (STS) for Service						•	•						
Strategic Management (SM) for Construction			•		•								
Succession Planning (SPS) Seminars	•												

#### **MCAA Annual Convention**

The MCAA Annual Convention is the highlight of the association's year. With a reputation as the industry's premier educational event, the MCAA Convention offers something for all members. Attendees will experience a first class trade show featuring the members of MCAA's Manufacturer/Supplier Council, social functions that never cease to amaze and delight, exceptional education seminars and the chance to network and connect with industry peers. Don't miss the opportunity to see what your trade association can do for you.

Target Audience ● ● ● ● ● ●

**2026** Phoenix, AZ March 15-19

JW Marriott Desert Ridge

**2027** San Diego, CA March 7-11 Marriott Marquis San Diego Marina

**2028** Orlando, FL March 19-23 JW Marriott and Ritz-Carlton Orlando Grande Lakes

**2029** Phoenix, AZ March 18-22 JW Marriott Desert Ridge

**2030** Las Vegas, NV March 10-14 Bellagio

**2031** Austin, TX March 16-20

JW Marriott Austin

2032 Orlando, FL March 14-18 JW Marriott Grande Lakes

**2033** Chula Vista, CA March 13-17 Gaylord Pacific

**2034** Phoenix, AZ March 12-16

JW Marriott Desert Ridge

### MSCA Annual Education Conference

Explore critical topics such as management, personnel, finance, service technology, training, and recruiting issues. This is the only industry conference specifically geared to service companies and the unique challenges and issues they face. Also included is an exhibit of products and services that can help you run your business more efficiently. Education sessions will help you make your time, resources, and personnel go farther. Plus, there are expanded opportunities for structured networking and peer group discussions as well as numerous social events.

Target Audience ● ● ● ● ● ● ●

**2025** Scottsdale, AZ November 9-12 Fairmont Scottsdale Princess

**2026** Austin, TX November 8-11

**2027** Palm Desert, CA October 10-13 JW Marriott Desert Springs Resort & Spa

**2028** Marco Island, FL November 5-8 JW Marriott Marco Island Beach Resort

**2029** Colorado Springs, CO October 21-24
The Broadmoor

2030 Austin, TX November 3-6 JW Marriott Austin

## **Association Executives Council** (AEC) Best Practices Conference

The AEC Best Practices Conference is a three half-day educational program comprised of the chief executive officers and their senior subordinates from the MCAA-affiliated local associations. The conference provides industry-specific education, exploring the legal, accounting, and business operation differences between non-profit organizations and other types of businesses. The AEC conference provides peer-to-peer learning and interaction with tools to manage organizations and operate them more effectively. Local association executives are strongly encouraged to attend.

Target Audience

**2025** Boston, MA July 27-30 The Westin Copley Place

**2026** Sonoma, CA July 26-29 Fairmont Sonoma

#### **CEA National Issues Conference**

The Construction Employers of America (CEA) – comprised for this conference of MCAA, SMACNA and TAUC – will be hosting this year's CEA National Issues Conference, covering legislative and regulatory policy issues. The conference will host both regulators and representatives from Congress for their expertise and insight on a variety of topics. Don't miss this opportunity to get the latest information that impacts your business from the nation's capital!

Target Audience ● ● ●

**2025** Washington, D.C. May 5-7
The Royal Sonesta Washington DC Dupont Circle

### **Collective Bargaining Conference**

This workshop is designed to highlight MCAA's Collective Bargaining Guide. Attendees will learn negotiating techniques and constructive approaches that will improve workforce performance along with contractor and industry competitiveness. The workshop will help members and local association executives improve their understanding of the bargaining process to assist in preparing properly for negotiations and to make bargaining a constructive event for management and labor.

Target Audience ● ● ● ●

2025 Las Vegas, NV October 5-7 The Bellagio

#### Converge

The MCAA Converge isn't just a meeting; it's a meticulously crafted experience designed to address the unique needs of your company. Picture executive-to-executive meetings, a melting pot of strategic discussions, and an atmosphere buzzing with innovation. At Converge, we redefine engagement, offering a top-tier, strategic experience that goes beyond the local level. Executives from 25 - 30 Manufacturers & Suppliers and 40 - 50 Member Contractors converge to explore a spectrum of topics: from current and future market conditions to upcoming significant projects, emerging technologies, and the invaluable art of relationship building. Converge has now expanded to having a 'service' component to it's meetings, where applicable.

Target Audience ● ● ● ● ●

**2025** Minneapolis, MN June 23-25

The Lofton Hotel Minneapolis and The Target Center Arena

#### **Fabrication Conference**

MCAA Fabrication conference is one of the most popular educational events of the year. The focus of the conference is on off-site manufacturing techniques, processes and strategies. Each year the conference includes an operations tour with a full explanation of how the host contractor performs fabrication. This is paired with practical education sessions that feature contractors showcasing best in class case studies of their own operations from around the country.

Target Audience ● ● ● ● ● ● ●

**2025** Philadelphia, PA September 8-10 Philadelphia Marriott Downtown

#### **Field Leaders Conference**

MCAA's Field Leaders Conference is where field leaders realize their importance and value as professionals and members of the management team. Conference attendees will learn: to view themselves as professionals, the importance of the bottom line, why customer relationships matter, how to establish tangible goals, how they can work "smarter", what it means to be a great field leader, and so much more.

