



CPMCA

California Plumbing & Mechanical
Contractors Association

Course Guide

July – December 2012

Computer Skills

Estimating

Foreman

Management

Office/Clerical Skills

Project Management

Safety

Sales/Service

Webcasts

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CPMCA Staff

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Executive Director

Marta Martin

Director of Education

Dana Giambalvo

Office Manager

Letter from the Executive Director



We are very pleased to present CPMCA's third annual course guide. Please let me take this opportunity to thank Marta Martin, our Director of Education, for her effort in developing this 2012 course curriculum. Great advances have been made in cultivating a first-in-class educational program; one the CPMCA membership has been able to reap countless rewards from. We hope that you take advantage of the opportunities presented within this brochure and engage yourself and your staff in the myriad of classes available to you.

The selection of classes was chosen in order to complement the skill-set of an already proficient contractor membership. We recognize the importance of providing industry-focused education to ensure the success of our contractors and their employees. We are committed to developing a broad and diverse curriculum year after year. These classes, as well as all previous CPMCA educational programs, will count towards credit in an accreditation program which will be unveiled in 2013. We welcome any suggestions you may have regarding improvements to the program; your involvement is key to its success.

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, and integrity and family values.

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

The following is a list of classes offered during the second half of 2012. The 2013 semi-annual course guide will be released toward the end of this year.

July

- 11 Dynamics of Selling
- 12 Balancing Work and More Work: Productivity for Project Managers & Project Engineers
- 20 How to Comply with Cal/OSHA Recordkeeping Requirements – and so much more!
- 24 Pricing & Negotiating Change Orders & Claims Like a Pro
- 25 Sling User/Inspector Training
- 28–29 Confined Space Training
- 31 Siphonic Roof Drainage

August

- 2 Mechanics Liens, Stop Payment Notices and Payment Bond Remedies on Private Works Including All Changes Effective July 1, 2012
- 10 OSHA Workshops, Speakers & More - Cal State Dominguez Hills
- 14 Excel 2010 – Level 3
- 17 The How To's - iPad/iPhone Workshop
- 23–24 Strategic Negotiation Skills
- 24–25 Foreman Advanced Supervisory Education (ASE) 1 & 2
- 28 Adobe Acrobat 9.0 – Level 1

September

- 14–15 Foreman Advanced Supervisory Education (ASE) 3 & 4
- 18 Microsoft Project 2010 – Level 1
- 20 Commercial Water Audit Workshop
- 21 Financial Statements & Accounting Seminar
- 25 Word 2010 – Level 3
- 28 Job Site Productivity; How to Protect It, How to Improve It

October

- 5-6 Foreman Advanced Supervisory Education (ASE) 5 & 6
- 11–12 Facilitation Skills
- 18 How to Turn Around a Job Going Bad
- 23 Microsoft Project 2010 – Level 2
- 26 Fall Protection Training

November

- 9–10 OSHA 10 Hour Training
- 14 Maximize Your Cash Flow on Differing Site Condition Claims

December

- 4 Increase Your Cash Flow on Efficiency Claims

Schedule at a Glance by Track

The following is a list of classes offered during the second half of 2012.

The 2013 semi-annual course guide will be released toward the end of this year.

Computer Skills

- Excel 2010 – Level 3
Tuesday, August 14, 2012
- Adobe Acrobat 9.0 – Level 1
Tuesday, August 28, 2012
- Microsoft Project 2010 – Level 1
Tuesday, September 18, 2012
- Word 2010 – Level 3
Tuesday, September 25, 2012
- Microsoft Project 2010 – Level 2
Tuesday, October 23, 2012

Estimating

- Siphonic Roof Drainage
Tuesday, July 31, 2012
- Commercial Water Audit Workshop
Thursday, September 20, 2012

Foreman

- Foreman Advanced Supervisory Education (ASE) 1 & 2
Fri & Sat, August 24-25, 2012
- Foreman Advanced Supervisory Education (ASE) 3 & 4
Fri & Sat, September 14-15, 2012
- Foreman Advanced Supervisory Education (ASE) 5 & 6
Fri & Sat, October 5-6, 2012

