



CPMCA

California Plumbing & Mechanical
Contractors Association

Seminar Catalog

**July–December
2021**

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

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CPMCA Mission Statement

The mission of CPMCA is to provide representation of its members to enhance their business and profitability through education and labor relations. This Association will provide a partnership for progress between Labor and Management; setting aside differences, to unite in the common goal of expanding the market share of the union mechanical contracting industry.

Vision Statement

CPMCA is the organization of choice, a progressive leader and voice for the union plumbing and mechanical contracting industry in Southern California, providing business opportunities, education, fair employment, honesty, integrity and family values.

CPMCA Executive Committee, Board of Directors

Executive Committee – 2020/2021

Jay Lusita, President

Tier One Plumbing

Jay Chase, Vice President

Muir-Chase Plumbing Co., Inc.

John Feikema, Secretary

California Spectra, Inc.

Jim DeFlavio, Treasurer

Murray Company

Steve Cornelius, Past President

University Mechanical & Engineering

Contractors – San Diego

CPMCA Board of Directors

Harry Bederian

ARB, Inc.

Mike Cables

Kinetic Systems, Inc.

Matt Cunningham

Jackson and Blanc

Pete Fortin

ACCO Engineered Systems

Jason Gordon

Xcel Mechanical Systems, Inc.

Jeff Hachey

H.L. Moe Company, Inc.

John Modjeski

University Mechanical & Engineering

Contractors – San Diego

Ed Newville

Southland Industries

Bryan Suttles

Suttles Plumbing & Mechanical Corporation

Michael Teague

Schultz Industrial Services, Inc.

Larry Verne

Verne's Plumbing, Inc.

Education Committee

Harry Bederian – Chairperson

ARB, Inc.

Shaabini Alford

Murray Company

Travis Craven

ACCO Engineered Systems

Jason Gordon

Xcel Mechanical Systems, Inc.

Beni Monaco

All Area Services, Inc.

Diana Morell

California Spectra, Inc.

Bryan Suttles

Suttles Plumbing & Mechanical Corporation

CPMCA Staff

Chip Martin

Executive Director

Dana Giambalvo

Office Manager

Michelle Lynn

Director of Education

Executive Director's Message



We hope that you and yours are well, safe, and healthy. We thank you for your understanding through this pandemic as we navigated uncharted territory and sought out the best ways to deliver information, updates, and education to you. With promising COVID developments in Southern California, we are optimistic the recovery will continue. Over the past year and a half, we have collected valuable information from our experience delivering virtual education classes to you. We learned that while many still prefer in-person classes, our membership is extremely adaptable, adjusting almost immediately and seamlessly to an entirely online educational program. We learned that using different modalities to meet your educational needs was incredibly effective in expanding our reach to new segments of our membership. We found that virtual education enhanced our already existing education program. We realized a potential opportunity to expand our footprint and explore other new and innovative ways of delivering education. As such, we are excited to present you with CPMCA's 16th semi-annual Seminar Catalog (featuring classes July – December 2021), a hybrid education program, where we will offer both in-person and online classes to you.

We are excited to offer a new Foreman Training Program, taught by longtime friend of CPMCA and renown instructor, C. Richard Barnes. After an overwhelming interest and response to our Bluebeam series, we will be offering it again this Fall. For the first time, we are excited to offer an interactive and impactful class—Workplace Violence—with well-known speaker Carol Cambridge at the Stay Safe Project. Finally, our very own CPMCA Safety Committee Chair, Rebecca Campbell, will be teaching “Foundations for Safety Leadership,” a class that your safety teams cannot miss!

In this course guide, you will find certain classes that have been pre-scheduled and will remain as virtual classes. Other classes have been scheduled as in-person classes. While we are optimistic about COVID developments, we will continue to closely track updates and confirm the class details when registration opens one (1) month before each class date. Make sure to enroll in our email distribution list, to receive the most up to date and detailed information about our classes (see page 4).

Your feedback is important; we strive to structure our classes to meet your needs while also addressing the industry's most relevant and current topics. We hope you find this year's course selection valuable in your personal and professional growth. We encourage you to browse through this brochure and highlight courses that speak to your company, position or department. CPMCA continues to pride itself in offering a first-in-class education program with one goal in mind: for the overall betterment of our contractors and their workers in Southern California. We welcome you to attend as many seminars as fit your interest and career!

Goal & Guarantee

Our goal is to offer a comprehensive first-in-class educational program unparalleled in the industry which will continue to advance the professional, technical and managerial skills of our member contractors and their employees. If you are not fully satisfied with a particular program, we will gladly provide a full refund.

SCHEDULE AT A GLANCE BY MONTH

July

- 14 How to Deal with Difficult People *
- 15 Cracking the WIP *

August

- 19 Foundations for Safety Leadership
- 27-28 Foreman Training 1 & 2 *
- 31 Foreman Training Program (Session 1)*

September

- 8 Bluebeam BEGINNER *
- 15 Foreman Training Program (Session 2) *
- 17-18 Foreman Training 3 & 4 *
- 22 Foreman Training Program (Session 3) *
- 23 Excelling as a Manager or Supervisor
- 24-25 Project Management 7 & 8
- 29 Foreman Training Program (Session 4)