**2025** Washington, D.C. May 12-14 Hilton Washington DC National Mall The Wharf

**2025** Toronto, Canada September 15-17 Westin Harbour Castle

### **Foundations of Field Leadership**

Modeled after the successful PIPM, MCAA has designed a live, online class called the Foundations of Field Leadership. The program introduces new and potential field leaders to the basics of leading a crew and enhancing onsite productivity and safety. Taught entirely by experienced field leaders, this 8-week online course is an ideal way to help new field leaders develop the skills they need to be successful in running work.

Target Audience

#### 2025 FFL8 Online

April 3 - May 29

Additional 2025 courses may be added based on demand.

#### **GreatFutures Forum**

MCAA's Career Development Initiative helps MCAA members connect with students for internships or full-time employment. During the annual GreatFutures Forum, students from nearly 50 student chapters and MCAA member companies are invited to gather for three days of student-focused education sessions that highlight the mechanical contracting industry, fun peer-to-peer relationship building and most importantly, a chance to network during the Friday morning job fair. Don't miss your chance to meet your next great hire!

Target Audience ● ● ● ● ●

**2025** Salt Lake City, UT October 9-11 Little America Hotel - Salt Lake City

**2026** St. Louis, MO September 24-26 The Ritz-Carlton, St. Louis

**2027** Detroit, MI September 30 - October 2 The Henry, Autograph Collection

### **Industry Funds Conference**

This conference covers proper use of industry improvement funds and explores ideas for beneficial programs they can subsidize. Hear from economic futurists, relations specialists, attorneys, and authorities on labor-related trends in the industry. Learn the many ways that industry funds can be used in educational classes, industry promotions, cyber security, industry research, advertising & marketing, subsidize MCAA registration fees, legislative expenses (including consultants), administrative expenses for your association, PAC fund raising events, student chapter expenses, industry legal expenses, collective bargaining, and more! Roundtable and panel discussions allow participants to share information on existing programs around the country that are supported by industry improvement funds.

**2025** Longboat Key, FL December 3-5
The Resort at Longboat Key Club

**2026** Longboat Key, FL December 2-4
The Resort at Longboat Key Club

#### **MEP Innovation Conference**

MCAA, NECA and SMACNA have partnered together to host the MEP Innovations Conference. Known as the best technology conference for mechanical, electrical, plumbing, service and sheet metal contractors, this conference will provide educational sessions led by contractors from all three trade associations. This three-day event includes innovative presentations, collaborative roundtable discussions, and hands-on exhibitor demonstrations highlighting the recent technologies that can improve MEP contractors' productivity and profitability.

**2026** Austin, TX January 26-28 Austin Marriott Downtown

**2027** Tampa, FL January 25-27 JW Marriott Tampa

## NCPWB Annual Technical Conference/Committee Meeting

The NCPWB Technical Committee Conference is held annually to provide a forum for exchanging technical information among attendees and to offer presentations on topics related to pipe welding. The committee meeting portion of the event covers topics such as policy and procedures regarding the joint UA/NCPWB welder certification program and addresses chapter inquiries. In addition to the annual event, chapter operation seminars are held every other year to educate chapter administrators about the policies and procedures associated with maintaining welder qualification records.

Target Audience ● ● ● ● ●

**2025** Clearwater Beach, FL April 27-29
Clearwater Beach Marriott Suites on Sand Key

**2026** San Antonio, TX April 27-29 Hyatt Regency Hill Country Resort and Spa

**2027** Isle of Palms, SC April 25-27
Wild Dunes Resort

### **PCA Plumbing Service Conference**

This two day conference will cover all aspects of plumbing service, starting with the basics and covering customer service, profits and cash flow, incentives, labor, and lone worker safety. The format combines instruction with peer-to-peer interaction and discussion.

Target Audience

**2025** St. Louis, MO May 19-21 Live! by Loews St. Louis

**2026** Indianapolis, IN May 4-6

### **Safety & Health Conference**

MCAA, SMACNA, TAUC have partnered together to host the Safety & Health Conference, the biggest construction safety event of the year. The conference brings together safety professionals from across the construction industry to collaborate and explore the challenges and opportunities within our field. Attendees will have the opportunity to engage in a range of educational programs designed to enhance their professional skills. Subject Matter Experts will cover various aspects of jobsite safety, including discussions on emerging technologies and evolving best practices that can be implemented in their operations. Hands-on workshops will also be available, allowing experts to delve into new safety & health concepts in detail and provide practical guidance to help attendees better understand these innovative ideas. Two summits will also be offered, a pre-conference Construction Mental Health Summit and a post-conference Construction Risk Management Summit.

Target Audience

**2026** Austin, TX January 12-14
Marriott Austin Downtown

### Women in the Mechanical Industry (WiMI) Conference

The annual WiMI conference will feature exceptional speakers, interactive educational sessions, industry related roundtables and opportunities to build lasting relationships with fellow women in the mechanical industry. A full menu of educational offerings will help you discover all the opportunities this industry has to offer. From industry newcomers to executives, and everyone in between, this is the event to attend for all women in the mechanical contracting industry.