Management

- Mechanics Liens, Stop Payment Notices and Payment Bond Remedies on Private Works Including All Changes Effective July 1, 2012
Thursday, August 2, 2012
- The How To's – iPad/iPhone Workshop
Friday, August 17, 2012
- Strategic Negotiation Skills
Thurs & Fri, August 23-24, 2012

- Financial Statements and Accounting Seminar
Friday, September 21, 2012
- Facilitation Skills
Thurs & Fri, October 11-12, 2012

Office and Clerical Cross-Training

- How to Comply with Cal/OSHA Recordkeeping Requirements – and so much more!
Friday, July 20, 2012

Project Management

- Balancing Work and More Work: Productivity for Project Managers & Project Engineers
Thursday, July 12, 2012
- Pricing & Negotiating Change Orders & Claims Like a Pro
Tuesday, July 24, 2012
- Job Site Productivity; How to Protect It, How to Improve It
Friday, September 28, 2012
- How to Turn Around a Job Going Bad
Thursday, October 18, 2012
- Maximize Your Cash Flow on Differing Site Condition Claims
Wednesday, November 14, 2012
- Increase Your Cash Flow on Efficiency Claims
Tuesday, December 4, 2012

Continued on Page 6

Schedule at a Glance by Track

Continued from Page 5

Safety

- Sling User/Inspector Training
Wednesday, July 25, 2012
- Confined Space Training
Sat & Sun, July 28-29, 2012
- OSHA Workshops, Speakers & More -
Cal State Dominguez Hills
Friday, August 10, 2012
- Fall Protection Training
Friday, October 26, 2012
- OSHA 10 Hour Training
Fri & Sat, November 9-10, 2012
- ClickSafety Online Courses
Anytime! Available 24/7

Sales/Services

- Dynamics of Selling
Wednesday, July 11, 2012

Webcasts

- Active Listening
- Water Efficiency and How It Relates
to Green Building
- Going Green - Valuable Opportunities
for Mechanical Contractors
- Green Building: LEED Certification
“So You Want to be a Green
Contractor”
- Green Building: LEED Certification
and Sustainable Design
- Microsoft Office 2007 Overview
- Microsoft Office 2007 Excel
- Excel: Excel Solver Procedure
- Excel: Summarizing Data with
Subtotals in Excel
- Excel: Insert Excel Sheet into Word
- Excel: Microsoft Word fill-In Forms
- PowerPoint: Introduction to PowerPoint
2007

2012 Instructors



Troy Aichele became involved with the mechanical contracting industry while obtaining his Construction Management Degree from the University of Washington and working at the W.A. Botting Company. Apart from being a LEED Accredited Professional (O+M) as well as an accredited Green Plumbers USA Trainer, Troy has a B.S. degree in Construction Management from the University of Washington, an A.A.S. degree in HVAC and Refrigeration Design, and has worked in every facet as a Plumbing Contractor in the Pacific Northwest over the last 20 years specializing in Healthcare and Water Conservation.

Troy is Chairman of the MCAA's (Mechanical Contractors Association of America) Career Development Committee, which oversees 48 student chapters in North American and manages the popular Student Chapter Competition held yearly at MCAA's National Convention. Troy is also a member of MCAA's Green Coordinating Committee and speaks nationally and locally through his consulting company Aichele and Associates, LLC. Troy has taught mechanical construction at the University of Washington as adjunct professor since 1998 and has been an invited speaker at the International Association of Plumbing & Mechanical Officials/World Plumbing Council (IAPMO/WPC) Energy Technology Symposium, American Water Works Association (AWWA) California-Nevada Spring Conference, and the Mechanical Service Contractors Association (MSCA) Annual Convention.