October

- 6 Microsoft Excel 2019 – Part 1
- 13 Bluebeam INTERMEDIATE *
- 14 Crisis at Work: Workplace Violence & Active Shooter
- 15 Project Engineering Basics in Construction
- 20 Estimating & Blueprint Reading
- 21 Foreman Training Program (Session 5) *
- 22-23 Project Management 9 & 10 *
- 27 Microsoft Excel 2019 – Part 2
- 28 Foreman Training Program (Session 6) *
- 29-30 Foreman Training 5 & 6

November

- 3 Foreman Training Program (Session 7) *
- 4 Microsoft Excel 2019 – Part 3
- 16 Foreman Training Program (Session 8) *
- 17 Bluebeam ADVANCED *

December

- 1 Foreman Training Program (Session 9) *
- 2 Foreman Training Program (Session 10) *
- 3-4 Project Management 11 & 12 *

***These classes have been pre-scheduled and will remain as VIRTUAL classes.**

******Due to promising COVID developments, all other classes are scheduled as in-person classes. In the case that classes transition to a virtual platform, we will notify you through our email class invitations. If you do not already receive our class emails, please contact michelle@cpmca.org.

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

How to Register for CPMCA Classes

There are two ways to register:

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

Computer Skills & Technology

- Bluebeam BEGINNER ***VIRTUAL**
Wednesday, September 8, 2021
- Microsoft Excel 2019 – Part 1
Wednesday, October 6, 2021
- Bluebeam INTERMEDIATE ***VIRTUAL**
Wednesday, October 13, 2021
- Microsoft Excel 2019 – Part 2
Wednesday, October 27, 2021
- Microsoft Excel 2019 – Part 3
Thursday, November 4, 2021
- Bluebeam ADVANCED ***VIRTUAL**
Wednesday, November 17, 2021

Foreman

- Foreman Training 1 & 2 ***VIRTUAL**
Fri. & Sat., August 27-28, 2021
- Foreman Training Pgm (Session 1) ***VIRTUAL**
Tuesday, August 31, 2021
- Foreman Training Pgm (Session 2) ***VIRTUAL**
Wednesday, September 15, 2021
- Foreman Training 3 & 4 ***VIRTUAL**
Fri. & Sat., September 17-18, 2021
- Foreman Training Pgm (Session 3) ***VIRTUAL**
Wednesday, September 22, 2021
- Foreman Training Pgm (Session 4) ***VIRTUAL**
Wednesday, September 29, 2021
- Foreman Training Pgm (Session 5) ***VIRTUAL**
Thursday, October 21, 2021
- Foreman Training Pgm (Session 6) ***VIRTUAL**
Thursday, October 28, 2021
- Foreman Training 5 & 6
Fri. & Sat., October 29-30, 2021
- Foreman Training Pgm (Session 7) ***VIRTUAL**
Wednesday, November 3, 2021
- Foreman Training Pgm (Session 8) ***VIRTUAL**
Tuesday, November 16, 2021
- Foreman Training Pgm (Session 9) ***VIRTUAL**
Wednesday, December 1, 2021
- Foreman Training Pgm (Session 10) ***VIRTUAL**
Thursday, December 2, 2021

Estimating

- Estimating & Blueprint Reading
Wednesday, October 20, 2021

Project Management

- Cracking the WIP – Driving Predictable Cost Projections ***VIRTUAL**
Thursday, July 15, 2021
- Project Management 7 & 8
Fri. & Sat., September 24-25, 2021
- Project Engineering Basics in Construction
Friday, October 15, 2021
- Project Management 9 & 10 ***VIRTUAL**
Fri. & Sat., October 22-23, 2021
- Project Management 11 & 12 ***VIRTUAL**
Fri. & Sat., December 3-4, 2021

People Management

- How to Deal with Difficult People ***VIRTUAL**
Wednesday, July 14, 2021
- Excelling as a Manager or Supervisor
Thursday, September 23, 2021

Sales/Service/Safety

- Foundations for Safety Leadership
Thursday, August 19, 2021
- Crisis at Work: Workplace Violence & Active Shooter
Thursday, October 14, 2021

Webcasts

- Active Listening
- BIM 101
- Excel: Excel Solver Procedure
- Excel: Insert Excel Sheet into Word
- Excel: Microsoft Word fill-In Forms
- Excel: Summarizing Data with Subtotals in Excel
- Going Green - Valuable Opportunities for Mechanical Contractors
- Green Building: LEED Certification
“So You Want to be a Green Contractor”

And many more – please see www.cpmca.org
for complete listing

IMPORTANT EVENTS



Plan Accordingly! Take note of these important MCAA Events:

MCAA Sponsor Spotlight 17: Mark Wilke, CNA	August 13, 2021
Advanced Leadership Institute Course 20, Week 1 – Wellesley, MA	September 12-16, 2021
IPM Class 77, Week 2 – Austin, TX	September 19-23, 2021
IPM Class 78, Week 2 – Austin, TX	September 20-24, 2021
Field Leaders Conference – Boston, MA	October 6-8, 2021
IPM Class 79, Week 1 – Austin, TX	October 17-21, 2021
Great Futures Forum – Scottsdale, AZ	October 17-19, 2021
IPM Class 80, Week 1 – Austin, TX	October 18-22, 2021
Field Leaders Conference – Seattle, WA	October 27-29, 2021
Advanced Leadership Institute Course 20, Week 2 – Wellesley, MA	November 7-12, 2021
Fabrication Conference – Des Moines, IA	November 8-10, 2021

MCAA Contacts:

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

For conference & conventions, contact Melissa Funiyak at mfuniyak@mcaa.org

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

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

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



Plan Accordingly! Take note of this important CPMCA Event:

CPMCA Annual Retreat – The Lodge at Pebble Beach - Pebble Beach, CA	August 4-8, 2021
CPMCA Annual Dinner - TBD	December 9, 2021

CPMCA Contacts:

For educational classes, contact Michelle Lynn at michelle@cpmca.org or **818-275-2893**.