Target Audience • • • • • • • • • • • • • • • •

**2025** Kansas City, MO June 16-18 Loews Kansas City

**2026** Coronado, CA June 8-10 Loews Coronado Bay Resort

### **Advanced Leadership Institute (ALI)**

This two-week leadership program is custom designed to develop the talents and business networks of senior executives from MCAA and MSCA member companies. ALI is held at UNC's Kenan-Flagler School of Business in Chapel Hill, which is ranked #2 in the nation for 'Custom Executive Education' and #1 for 'Best Value in Executive Education'. The program is highly interactive and workshop-based, with a focus on helping industry leaders develop and practice skills and proven strategies that can be immediately applied to the day-to-day challenges of running a company or business unit.

Course is limited to 36 attendees. Application required.

Target Audience

**2025 Class 24 Week 1** Chapel Hill, NC September 7-10 UNC Kenan-Flagler

**2025 Class 25 Week 2** Chapel Hill, NC November 2-6 UNC Kenan-Flagler

#### **Chiller Fundamentals 1**

MSCA is proud to partner with the EMCOR Training Center in Phoenix, AZ, to provide members with top-tier fundamental technical classes designed to strengthen their expertise in mechanical systems. Chiller Fundamentals 1 is a lecture-based course tailored for those looking to deepen their understanding of chiller components, operations, and maintenance. Participants will explore the foundational principles of water chillers and their critical role in HVAC systems.

Target Audience

**2025** Phoenix, AZ March 26-28 Drury Inn & Suites Phoenix Airport Hotel

### **Dispatcher Training Program**

This program will provide dispatchers with all the skills they need to dramatically improve job performance. Custom designed especially for MSCA members, this program goes beyond traditional technical training to cover such critical dispatcher skills as leading technicians rather than letting technicians lead them, becoming the service manager's partner, prioritizing customer emergencies, evaluating technician abilities, and managing their own careers in dispatching. After attending this program, dispatchers will be able to improve their job performance by learning how to: identify the service life cycle and the critical contact points that impact service success; recognize the importance of the dispatcher's job and its impact on the organization's profitability; communicate effectively with technicians and customers; and use good decision-making approaches for optimum priority setting and effective resource allocation.

Target Audience

**2025** Omaha, NE March 16-18 Courtyard Omaha Aksarben Village

### Field Service Supervisors Training Program

The Field Service Supervisors Training Program is focused training designed specifically for improving the performance of your field service supervisors. Using proven methods, this program will advance skills in leadership, coaching, planning, time management, communication, and motivational techniques, all of which will give the field supervisor an edge and the confidence to deal with the workplace challenges of today.

**2025** Phoenix, AZ March 26-28 Drury Inn & Suites Phoenix Airport Hotel

### **Service Managers Training Program**

Get the management and leadership skills you need to help your company succeed during this intensive four-day program. If you have advanced through the trades with little or no formal management training or you want to enhance your management skills to become a more effective leader, this course is for you. A variety of small group activities, assessment tools, and skills building exercises will help you apply the skills you learn in class, preparing you to go back to the office ready to use what you've learned.

Target Audience ● ● ● ● ●

**2025** St. Louis, MO April 6-10 Drury Plaza Hotel St. Louis At The Arch

### Sales Basecamp

Sales Basecamp is where it begins for entry-level service sales personnel. In this competitive and uncertain business landscape, the rules of sales and customer engagement have changed. This two-day program will prepare this recent hire with relevant skills for time management and confidently selling HVACR services. Closing the deal is demystified with this course.

Target Audience

**2025** Phoenix, AZ March 26-28 Drury Inn & Suites Phoenix Airport Hotel

### **Preparatory Institute for Project** Management (PIPM)

This online course is designed to provide a strong foundation in mechanical project management education, and is suitable for those with 0-3 years of experience in mechanical project management. The 12-week curriculum includes weekly 90-minute lectures on topics fundamental to successful project management. Lessons learned are applicable regardless of company size. Our team of contractor-instructors provide an introductory education on everything from planning to scheduling; from cost control to time management. Lectures are live, never recorded, and students are regularly called upon to come on screen and contribute. Lessons learned in class are reinforced through guizzes and homework assignments.

2025 Class 30, 31 & 32 Online

April 29 - July 30

There are 12 classes, 1 per week

### Institute for Project Management (IPM)

This intensive two-week course is designed for PMs with at least 3 years of experience managing mechanical projects. IPM is a unique educational opportunity designed by mechanical contractors, for mechanical contractors. The course provides your top PMs with real-world skills that can be taken back to their companies and immediately applied. Taught as a combination of lecture and workshops, sessions are presented by both industry experts & professional educators, all of whom have practical experience in the field of mechanical contracting. Attendees also experience peer-to-peer learning and networking opportunities that are every bit as valuable as the in-classroom learning.

Course is limited to 36 attendees.