Jim Bain is the President of Falcon Advisors, Inc., a consulting and corporate training firm. Jim's practice is dedicated to the construction industry. He has a degree in Economics from Duke University and a Masters of Business Administration from the University of Puget Sound. Jim has received formal training in the fields of Training, Marketing, Sales, and Risk Management and he has developed his extensive consulting and training expertise in a variety of roles, nearly all of which have been directly related to the construction industry. Contractors and construction trade associations make up the bulk of Falcon's clientele. Jim provides consulting services, strategic planning facilitation, partnering facilitation, corporate training, and individual coaching for a broad array of organizations. He has done presentations on a variety of business subjects for Mechanical Contractors Association (MCAA), National Electrical Contractor Association (NECA), and Construction Financial Management Association (CFMA) groups around the country.



C. Richard Barnes is President of C. Richard Barnes and Associates, LLC. Established in 2005, this unique organizational consulting firm provides dispute resolution services, dispute resolution systems design, workforce training and development and executive coaching to a cross section of American industry, labor and service organizations. Prior to forming his own company, Barnes was the Executive Director of the Center for the Workplace at Georgia State University in Atlanta, Georgia. Immediately preceding that position he served as the 14th Director of the Federal Mediation and Conciliation Service. Appointed by President Bill Clinton in January 1998, he held that position until June, 2002. Barnes is the first career mediator in FMCS history to receive this Presidential Appointment and Senate confirmation. His broad and far-reaching experience in labor-management relations, negotiations, organizational change processes, mediation and dispute resolution made him exceptionally qualified for these positions.



Michael J. Gelskey is the founder and Chief Executive Officer of Lift-It® Manufacturing. He has 38 years of experience in the design and fabrication of synthetic lifting products. He has presented sling user and inspector classes for thirty years and has published numerous articles for national and international publications. Mr. Gelskey is President and a Director of the Web Sling and Tie Down Association. He serves on the Web and Roundsling Technical Committees and chairs the Legal Resource Committee. He also serves as a member of the ASME B30.9 Sling Subcommittee and is a member of the Technical Committee for the Associated Wire Rope Fabricators.



Anwar Hafeez is the president and founder of SDC & Associates, Inc. and a nationally known and respected engineer and construction project manager. He has personally supervised over \$1.4 Billion of major construction projects over the past 40+ years and settled over \$250 Million of Change Orders & Claims. His most notable projects include the San Diego Convention Center, Los Angeles Central Library, Los Angeles International Airport Expansion, Medical University for the Armed Forces, and the Washington DC Subway. Mr. Hafeez is much sought out speaker

on project management, construction claims, and more specifically on delay and disruption types of claims.



Aaron Hall is the Executive Director of The Mechanical Contractors Association of Akron, OH Inc. (MCA), Construction Industry Development Board, Inc (CIDB), The Associated General Contractors of Ohio, Akron Division (AGC), East Central Ohio SMACNA (ECO SMACNA), and Akron, Canton, Mansfield Roofing and Sheet Metal Contractors Association (RSMCA). He has been involved with these associations since 2001 prior to which he worked with Ohio-based Ver-Dick Builders Inc., a firm focusing on residential and commercial carpentry. Aaron was the Director of Business Development and Marketing with Mid-Sized Environmental Firm, estimating and constructing cellular towers across the United States. From 1997-2000, Mr. Hall worked with Hitchcock Fleming and Associates, Akron, Ohio in Account Management with a client base that included Goodyear Retail, Goodyear Aviation, Danner Press, Barberton Magical Theatre, and Carter Lumber.



Gordon Hunt is a member of the Pasadena, California, law firm of Hunt Ortmann Palffy Nieves Lubka Darling & Mah, Inc. He has been a leading authority on construction law and litigation in California since the inception of his practice, representing owners, contractors, subcontractors, material suppliers, architects, banks, and surety companies. He obtained his undergraduate degree from the University of California at Los Angeles and his J.D. from the University of Southern California Law School. He is a member of the California, American, and Los Angeles Bar Associations. He has served as chairman of the Real Property Section of the Los Angeles County Bar Association and chairman of the Legal Advisory Committee of the Associated General Contractors of California. Mr. Hunt has lectured for the University of California Continuing Education of the Bar, trade associations and numerous bar associations, and many other groups in the construction industry. He has authored many works on construction law and many articles in bar association journals, trade publications and elsewhere.