For meetings, retreats, and all other events, contact Dana Giambalvo at dana@cpmca.org or **818-275-2890**.

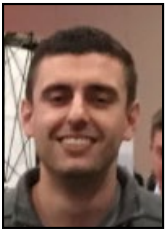


Troy Aichele became involved with the mechanical contracting industry while obtaining his B.S. degree in Construction Management at the University of Washington as an intern for a Seattle Mechanical Contractor. After graduating and working full-time, he went on to secure an A.A.S. degree in HVAC and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



Throughout both public and private sectors, **C. Richard Barnes** is an internationally recognized mediator, facilitator, skills trainer and speaker. He provides dispute resolution services, dispute resolution systems design, workforce training and development, facilitation and leadership coaching to a cross-section of industry, labor, private, public and service organizations, both nationally and internationally. In 1998, President Clinton appointed Richard to serve as the 14th Director of FMCS, becoming the first career mediator in FMCS history to receive both the Presidential Appointment and Senate Confirmation, a testament to his vast experience in leadership development, strategic negotiations and dispute resolution processes.

A native of Chattanooga, Tennessee, Richard is a Vietnam era veteran of the U.S. Army and served three years as an instructor at the Medical Field Service School at Brooke Army Medical Center, Fort Sam Houston, Texas. Richard is a graduate of the U.S. Army's prestigious Faculty Development Program and as a graduate of Antioch University and the George Meany Center for Labor Studies, he holds academic degrees in Labor Studies and Organizational Leadership. Richard and his wife Audrey reside in Atlanta, Georgia.



Harry Bederian became interested in the mechanical contracting industry when he was an undergraduate student at Cal Poly Pomona and served as the president of the MCAA/CPMCA Student Chapter. He majored in Engineering Technology with an emphasis in Mechanical and Manufacturing Engineering and a minor in Business. Harry began his career in the HVAC sector then 2 years later, transitioned to the industrial sector. He has been a Project Engineer at ARB, Inc. for the past 6 years and worked in a leadership role on projects that include, but are not limited to: the NRG Re-Power Project, the Mojave Solar Project, CRC Gas Compressor Station, and the Valero Refinery Power Plant. His involvement in the industry is diverse, having also served as the CPMCA Education and Scholarship Committee Chair for the past 8 years, a mentor to the Cal Poly Pomona MCAA/CPMCA Student Chapter for the past 9 years and on the Engineering Senior Project Panel at his alma mater, Cal Poly Pomona. Harry recognizes that constantly improving and adding to his skillset is vital to being successful in this industry and thus, obtained his project management certificate through UCLA in June 2018.



Carol Cambridge is CEO of The Stay Safe Project, an international conference speaker and is a workplace violence expert. Highly profiled for her expertise, she is often sought by the media for comments when tragedies occur. Carol has been interviewed by: ABC, NBC, USA Today, CBC and as far away as News Channel Asia in Singapore.

As a thought leader, she wants people to move away from Fear Based Thinking, which is limiting, paralyzing and just plain negative! Instead Carol shows people how to navigate fear & use their critical thinking skills to guide them through an emergency or a crisis.

Her career began as a communications specialist in emergency services and disaster preparedness with a Canadian Law Enforcement Agency. Today, 27 years later, Carol has taught over a quarter of a million people how to make smart, powerful and life-saving decisions. Known for her customization, compelling storytelling and experiential training, Carol masterfully facilitates and delivers information in a way that people find intriguing!

When Carol is not speaking and training, she is at home in Glendale, Arizona with the love of her life and her three beautiful dogs.



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



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

Focusing on results, Eric has successfully facilitated a variety of courses related to strategic business practices, leadership and management, productivity and motivation.

Eric has developed a proven system that helps students prioritize their work, effectively schedule their days, delegate to employees, manage information flow and teach negotiation skills. As a record setting ultra-runner, he also shares his passion for perseverance and endurance with his students.



John R. Koontz has over 30 years of wide-ranging mechanical industry experience that includes contracting, academics, and consulting. He is a former Tenured Associate Professor in Purdue University's Department of Building Construction Management. He is also the founder and former director of Purdue's Mechanical Construction Management Specialization Program. In addition to his academic career, he spent 15 years in the employment of MCAA contractors in a variety of positions including senior project manager, project manager, project engineer, and estimator and is the founder of the 1st ever MCAA student chapter which was started at Purdue in 1993. Professor

Koontz's family heritage of long-term UA family members (grandfather, great uncle, and father) provides a sincere and deep-rooted pride, interest, and concern for the future success and survival of all parties involved in union mechanical construction.



Rosemary Laack is a three-time award-winning leader and speaker who uses her trademark approach to coach, speak and train all over the country. Her passion and genius for understanding the unique challenges business professionals face today is the crux of her tremendous appeal and success. This ability has formed the core value of her sessions on assertiveness, conflict management, leadership skills for women and communication.