Target Audience

2025 Class 93 Austin, TX

Week 1: April 6-10; Week 2: September 21-25

**2025 Class 94** Austin, TX Week 1: April 7-11; Week 2: September 22-26

2025 Class 95 Austin, TX

Week 1: October 12-16; Week 2: January 18-22

2025 Class 96 Austin, TX

Week 1: October 13-17; Week 2: January 19-23

### Advanced Institute for Project Management (AIPM)

AIPM is designed to further develop the project management skills of experienced mechanical project managers who are either managing other project managers; managing multiple large projects; managing a project management department; or managing the project-driven portion of company operations. Attendees are strongly encouraged to have at least 8+ years of mechanical project management experience. The course provides five days of intensive, advanced-level study designed to make even the most experienced PMs more productive and their jobs more profitable. With the industry's top instructors leading the way, AIPM students will explore topics like leadership, company-level finance, legal issues on difficult jobs, scheduling and productivity impacts, claims avoidance, and operational management. While the Institute for Project Management (IPM) is not a prerequisite, the majority of AIPM attendees are IPM grads. All classes take place at the AT&T Hotel & Conference Center.

Course is limited to 42 attendees.

**2026 Class 22** Austin, TX January 25-29

### **Best Practices Review (BPR)**

The Best Practices Review is a 1.5-day meeting with MCAA's BPR Consultants to review current operations, polices, and procedures. This review serves as a "primer" for the newer association executives, acts as a reminder for experienced executives, and as a review in covering all operations toward a better executive director and local association.

Target Audience

### **Technology Review**

The technology review is the opportunity for the association staff to review items they use for technology, equipment and software. It is an open discussion & training on what they would like to be able to do, add or improve with the use of technology. IT services and bills are reviewed to look for ways to save money for the association.

Target Audience

#### **Executive Leadership Initiative (ELI)**

MCAA's ELI (Executive Leadership Initiative) program provides yearlong education on topics that have been identified by members of the AEC (Association Executive Council). It is the goal of this initiative to help association executives become more active and receive the education they need to better serve the membership. This education concentrates on association management, labor relations, negotiations, and more. In order to apply to this ELI Initiative, an executive must have completed a Best Practice Review that evaluates their operations, technology and process. For the ELI, an exec must have earned 24 continuing education credits every two years and must keep up with active involvement within the MCAA.

This initiative not only helps association executives better themselves but also become better leaders and resources for their members.

An ELI Credential is acknowledged on their name badge with each event attended.

Target Audience

For more information on the Association Executive Programs, email Lesley Ravas at Iravas@mcaa.org.

#### National Education Institute (NEI) Seminars

The NEI Seminars are MCAA's best programs — brought to your local association or even your company. Our goal is to provide ongoing and advanced education and training in support of individuals and company growth across the mechanical contracting industry.

Select courses are eligible for a 20% rebate on instructor fees, up to \$5,000 per class. This benefit is available only to MCAA members and local affiliates in good standing who book courses via the NEI Initiative portal on MCAA.org.

Scan the QR code next to the course you want to sign up for and be eligible for your rebate.\*

### Collective Bargaining Seminars (CBS)\*



In labor negotiations, preparation and unity are key. Unions often excel with focused leadership, but many multi-employer associations lack readiness and cohesion, resulting in unintended outcomes. Beyond wages, the bargaining committee must pay attention to potentially poorly written provisions and other elements that can lead to future misunderstandings and disputes.

As we face expiring long-term contracts and the retirement of experienced members, many bargaining committee members and association staff are new to negotiations. They may know the Union and the work itself, but they may not be fully aware of all the responsibilities involved in multi-employer bargaining. This program is custom designed to provide the tools and knowledge for effective multi-employer bargaining, transforming unprepared committees into confident, unified teams.

Classes taught by Ed Kommers

**CBS 101:** Collective Bargaining – Empowering the Negotiation Committee Through Training and Preparation

CBS 102: Collective Bargaining – Advanced Bargaining Preparation - Its "Crunch" time!

Target Audience ● ● ● ●

### Customer Experience Seminars (CES)\*



These seminars are designed for sales employees. They focus on customer service, interactions and relationships. Learn where other companies drop the ball and how you can avoid those same mistakes.

Classes taught by Frank Favaro

CES 101: Service Excellence Made Simple

**CES 102:** Proven Customer Acquisition Strategies

**CES 103:** Growth Through Retention – Expanding Business Without Chasing Strangers

CES 104: Climbing to the Top of the Relationship Ladder

**CES 105:** Effectively Navigating Pricing Conversations

CES 106: Service Recovery: Turning Mistakes into Wins

**CES 107:** The Recognition Advantage: How to Make Work Fun, Competitive & Performance-Driven

**CES 108:** The Customer Service Secrets of Industry Leaders

CES 109: Coaching Managers to Be Coaches: Developing High-Performing Leaders

CES 110: Frontline Excellence: Nailing Customer Interactions

Target Audience • •

## Customer Service Excellence Seminar (CSE)\*



In this class attendees will learn how to:

- 1. How to Keep More of the Business You Have
- 2. How to Build Breakthrough Relationships With Your Clients
- 3. Telephone and Field Soft Skills Transfer
- 4. How to Deal with an Angry Customer (and turn him into a Raving Fans)
- 5. How to Generate Endless Referrals from the Field
- 6. 10 Strategies Every Manager Needs to Know and Adopt
- 7. The Value of Appreciation, Respect and Understanding
- 8. Generating Leads and New Business from the Field (Increasing Revenue without Increasing Overhead!)