Larry M. Kane is a CPA and Director at Glenn M. Gelman & Associates with more than 25 years of public accounting experience. He holds a Bachelor of Arts degree with a concentration in Accounting from the University of Wisconsin, La Crosse, 1979. Mr. Kane has been a contributing author of various articles for "Construction Niche Builder", Harcourt Brace Professional Publishers. Larry serves as engagement director for audit, accounting and tax clients while managing the Firm's Audit and Accounting practice. Conducting quality and peer reviews of other accounting firms are part of his experience. Some areas of Mr. Kane's expertise include the construction industry, real estate development and property management, corporate, partnership, and individual tax planning. Some of the client benefits provided by Mr. Kane include the maximization of bonding capacity for contractors, loan package preparation and negotiations with lenders, and strategic tax planning.



John Koontz has 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.

John has a Bachelor's Degree in Building Construction Management from Purdue University and a Master's Degree in Construction Management from Washington University in St. Louis. Since leaving Purdue in 1999 to join the MCAA, Professor Koontz has spent over 2,000 days travelling throughout America speaking, teaching, training, consulting, and writing about all subjects related to the mechanical contracting industry. Since 1999 John has been the National Director of Project Management and Supervisory Education. That same year he became the Director of the National Education Initiative (NEI). Two years prior he became the director of Institute for Project Management, and the Advanced Institute for Project Management (since 2005).



Peter A. Kraut, P.E., is a Mechanical Engineer specializing in the design of HVAC and plumbing systems. He studied Civil Engineering for two years at the University of Lowell in Massachusetts and then earned a Bachelor of Science in Architectural Engineering Technology from Wentworth Institute of Technology in Boston, Massachusetts. He began his work experience during college as a land surveyor and after graduation, he worked as a construction project manager. In these jobs, he gained experience in the installation of HVAC, plumbing and fire protection systems which would prove later to be invaluable in the design of these systems. He is an active member of CPMCA and ASHRAE and a Past President of ASPE's Los Angeles Chapter.



Max Muller is a graduate of the University of Kansas and is certified as a 501 and 503 Outreach Trainer from the OSHA Training Institute. He has worked as a businessman, a lawyer, real estate agent, consultant and more. The one thing that strikes you when you meet Max Muller for the first time is how anyone so remarkably accomplished as he is can be so down-to-earth and genuinely concerned about helping total strangers learn to do their jobs better. But then after you've been around Max for five minutes, you'll start thinking of him like a friend you've known for 20 years and you'll realize that, for Max, there is no such thing as a stranger. Far and away one of our most valued trainers, Max combines his keen legal mind with the natural sales ability he uses in his real estate ventures, to create a fascinating training experience that is totally unique in the world of copycat presentations. Covering the gamut from inventory control to OSHA compliance to complex and conflicting HR issues, Max brings life to these somewhat dry subjects, but never loses sight of how critical each of the topics are to your business.



Thomas (Tom) L. Williams, P.E. was MCAA President in 2003. He recently retired from McKenney's, Inc., a multi-disciplined construction and engineering firm based in Atlanta, and serving the Southeast. During Tom's thirty-one years with the company, McKenney's annual revenues grew from \$3 million dollars to \$145 million dollars. A significant portion of the work is design / build. Mr. Williams has been personally involved with the construction of hospitals, office buildings, museums, stadiums, public buildings, and industrial projects. Tom Williams is a graduate of the Georgia Institute of Technology where he received a degree in mechanical engineering. He has been educating through the Mechanical Contractors of America National Education Initiative teaching industry professionals how to improve both their hard and soft skills. Mr. Williams presents regularly at local associations in the United States and Canada. He also teaches at MCAA's Institute for Project Management and the Advanced Institute for Project Management. His seminars make extensive use of case studies and real project examples. Tom is also a consultant to local associations and contractors on labor negotiations and best business practices.