Rosemary earned two bachelor degrees (one in marketing, one in music) before starting her career in the manufacturing industry. She got her initiation when she became purchasing manager for Procter & Gamble Company. In this role, she managed multiple suppliers, led multifunctional teams and delivered in excess of \$5.6M in just one year in material savings and cost avoidances through exceptional negotiations.



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

Ms. McShane is an internationally recognized speaker, mentor, author, and teacher. Her ability to motivate, inspire, and create confidence among your work groups is extremely rare and very effective. Stephane possesses the rare combination of talent from being in the field as an apprentice, electrician, foreman, then working her way through each operational chair within a successful electrical construction firm. Her ability and drive defined her to be “best in class” at each position held. This talent is what makes her tremendously effective at operational and organizational assessments today. She has successfully conquered every operational position from being an estimating trainee through executive management. She has built, trained, and led her teams to become the undisputed leaders in their markets. She is able to quickly identify organizational positives and negatives and assess appropriate action steps and throughputs.



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

Microsoft Excel 2019 – Part 1 (of 3)

New Horizons Computer Learning Center – Anaheim

Wednesday, October 6, 2021

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$299



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

Microsoft Excel 2019 – Part 2 (of 3)

New Horizons Computer Learning Center – Anaheim

Wednesday, October 27, 2021

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$299



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

Microsoft Excel 2019 – Part 3 (of 3)

New Horizons Computer Learning Center – Anaheim

Thursday, November 4, 2021

8:00 a.m. – 4:00 p.m.

Member: Free

Non-Member: \$299



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

Bluebeam – BEGINNER *VIRTUAL

Christopher Suggs

Wednesday, September 8, 2021

7:30 a.m. – 2:30 p.m.

Member: Free

Non-Member: \$299

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

REVV BASICS:

Interface, Navigation and Profiles

- Document Manipulation
- Markup Tools
- Stamps
- Tool Chest
- Markup List

Revu Document Control

- AutoMark & Page Extraction
- Creating a Navigable Drawing Set

- Document Comparison & Overlay Pages
- Sets

Revu Measurements & Takeoffs

- Calibration
- Measurement Tools
- Custom Measurement Tools & Legends
- Basic Estimation in the Markups List

Bluebeam – INTERMEDIATE *VIRTUAL

Christopher Suggs

Wednesday, October 13, 2021

7:30 a.m. – 2:30 p.m.

Member: Free

Non-Member: \$299

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

Interface, Navigation, & Profiles (In Depth)

- Toolbars & Menus
- Panel Access Bar & Panel Management
- Profiles & Profile Management
- Standardizing Profiles
- Opening a PDF
- PDF Navigation

Markup Tools

- Types of Markup Tools
- Customizing the Properties of Markup Tools
- Using the Snapshot Tool

Stamps

- Applying a Stamp
- Creating Custom Stamps

Tool Chest

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

Bluebeam – ADVANCED *VIRTUAL

Christopher Suggs

Wednesday, November 17, 2021

7:30 a.m. – 2:30 p.m.

Member: Free

Non-Member: \$299

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

Markups List

- Organizing, Sorting, & Filtering
- Statuses, Custom Columns
- Importing & Exporting
- Custom Formulas
- Quantity Link & Excel Templates

Revisions

- Inserting Sheets & Batch Insert
- Sets
- Overlaying Sheets & Batch Overlay
- Document Comparison
- Updating a Takeoff

Introduction to Studio

- Sessions vs. Projects
- Getting into Studio

Studio Sessions

- Setting up a New Session
- Live Session Participation
- Record Reports
- Closing out a Studio Session

Studio Projects

- Setting up a New Project
- Inviting Attendees & Setting Permissions
- Working with Documents
- Viewing Revisions History



Estimating & Blueprint Reading

Estimating & Blueprint Reading

Troy Aichele

Wednesday, October 20, 2021

7:30 a.m. – 2:30 p.m.

Member: Free

Non-Member: \$179

Estimating

In this course, instructor Troy Aichele, Aichele & Associates, LLC will walk attendees through the gamut of mechanical estimating, from start to finish. Troy will review estimating philosophy, facilitate an actual in-class QTO (quantity take-off), cover the LEM (Labor Estimating Manual) uses, basic assumptions and productivity factors, perform a mock bid (utilizing the actual estimates created in class) and end with an activity where attendees use a one-of-a-kind estimate risk analysis worksheet that can be immediately added as one your company's estimating department tools.

Blueprint Reading

In this course, instructor Troy Aichele will review all that is contained inside the Contract Documents, the importance of knowing each as a Mechanical Contractor and then learn the basics of Blueprint reading by discovery via multiple scavenger hunt document search activities.

Cracking the WIP – Driving Predictable Cost Projections ***VIRTUAL**

Stephane McShane

Thursday, July 15, 2021

7:30 a.m. – 11:30 a.m.

Member: Free

Non-Member: \$179

Many project managers lack a clear handle on how their projects are performing financially. Most commonly it is because they have not been trained on how to forecast properly. We find many contractors struggle with how to build a robust cost projection process that provides for consistency and predictability. Profit fade at 90% complete is no longer an option in today's market. Teach project managers how to properly set up job budgets, track progress and forecast accurately. Moreover, learn critical financial indicators that point to problems on projects early so they can be rectified.

Learning Objectives:

- Identify how to manage work-in-process for better profitability.
- Understand the relationship between project profitability and processes (budgeting, forecasting, change control, job status reporting and WIP).
- Apply earned value reporting to projects.