Classes taught by Mark Matteson

CSE 101: Sales Success Strategies

Target Audience • • • • • •



These seminars are designed for those who are interested in implementing or developing fabrication operations. Project Managers, New and Existing Fab Shop Managers, Field Personnel, Project Managers, Operations Managers, and Company Executives interested in starting or expanding their fabrication process. Regardless of your company's current capacity, there is opportunity to develop processes that lead to increased project success and profitability, by transforming the way you look at fabrication.

Classes taught by Greg Fuller

FAB 101: The Evolution of Fabrication I: Why, How and When (Now)

**FAB 102:** The Evolution of Fabrication II: Implementing Manufacturing Process for the Construction Industry

Target Audience ● ● ● ● ● ●

## Field and Foreman Leadership Development (FFLD) Seminars\*



This series highlights how interactions with coworkers, other tradespeople and end users can help (or hurt) the direct cost of union tradespeople, as well as how decisions impact safety, insurance, profits and overall company culture at every level of a project. The communication and cooperation between the Project Manager, Detailing Department (VDC) and field leadership sets the tone for the success of any organization. This session will educate ALL sides on what the other is dealing with on a daily basis to better understand how their roles can be improved through leadership, communication and education.

Classes taught by Mark Rogers

FFLD 101: The Foreman's Impact on Profitability

FFLD 102: High Impact Leadership: Leading Beyond the Project

FFLD 103: The Real Cost of a Manhour

Target Audience • • • • •

### Field Leaders Education (FLE) for Construction Seminars



Field leaders of all experience levels will find great value in these seminars. They are specifically directed to junior and senior level field leadership personnel such as "future" foremen, foremen, general foremen, project superintendents, general superintendents, etc.

Classes taught by John Koontz

FLE 100: Planning Skills for Foremen

FLE 101: Productivity Improvement for Mechanical Projects

FLE 102: The Foreman's Role in Project Documentation

FLE 103: Managing Labor: Coding, Tracking, and Forecasting

FLE 104: Essential Management Skills for the Project Foreman

FLE 105: Managing Change at the Jobsite

FLE 106: Successful Survival of Project Closeout

FLE 107: Critical Leadership Skills for Project Foremen

FLE 108: Everyday Negotiating Skills for Jobsite Supervisors

FLE 109: Managing Your Subcontractors

FLE 110: Practical Time Management Skills for Project Foremen

FLE 111: Qualities, Characteristics, and Habits of the Industry's Best Field Leaders

Target Audience

### Field Leadership Series (FLS)\*



Fundamental leadership skills every field leader must know, believe in, and be able to apply in practical and consistent ways to drive long term success for individuals, crews, projects, and organizations.

Classes taught by Leah Gutmann

FLS 100: The Respected Field Leader

FLS 101: Communication

FLS 102: Emotional Intelligence

FLS 103: Conflict Management

FLS 104: Coaching and Mentoring

FLS 105: The Field Team

FLS 106: Organize, Prioritize, and Delegate

FLS 107: The Business of the Mechanical Contracting Business

FLS 108: Happiness Skills

## Financial Development Series (FDS) Seminars\*



Through a series of questions about the audience, area of focus, market, organizational structure, and depth of required knowledge, Leah will create a workshop or series of workshops specifically addressing desired objectives and application of construction and service financial knowledge. Workshops will include direct application and practice to relevant projects, service work, and company financials.

Classes taught by Leah Gutmann

FDS 100: Mechanical Service Financial Management

FDS 101: Financial Management for The Project Manager – The Basics

FDS 102: Construction Foundations for Foremen

FDS 103: Financial Management for the Mechanical Contractor

FDS 104: Mechanical Construction: The Bigger Financial Picture

Target Audience • • • • • •

## Fundamentals of Project Management (FPM) Seminars



These seminars are specifically directed to junior and senior level project management personnel such as field engineers, project engineers, assistant project managers, project managers, senior project managers, estimators, senior estimators, etc.

Classes taught by John Koontz

FPM 100: Planning Skills for the Project Team

FPM 101: Productivity Improvement for Mechanical Projects

FPM 102: Using the Contract as a Tool for Project Management

FPM 103: Fundamentals of Job Cost Control

FPM 104: Time Management Skills and Managing Multiple Projects

FPM 105: Effective Project Documentation

FPM 106: Change Order Management: Best Practices for Success

FPM 107: Project Billings and Maintaining Positive Cash Flow

FPM 108: Essential Management Skills for the Project Manager

FPM 109: Basic Negotiating Skills for Project Managers

**FPM 110:** Mechanical Scheduling: Project Leader vs. Project Follower–Understanding the Basics

FPM 111: Critical Leadership Skills for Project Managers

FPM 112: Profitability Managing Your Subcontractors

FPM 113: Successful Survival of Project Closeout

FPM 114: Best Practices of Blue Chip Mechanical Project Managers

Target Audience

### Fundamentals of Service (FOS) for Service Seminars\*



These seminars are designed to focus on the building blocks of what makes a healthy and successful service company, with an emphasis on customer service, team-building and effective communication.

Classes taught by Woody Woodall

FOS 100: Customer Service Class Outline

FOS 101: Project Management for Service Outline

FOS 102: Transition from Field Tech to Office Professional

Target Audience • • • • • • • • •

## Instructor Training Series (ITS) Seminars\*



These seminars are designed for JATC instructors, association instructors, or organization subject matter experts wanting to learn how increase retention of material, connect with students, and transfer critical industry knowledge to the next generation. All classes are adapted to fit the needs of each instructor group and their application to the mechanical construction industry. These workshops are offered individually or as a series.

Classes taught by Leah Gutmann

ITS 101: Foundations of Adult Learning

ITS 102: Class Design and Development Skills

**ITS 103:** Finding Your Presentation Superpowers

ITS 104: There's an Activity for That ITS 105: Teaching to the Generations ITS 106: The Virtual Instructor Tool Kit

### **Job & Company Operations** (JCO) for Construction **Seminars**\*



Every member of your field and office leadership team will benefit from the Job and Company Operations Seminars. Developing highly trained and skilled people with good operational practices and solid procedures will lead to less problem prone projects, reduced duplication of effort, and allow you company to measure tangible results.

Classes taught by Kathryn Crosby

JCO 100: Introduction to Project Management

JCO 101: Successful Business Communications—It Begins at the Beginning

JCO 102: Construction—A People Business

JCO 103: Contract Language—What You Don't Know Can Hurt You

JCO 104: Dealing With Difficult People at Work

JCO 105: The Art of Being an Effective Manager

JCO 106: Written Communication Skills

JCO 107: Managing Your Cash Flow

JCO 108: Control Your Life by Controlling Your Time

JCO 109: Understanding and Resolving Conflict

JCO 110: Interpersonal Skills of the Project Team

**JCO 111:** The Business of Contracting: Back to the Basics

JCO 112: Basic Business Writing for Foremen and Service Technicians

JCO 113: Managing Project Risk with Solid Documentation

JCO 114: Financial Statements-What You Always Wanted to Know but Were Afraid to Ask

JCO 115: Construction Financial Management-It's More than Accounting

JCO 116: General Conditions of the Contract

JCO 117: Knowing the Score – Understanding the Impact of Project Forecasting

JCO 118: The Profitability of Safety

JCO 119: Safety-the Foreman's Critical Role

JCO 120: Knowing the Craft is Not Enough

JCO 121: The Successful Entrepreneur

JCO 122: Re-Energize Your Workforce

JCO 123: Construction Finance Fundamentals-What Your Accountant Wants You to Know

**JCO 124:** Navigating the Numbers – Business Finance for Mechanical Service Professionals

### Leadership Access Institute (LAI) Seminars\*



The Leadership Access Institute is designed for emerging & high potential leaders, executives, managers and supervisors. It is here to help them communicate better as well as solve problems, negotiate, understand diversity in the workplace, handle conflicts and understand better business etiquette.

Classes taught by C. Richard Barnes

LAI 101: Foundational, Essential and Transformative Skills (Part 1)
LAI 102: Foundational, Essential and Transformative Skills (Part 2)

LAI 103: Strategic Negotiation Skills (Session 1) LAI 104: Strategic Negotiation Skills (Session 2)

LAI 105: Leading Focused Conversations

LAI 106: Briefing, Educational and Speech Techniques (Part 1)

LAI 107: Advanced Public Speaking Skills

### **Leadership Development** Series (LDS) Seminars\*



These seminars are designed for management level employees or anyone that leads a team. They focus on building strong communication skills and self awareness in order to be a successful leader.

Classes taught by Leah Gutmann

LDS 101: Conflict: Leadership in Action

LDS 102: Decision Making – Getting Better and More Impactful Results

LDS 103: Effective Communication in the Workplace

LDS 104: Emotional Intelligence

LDS 105: Building Effective Relationship in The Workplace

LDS 106: Successful Teams in the Mechanical Contracting Industry

LDS 107: "Sticky" Change: Gaining Commitment and Implementing Change that has Staying Power

LDS 108: Accountability: You, Your Team, and Your Organization

LDS 109: The Situational Leader: Critical Development Tools for the Mechanical Contractor

LDS 110: Time Management: Prioritize, Delegate, and Create Time to Get Important Things Accomplished

LDS 111: Discover and Leverage Your Strengths For Results that Matter

LDS 112: Effective Delegation

LDS 113: Fierce Conversations

LDS 114: Motivation in the Workplace

LDS 115: Leveraging Generational Differences in the Workplace

LDS 116: Coaching and Mentoring – The Foundation of Field Leadership

LDS 117: Present With Confidence

LDS 118: Happiness: Owning Your 40

LDS 119: Hogan Assessment Workshop: Learn to use the Hogan Assessment to

Achieve Goals and Build Long Lasting Relationships

LDS 120: Goal Setting and Coaching

Target Audience

### Legal and Risk Management (LRM) Seminars\*



The Legal and Risk Management Seminars were created to help contractors better understand the risks imposed on their company throughout a contract and how to handle them. Learn how to identify risks, shift risks and negotiate terms, deal with government contracts, handle labor and best practices to maintain an ethics and compliance program.

Classes taught by Charles F. Mitchell

LRM 101: Killer Contract Clauses
LRM 102: Project Risk Management

LRM 103: Fundamentals of Federal Government Contracting

LRM 104: Change Order and Claim Management

LRM 105: Labor and Employment Disputes

LRM 106: Ethics and Compliance

LRM 107: Financially Distressed Contractors

### Other Seminars (OS) for Construction



This seminar is directed towards individuals with at least 5-10 years of experience in managing mechanical construction projects. Company leadership and experienced project management personnel will find great value in the class.