Project Management 7 & 8

John Koontz

Fri. & Sat., September 24-25, 2021

Friday: 7:30 a.m. – 4:00 p.m.

Saturday: 7:00 a.m. – 11:00 a.m.

Member: \$100

Non-Member: \$179

This two-day course will cover the following topics:

- **Change Order Management:** Successfully managing change orders on a complex and constantly changing project is often the project team's greatest challenge. If not well managed by a proactive and knowledgeable project manager and foreman who are acting as great partners, change orders can cause unnecessary additional risk, destroy base contract labor productivity, ruin customer and contractor relationships, choke cash flow, reduce or eliminate profitability, and create nearly irreversible negative jobsite moral. In this session, John Koontz will provide all attendees, regardless of age or experience level, with numerous strategies and proven best practices for successfully navigating this multi-faceted and complicated project management challenge.
- **Time Management Skills and Managing Multiple Projects:** Project management is a dynamic and challenging thing to do for a living. It creates numerous time management challenges for the project manager and causes daily chaos that must be successfully managed in a way that maintains project productivity, project profitability, and customer relationships. Effective and efficient managers of time who can successfully manage multiple projects are therefore invaluable to their firms. Improving time management ability for a project manager or foreman is a difficult proposition that takes great personal commitment and self-discipline. This session identifies the greatest time wasters and provides strategies for improving time management skills. Students will also identify and discuss the best practices required for becoming a better manager of multiple projects.

Project Management 9 & 10 *VIRTUAL

John Koontz

Fri. & Sat., October 22-23, 2021

Session 1 (Fri.): 6:30 a.m. – 8:00 a.m.

Session 2 (Fri.): 8:30 a.m. – 10:00 a.m.

Session 3 (Sat.): 7:00 a.m. – 8:30 a.m.

Member: \$100

Non-Member: \$179

This two-day course will cover the following topics:

- **High Impact Communication Skills:** Due to the complexity of the construction process and the numerous people involved in a project's completion, excellent communication skills are required to succeed at project management. When communication problems develop, relationships usually weaken, misunderstandings occur, and project failure is imminent. Excellent communication skills are essential to creating a successful project and a successful career. Communication is always difficult

on a construction project and the best project managers know that it's an issue, which requires a project manager's constant attention, evaluation, and improvement.

- **Basic Negotiating Skills:** Mechanical project managers spend a substantial part of each day negotiating with everyone in which they interact: they negotiate numerous items including payment, customer issues, change orders, subcontracts, equipment and material purchases, rental equipment rates, submittal and shop drawing approval, time and space allocation, back charges, etc.. Ironically, most mechanical project managers have no formal training in negotiating; putting them at a great disadvantage when dealing with seasoned, well-trained negotiators. This session provides basic skills to improve negotiating abilities and increase your comfort level when negotiating.
- **Critical Leadership Skills:** Strong leadership skills are synonymous with successful project management. The long-term success of a project manager largely depends on their leadership ability in creating and managing highly effective and productive project teams. There is no such thing as a great project manager who is a weak leader. To have successful projects and a successful career, project managers must develop critical leadership skills. This session provides an understanding of these critical leadership skills.

Project Management 11 & 12 *VIRTUAL

John Koontz

Fri. & Sat., December 3-4, 2021

Session 1 (Fri.): 6:30 a.m. – 8:00 a.m.

Session 2 (Fri.): 8:30 a.m. - – 10:00 a.m.

Session 3 (Sat.): 7:00 a.m. – 8:30 a.m.

Member: \$100

Non-Member: \$179

This two-day course will cover the following topics:

- **Contracts:** Using the Contract as a Tool for Project Management: Gain a basic understanding of contract types and components, and learn how to use the contract to maximize profitability while managing a mechanical construction project. Learn skills to help you know what the contract says and how to organize and manage the project accordingly.
- **Effective Project Documentation:** Documentation is a very time consuming but necessary evil in the construction process. Due to the great risk accepted when a Mechanical Contractor signs a contract, all mechanical projects must have a contemporaneously written factual record/history of all significant events, written by the people closest to the work. The key with documentation is having the right amount and the right types of documentation based upon the specific characteristics of the customer and the project. Over documenting a project wastes valuable company resources and can distract the project team from solving difficult project problems. Under documenting a project gives the project team a false sense of security and puts the company in an unnecessary position of risk if something goes terribly wrong on the project. Great project managers and foremen understand that excellent project documentation can prevent or protect your company from problem “escalation.” In this session, the instructor will review all the basic project documentation types and discuss the steps necessary to plan and implement the project documentation process.

Project Engineering Basics in Construction

Harry Bederian

Friday, October 15, 2021

7:30 a.m. – 2:00 p.m.

Member: Free

Non-Member: \$179

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



Foreman Training 1 & 2 *VIRTUAL

John Koontz

Fri. & Sat., August 27-28, 2021

Session 1 (Fri.): 6:30 a.m. – 8:00 a.m.

Session 2 (Fri.): 8:30 a.m.-10:00 a.m.

Session 3 (Sat.): 7:00 a.m. – 8:30 a.m.

Member: \$100

Non-Member: \$179

This two-day course will cover the following topics:

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



Foreman Training 3 & 4 *VIRTUAL

John Koontz

Fri. & Sat., September 17-18, 2021

Session 1 (Fri.): 6:30 a.m. – 8:00 a.m.