Classes taught by John Koontz

OS 100: Creating Highly Effective Foremen/Project Manager Partnerships

**OS 101:** Inside the Great Mechanical Contractors: How do the "Great" Differ from the "Good"?

OS 102: Change Orders, Productivity, Overtime: Understanding and Using the MCAA Management Methods Committee Developed Manual

## Project Manager Leadership Series (PML)\*



The Mechanical Industry's best Project Managers focus on skills that go beyond budgets and schedules. Top tier Project Managers know that our industry is people driven. In order to achieve outcomes beyond base level expectations, Project Managers must be able to motivate, build trust, and tap into the individual greatness of themselves and those around them. This unique series is created specifically for Project Managers and will teach essential tools needed to gain respect, get noticed, and be the project leader others follow because they want to, not because they have to.

#### Classes taught by Leah Gutmann

PML 100: Core Leadership Skills for the Project Manager

PML 101: Leveraging Strengths to Achieve Your Goals

PML 102: Keys to Communication as a Project Manager

PML 103: Project Management the EQ Way

PML 104: Conflict Management

PML 105: The Critical Project Decision Maker

PML 106: Successful Project Teams

PML 107: Change Management: How to get Change to Stick

PML 108: Managing Key Stakeholder Relationships

PML 109: Presentation Skills

Target Audience

### Project Manager Training (PMT) Seminars\*



These seminars are a must for all Project Managers, Assistant Project Managers and Estimators looking to learn and enhance their skill-set.

Classes taught by Troy Aichele

PMT 101: Change Order Bootcamp

PMT 102: Mechanical Blueprint Reading

PMT 103: Estimating

PMT 104: Scheduling from an MEP Perspective

PMT 105: How to Build a Mechanical Schedule

PMT 106: Managing the Fabrication, Shop Drawings & BIM Process

PMT 107: Turnover, Kick-Off and Pre-Construction Planning Meetings

PMT 108: Project Interviews – Preparation is the Separation

PMT 109: Best Leadership Practices for Project Managers

PMT 110: Difficult Conversations, Feedback, and Delegation

PMT 111: Situational Leadership and Team Building

Target Audience

### Project Profitability (PP) for Construction Seminars\*



Company principals, top executives, foremen and key project management staff will learn to improve jobsite and office productivity, while enhancing the value delivered to customers. These seminars will help one better understand the construction process, the keys to productivity, and what can be done to maximize jobsite profitability.

Classes taught by Tom Williams

PP 100: Changing Behavior on a Problem Job

**PP 101:** Jobsite Productivity: How to Protect It...How to Improve It

PP 102: Six Habits of the Highly Productive Foreman

PP 103: Six Habits of the Highly Productive Project Manager

PP 104: Managing Change Orders and Documenting Construction Disputes

PP 105: Developing a Competitive Edge Through Planning

PP 106: Communication for Foremen and Project Managers

Target Audience ● ● ● ●

## Service Leadership Series (SLS)\*



Success in the Mechanical Service Industry requires a wide range of skills to successfully navigate a variety of relationships and challenges unique to the service business. Through this program participants will learn how to apply critical leadership skills to real service team problems. The program is designed to build confidence at the individual and team level. Everyone participating will leave with tools and strategies that can be applied immediately to improve results at all levels.

#### Classes taught by Leah Gutmann

SLS 100: Leveraging Strengths to Achieve Your Goals

**SLS 101:** Keys to Communication **SLS 102:** Emotional Intelligence

SLS 103: Conflict Management: The Service Team and Beyond

SLS 104: Mechanical Service Financial Management

SLS 105: Critical Thinking and Decision Making

SLS 106: Successful Service Teams

SLS 107: Change Management: How to get Change to Stick

**SLS 108:** Managing Key Stakeholder Relationships

**SLS 109:** Presentation Skill **SLS 110:** 1:1 Coaching Option

Target Audience ● ● ● ●

### Service Training (STS) for Service Seminars\*



These seminars are designed for service professionals to enhance the company's strength in providing quality service to their customers. The series covers fundamental principals of effective leadership and communication, the value of customer service and more.

Classes taught by Kevin Dougherty

STS 101: Delivering the Ultimate Service Experience: A Guide For Technicians

STS 102: How to Find, Train, Motivate, and Retain Employees

STS 103: How to Get the Job at Your Price

STS 104: Providing Professional Customer Service

STS 105: Developing Frontline Leadership

STS 106: Making the Number Work

STS 107: Selling and Marketing Construction Products and Services

STS 108: Dealing with Difficult People in Construction: Get Even the Most Difficult Person

to Act Civilized

STS 109: Growing and Developing Supervisors

STS 110: Thriving as a Contractor

STS 111: Getting More Done Turning Today's Rat Race into a Productive Workplace

STS 112: Front Line Project Profitability

**STS 113:** Turning Your Takeoff into a Winning Proposal

**STS 114:** Boosting Profits through Employee Cost Awareness

STS 115: Planning, Goal Setting and Performance Improvement

STS 116: Supervisory Training

STS 117: Enhancing Sales from The Top

STS 118: Field Based Project Management: Closing the Gap Between the Office and Field

**STS 119:** How to Survive and Prosper in the Contracting Market

STS 120: Strategies for Buying and Selling a Business

STS 121: Understanding the Importance of Properly Communicating Throughout the Project

STS 122: How to be a More Effective Foreman

STS 123: Customized and Tailored Programs

### Strategic Management (SM) for Construction Seminars\*



Senior management, owners, foremen and project managers will benefit from these seminars built to help you strategically manage risk. You will gain insights into proven methods for developing effective strategic plans and key factors to implement and maintain them.