Session 2 (Fri.): 8:30 a.m. – 10:00 a.m.

Session 3 (Sat.): 7:00 a.m. – 8:30 a.m.

Member: \$100

Non-Member: \$179

This two-day course will cover the following topics:

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

Foreman Training 5 & 6

John Koontz

Fri. & Sat., October 29-30, 2021

Friday: 7:30 a.m. – 4:00 p.m.

Saturday: 7:00 a.m. – 11:00 a.m.

Member: \$100

Non-Member: \$179

This two-day course will cover the following topics:

- **Essential Management Skills:** Learn the most important management skills utilized and mastered by all great managers. The primary focus of this session is “People Management.” Gain an understanding of the essential traits, skills, and behaviors that allow effective management.
- **Successful Survival of Project Closeout:** The end of a project is usually a challenging and difficult time for the project manager and the foreman. Unfortunately there is no magic formula, wand, or pill for eliminating the difficulty of project closeout. There are, however, several tactics and strategies the project manager and foreman can implement to improve end-of-job performance and mitigate the difficulties of project closeout. In addition to a review of innovative methods used by MCAA contractors to help reduce the typical end of project “profit/productivity drain,” this session will include the following project closeout topics: Beginning the project with the end in mind, Creating the Exit Plan, Punch list, Warranties, As-built drawings, O & M manuals, Customer satisfaction, Closeout productivity improvement, Demobilization, Third party commissioning, Change order finalization, Final payment, and Feedback meeting.
- **Best Practices of the Industry’s Best Foremen:** Why are some foremen in our industry consistently more successful, project after project, than their peers? What separates the “great” ones from the “good” ones? While age, experience, attitude, and talent are important factors in a foreman’s success, the instructor has identified, and will share, the best practices and skills that can be learned by any foreman who has the attitude, aptitude, and desire to improve and succeed. John will include an overview and in-depth discussion of the many of the best practices used by the industry’s best foremen. It also provides a review of the traits and qualities that are the common denominators among excellent project foremen.



Foreman Training Program ***VIRTUAL**

Richard Barnes

Various Dates through end of 2021

7:00 a.m. – 9:00 a.m.

Member: \$50 per session

**Contractors will receive a full refund if registrant attends all 10 sessions*

At no time in modern America has the need for effective leadership in construction organizations been more pronounced. Economic challenges, emerging competitive giants around the globe, innovative technologies, increased regulation, as well as entangled legal and ethical problems all confront our drive for success. America and our industry will only continue its international leadership if it sets the pace in technology, service and the development of its human capital. The problem solvers of the future are going to need a new and expanded set of problem-solving tools to deal with the challenges they will face as they assume larger and more important roles in their organizations. Their challenges will not be the same as in the past. Neither should their education and training. Based on the premise that academic education, while essential as a building block, is limited in its scope and format, this program goes beyond traditional education to offer a unique program for those who lead and will influence the success of our organizations into the next generation.

This is an entirely virtual 10-session series of videos and discussion with the instructor. Each student will be asked to watch a 15-20 minute video before each session, after which the students will attend a 2-hour virtual discussion with the instructor. Students who register for this class will be registering for the entire 10 sessions.

Session 1	Introduction, Organizational Cultures, and Market Share	Tuesday, August 31	7:00-9:00 a.m.
Session 2	Communication – Part 1	Wednesday, September 15	7:00-9:00 a.m.
Session 3	Communication – Part 2	Wednesday, September 22	7:00-9:00 a.m.
Session 4	Leadership Styles, Image, and Professionalism	Wednesday, September 29	7:00-9:00 a.m.
Session 5	Decision Making Processes	Thursday, October 21	7:00-9:00 a.m.
Session 6	Consensus Exercise	Thursday, October 28	7:00-9:00 a.m.
Session 7	Critical Thinking Skills, Workplace Conflict, and Working with Difficult People	Wednesday, November 3	7:00-9:00 a.m.
Session 8	Negotiation Styles	Tuesday, November 16	7:00-9:00 a.m.
Session 9	Negotiation Practice and Theory – Part 1	Wednesday, December 1	7:00-9:00 a.m.
Session 10	Negotiation Practice and Theory – Part 2	Thursday, December 2	7:00-9:00 a.m.

How to Deal with Difficult People ***VIRTUAL**



Rosemary Laack

Wednesday, July 14, 2021

7:30 a.m. – 2:30 p.m.

Members: Free

Non-Members: \$179

This course provides the specific tools you need to take back control, reduce stress, raise morale and increase productivity. You will learn to correctly identify difficult behavior and its sources. You will be provided what you need to understand difficult people. And you'll learn concrete ways to deal with these challenges so that the repetitive patterns finally cease. Modules covered include:

- Raising Your Awareness and Understanding of Difficult Behavior
- Examining Your Own Reaction to Others' Behavior
- Actions that Increase Difficulties and Solutions that Bring Results
- Positive Steps to Successfully Overcome Negativity

Excelling as a Manager or Supervisor

Eric Herdman

Thursday, September 23, 2021

7:30 a.m. – 2:30 p.m.

Members: Free

Non-Members: \$179



New managers and supervisors face the most difficult challenge- working through and serving others to get things done. This unique course provides the tools to be a true servant leader and not just “the boss.” Learn how to motivate employees, how to manage relationships and performance, how to coach effectively to create high-performing teams, how to make informed decisions and how to communicate successfully both up and out to leadership and the team. Learn to do this all while managing a new workload and focusing on the most precious resource – people. Modules include:

- Being a Leader vs. Being a Boss
- Decision-Making Skills
- Being a Servant Leader
- Creating High-Performing Teams
- Coaching for Success

Foundations for Safety Leadership

Thursday, August 19, 2021

7:30 a.m. – 11:30 a.m.

Members: Free

Non-Members: \$125



Health and safety injuries in construction are costly. Learn about the benefits of effective safety leadership. Learn how strong leadership can improve how well your company's safety policies, procedures and practices are implemented on the jobsite and ultimately, how strong leadership can change the safety culture in any work environment.

Crisis at Work: Workplace Violence & Active Shooter

Thursday, October 14, 2021

7:30 a.m. – 2:00 p.m.

Members: Free

Non-Members: \$125



As hate, violence and tension rises in our communities, so does workplace violence and active shooter situations. Most companies in North America still do not have an effective plan to reduce violence and increase reporting. This leaves companies and organizations vulnerable and at a higher risk for escalating violence. In this interactive workshop, you'll learn:

- #1 strategy for reducing workplace violence
- Identify dangerous blind spots that could mean your employees are in harm's way
- The behavior that may be predictive of violence
- Relevant and immediately actionable strategies to reduce your liability
- 7 tips to survive an active shooter situation

In an active shooter scenario, you have only seconds to make a decision! In the midst of panic and chaos anyone can play an integral role in mitigating the impacts of an active shooter situation. This workshop will answer your questions and concerns, calm your fears, train your brain to respond, and gives you the information you need to make quick life-saving decisions. This is a must-attend program that will provide you with life-saving skills! The focus is on survival not fear.

ClickSafety – Online Safety Courses

**Anytime – Accessible 24/7
online from your computer**

Member: Free (however CPMCA will bill for the cost of the class if the class is not completed)

Non-Member: Not Available

As the leader in online safety training solutions, ClickSafety offers a comprehensive library of over 300 courses, specifically engineered to help you build a world-class safety culture. Developed by Certified Safety Professionals and Certified Industrial Hygienists, our courses are designed to protect your most valuable asset – your employees. A complete list of topics is available on CPMCA's website.



Please note: all classes must be completed within 6 months from the start date. Classes are offered free of charge to members, however CPMCA will bill for the cost of the class if the class is not completed by due date.

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

OSHA 10-Hour Construction is a part of an online OSHA outreach program that results in a valid DOL/OSHA 10-Hour Card. This OSHA 10 online training course teaches recognition, avoidance, abatement and prevention of safety and health hazards in workplaces. This course also provides information regarding workers' rights, employer responsibilities and how to file a complaint. It was also designed to help individuals stay up-to-date with their OSHA safety requirements.

OSHA Online 30-Hour Construction *Anytime Online*

OSHA 30-Hour Construction is an OSHA-Authorized online course featuring the required steps for completing OSHA Outreach training and receiving an OSHA 30 Card. This online training covers everything from Electrical Hazard Safety to Fall Protection. ClickSafety's OSHA 30-Hour Construction course is a proven way to receive a valid OSHA 30-Hour Card and achieve the safety level required by your company for work in the construction industry.

OSHA Updates Confined Spaces in Construction Standard *Anytime Online*

OSHA's final rule for Confined Spaces in Construction went into effect August 3, 2015. Are you and your coworkers prepared for the changes? Pete Rice, CSP, CIH discusses OSHA's Final Rule for Confined Spaces in Construction, including how it differs from the Confined Spaces in General Industry standard. Pete shares the Top 5 Changes to the CS in Construction rule and why the new rule was enacted.

ClickSafety has 2 new Confined Spaces in Construction online safety training courses that meet OSHA's final rule for Confined Spaces in Construction:

- **Confined Spaces in Construction Awareness (20-minute)**
- **Confined spaces in Construction; An Instruction (75-Minute)**

Cal/OSHA Heat Illness Prevention for Workers

Cal/OSHA Heat Illness Prevention is intended for employers in all industries that have employees working in California with the potential for exposure to heat illness and heat stress. This course is intended to familiarize the student with the basics of Cal/OSHA's standard, titled Heat Illness Prevention, and found in Section 3395 of the Title 8 California Code of Regulations, effective on May 1, 2015.

Asbestos

Asbestos exposure happens when workers disturb asbestos-containing materials during demolition and renovation of buildings. In this introductory course, we will teach you about the properties and exposures of asbestos as covered by OSHA Standard Subpart Z 29 CFR 1910.1001 for General Industry. This course also covers how to protect workers from exposure of asbestos in the workplace.

100% Fall Protection

This course is intended to inform students of basic guidelines and methods employed for a 100% fall protection program. It reviews elements of fall hazards, fall hazard evaluation, and fall hazard control. This training references applicable OSHA requirements and other pertinent information. Real life case studies and lessons learned are presented to illustrate the “why” and the “need” for compliance and following OSHA requirements and industrial best practices.

To sign-up for online training through our partners at ClickSafety.com, please contact CPMCA or the A & J for more information. CPMCA processes enrollment for contractor members' staff personnel while the Apprenticeship & Journeymen Training Trust Fund processes class assignments for Union members.

WEBCASTS ARE AVAILABLE AT WWW.CPMCA.ORG!