Classes taught by James McCarl

SM 100: Strategic Planning–Your Springboard To Success

SM 101: Advanced Strategic Planning Workshop

SM 102: Risk Management for the Savvy Mechanical Contractor

SM 103: Succession Planning...or Else

SM 104: Profit Is Not a Dirty Word

SM 105: Cash is King

SM 106: How to Build a "Best of Class" Company

Session One: A Different DEJA-VUSession Two: Proactive Planning

**SM 107:** The forgotten heroes....our support team.

### Succession Planning (SPS) Seminars\*



Regardless of how successful your company is, the challenges to remain successful are daunting. Don't think so? Only 1/3 of private/family-owned businesses survive from a first to second generation and less than 15% survive from a second to third generation. This course may be the most important education ever received as it may literally mean the difference in if your company survives. You'll learn how to avoid mistakes that are common to so many business owners and learn tax mitigation strategies that depending on your business/estate size may save millions of dollars in taxes that otherwise will be owed.

Classes taught by Terry & Lee Resnick

SPS 101: Assuring the Successful Continuation of Your Company – Navigating the Challenges of Upcoming Federal Tax Law Change

Target Audience ● ● ● ●

### **MCAA Staff Directory**

Tim Brink	CEO	tbrink@mcaa.org	301-990-2205
Carlos Arias	Administrative Assistant, Member Engagement	carias@mcaa.org	301-869-5800
Alex Bassett	Associate Director, Design	abassett@mcaa.org	240-631-6293
Adrienne Breedlove	Director, Content	abreedlove@mcaa.org	301-990-2206
Richard Cook	Director, Finance	rcook@mcaa.org	301-990-2202
Noreen Cournoyer	Executive Director, Meetings & Events	ncournoyer@mcaa.org	301-990-2214
Charles Daniel	Senior Advisor to the CEO	cdaniel@mcaa.org	443-869-0765
Andy Dieguez	Director, Revenue Management	adieguez@mcaa.org	301-990-2201
Raffi Elchemmas	Executive Director, Safety, Health & Risk Management	raffi@mcaa.org	301-518-2658
Darnelle Everett	Associate Director, Dues Management	deverett@mcaa.org	301-990-2219
Jan Grillo	Director, Member Engagement	jgrillo@mcaa.org	301-990-2218
Amy Harding	Director, PIPM, IPM, AIPM & ALI	aharding@mcaa.org	240-631-6281
Priya Haslinger	Assistant Director, Administrative Services	phaslinger@mcaa.org	301-990-2212
Michele Hoffman	Director, Career Development	mhoffman@mcaa.org	402-305-8969
Jocelyn Jackson	Director, Affiliate Engagement and WiMI	jjackson@mcaa.org	301-990-2200
Ron King	Executive Director, NCPWB & WebLEM	rking@mcaa.org	720-441-7902
John Koontz	Director, Project Management Education	john@johnkoontz.com	765-426-8376
Steve Lamb	AEC Best Practices Consultant	lambchicago@gmail.com	312-882-4767
David Left	Associate Director, Registration & Housing	dleft@mcaa.org	301-990-2217
Olivia Lewis	Field Leadership Education	olewis@mcaa.org	561-714-5952
Beverly Liburd	Assistant Director, Accounts Payable & Accounts Receivable	bliburd@mcaa.org	240-631-6290
Michelle Logan	Executive Director, Communications	mlogan@mcaa.org	301-990-2213
Jacinda Matherne	Associate Director, Membership Engagement	jmatherne@mcaa.org	858-775-9179
Sean McGuire	Executive Director, Innovative Technologies, Fabrication & JRGF	smcguire@mcaa.org	301-990-2216
John McNerney	General Counsel	jmcnerney@mcaa.org	301-990-2208
Sobeida Orantes	Director, Meetings & Events	saorantes@mcaa.org	301-990-2207
Shannon Paciorek	Associate Director, Meetings & Events	spaciorek@mcaa.org	301-990-2204
Teresa Pezzi	Executive Director, MSCA & PCA	tpezzi@mcaa.org	301-990-2210
Travis Pratt	Director, Digital Media	tpratt@mcaa.org	301-631-6296
Lesley Ravas	Director, Manufacturer/Supplier & Association Executives	Iravas@mcaa.org	301-990-2203
Melissa Rogers	Executive Director, MCAA Convention	mrogers@mcaa.org	301-768-7627
Melanie Thompson-Ott	Associate Director, Meetings & Events	mthompson@mcaa.org	240-631-6292
Frank Wall	Executive Director, Operations	fwall@mcaa.org	301-990-2215