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

Active Listening

Mark Matteson

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

Active Listening is vital in today's business environment. In this webcast, you will learn from Mark Matteson the 4 Steps to Active Listening and how to apply them in everyday business communication with your customers. According to Mark Matteson, the 4 Steps to Active Listening are: listen actively, listen with intention, pause 3–5 seconds before responding, and question for clarification & paraphrase. Incorporating these 4 basic steps into your customer relations will improve your effectiveness and increase your sales with your customers

BIM 101

Dwayne Lindsey

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

There is simply no easier way to learn about BIM (Building Information Modeling) than viewing this easy to understand webcast. You will learn exactly what BIM is and why it's good for your industry in a non-technical way.

Excel: Insert Excel Sheet into Word

Ginnie Floraday

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

You can incorporate an Excel workbook into your Word document. You have the choice of linking to the actual Excel sheet or bringing in a static copy of the worksheet. If you link to the original file it is called embedding. If changes are made to the original selection they will appear in the copied text within Word. A static copy will not transfer any of the changes back to the spreadsheet.

Excel: Solver Procedure

Ginnie Floraday

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

This webcast will show you how to use the Solver function in Excel to streamline formulas in spreadsheets. Solver allows you to calculate a formula backwards. Participants will learn how to change the value of a cell that is dependent on a formula. An example of the application of this function is budgets. After setting individual projections within each department, a department total is generated for each department. If you know that a certain department cannot exceed a certain amount, the Solver can modify the individual numbers that impact the total. All you have to do is identify what the total should be, and Solver will modify any of the related cells.

Excel: Summarizing Data with Subtotals in Excel

Ginnie Floraday

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

When the data is in list form, Microsoft Excel can calculate and insert subtotals in a worksheet. When you specify the items you want to create subtotals for, the values to be summarized, and the functions to use on the values, Microsoft Excel outlines the worksheet so that you can show or hide as much detail as you need. If you have summarized data by using formulas that contain functions such as SUM, Microsoft can automatically outline the data.

Going Green – Valuable Opportunities for Mechanical Contractors

Jeff Grossberg

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

Jeff Grossberg will inform member contractors about the growing demand of sustainable technology. Grossberg encourages contractors to become leaders, rather than followers, and offers guidance on how contractors can grow their business and garner market share by entering the green building marketplace.

Green Building: LEED Certification and Sustainable Design

Lincoln Pearce

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

Once considered a passing fad, green building has driven its roots deep into the American landscape. City Halls in Chicago and Atlanta have green rooftops and green building initiatives are thriving in Los Angeles, Seattle, Denver, Dallas and other major cities nationwide. Even the United Nations headquarters in New York will be renovated with green principles in mind.

Green Building: LEED Certification “So You Want to be a Green Contractor”

Dan Bulley

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

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

Mechanical Estimating Techniques

Keith Rahn

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

If you can expertly estimate the cost of a construction project you have the edge in the bidding process. Keith Rahn will teach you how to analyze contract documents and estimate more accurately than your competition. Keith's techniques will give you the tools you need to win the bid and establish long-term trusted relationships with your customers.

Microsoft Office 2007 Excel

Ginnie Floraday

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

This webcast will give an overview to the updated version of Excel including improvements to Pivot tables, Filters and advanced formatting.

Microsoft Office 2007 Overview

Ginnie Floraday

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

This webcast will give an overview to the updated versions of Excel, Word, PowerPoint and Outlook. Some of the new features to be reviewed will be the Ribbon (the replacement for the toolbar), the Mini Toolbar, document Themes and Quick Styles in Word. Excel enhancements include improvements to Pivot tables, Filters and advanced formatting.

Microsoft Word Fill-In Forms – Build a Word document with Fields

Ginnie Floraday

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

A form is a structured document with spaces reserved for entering information. You design the form, and others can fill it in on paper or in Microsoft Word.

PowerPoint: Introduction to PowerPoint 2007

Ginnie Floraday

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

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

Retro-Commissioning

Chris Philbrick

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

Retro-Commissioning is a commissioning process applied to existing buildings that have never been commissioned. It is a systematic, documented process that identifies low-cost operations and maintenance improvements in existing buildings and brings the building up to the design intentions of its current usage. Retro-commissioning assures that the mechanical systems are optimally integrated and perform together as efficiently as possible. Retro-commissioning's primary focus is on using O&M tune-up activities and diagnostic testing to optimize the building systems. This course will outline the process and phases of RCx: planning, investigation, implementations, measurement and verification. Chris Philbrick will cover a typical project that has moved through the retro-commissioning process and will include a summary of cost and savings for multiple projects.

Typical low-cost measures will be discussed as well as how the retro-commissioning process relates to LEED EB credits.

Water Efficiency and How It Relates to Green Building

Jim Allen

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

Seventy percent of the Earth's surface is water... and yet only 3 percent is fresh water, and 57 percent of that fresh water is frozen in polar ice caps and glaciers. Only 1 percent of the Earth's water is available for human consumption – and the green building movement is working to conserve that vital, limited supply. This online course will inform member contractors about the importance of water conservation, as well as ways to improve water efficiency in a building project. The online course covers how different industries use water and provides an overview of national conservation initiatives. Upcoming technologies and emerging trends to conserve water are also discussed.

Workplace Violence

Rick Maltz

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

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



NOTES



CPMCA

California Plumbing & Mechanical
Contractors Association

**California Plumbing & Mechanical
Contractors Association
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Burbank, CA 91505**

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