COMPUTER SKILLS

Excel 2010 – Level 3

New Horizons Learning Centers

Tuesday, August 14, 2012

8:00 a.m. – 5:00 p.m.

Members: Free

Non-Members: \$125

This course builds on the skills and concepts taught in Excel 2010: Intermediate. The students will learn to automate some common Excel tasks, apply advanced analysis techniques to more complex data sets, troubleshoot errors, collaborate on worksheets, and share Excel data with other applications. This course was designed for students desiring to gain the skills necessary to create macros, collaborate with others, audit and analyze worksheet data, incorporate multiple data sources, and import and export data. Upon successful completion of this course, students will be able to: Enhance productivity and efficiency by streamlining the workflow, Collaborate with other workbook users, Audit worksheets, Analyze data Work with multiple workbooks and more.

Adobe Acrobat 9.0 – Level 1

New Horizons Learning Centers

Tuesday, August 28, 2012

8:00 a.m. – 5:00 p.m.

Members: Free

Non-Members: \$125

In this course, students will use Adobe® Acrobat® 9.0 to make the information more portable, accessible, and useful to meet the needs of the target audience. This course is designed for office professionals who need to create and share PDF files and PDF Portfolios. Upon successful completion of this course, students will be able to access information in a PDF document, create PDF documents, navigate to specific content in a PDF document, modify PDF documents, work with multiple PDF documents, review a PDF document, and validate a PDF document.

Microsoft Project 2010 – Level 1

New Horizons Learning Centers

Tuesday, September 18, 2012

8:00 a.m. – 5:00 p.m.

Members: Free

Non-Members: \$125

In this course, students will create and manage a project schedule using Microsoft® Project 2010. This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying project plans, and who needs a tool to manage those project plans. Upon successful completion of this course, students will be able to identify the basic features and components of the Microsoft Project environment, create a new project plan file and enter project information, manage tasks by organizing tasks and setting task relationships, and more.

Microsoft Word 2010 – Level 3

New Horizons Learning Centers

Tuesday, September 25, 2012

8:00 a.m. – 5:00 p.m.

Members: Free

Non-Members: \$125

This course builds on the skills and concepts taught in Word 2010: Intermediate. In this course, students will create, manage, revise, and distribute long documents. This course is designed for persons who want to gain skills necessary to manage long documents, collaborate with others, and secure documents. In addition, it will be helpful for persons preparing for the Microsoft Certified Application Specialist exams for Microsoft Office Word 2010. Upon successful completion of this course, students will be able to use Microsoft Office Word 2010 with other programs, collaborate on documents, manage document versions and more.

Microsoft Project 2010 – Level 2

New Horizons Learning Centers

Tuesday, October 23, 2012

8:00 a.m. – 5:00 p.m.

Members: Free

Non-Members: \$125

In this course, students will exchange project plan data with other applications, update project plans, create visual reports, and reuse project plan information. This course is designed for a person who has an understanding of project management concepts, who is responsible for creating and modifying has the basic skills to create and modify project plans using Microsoft Project 2010, and who needs a tool to manage those project plans to use Microsoft Project 2010 to manage and customize those plans through the

implementation stage of a project. Upon successful completion of this course, students will be able to exchange project plan data with other applications, update a project plan and more.

ESTIMATING

Siphonic Roof Drainage

Peter A. Kraut, P.E.

Tuesday, July 31, 2012

8:00 a.m. – 12:00 p.m.

Members: Free

Non-Members: \$125

A brief discussion on how a siphonic roof drain system operates will precede an in depth look into when and where it is appropriate. It will begin with a basic understanding of siphonic roof drainage and general engineering principles including Darcy-Weisbach, the steady state equation, codes for conventional storm drain systems and ASPE 45. A step by step process for obtaining code approvals of these systems will be included. A classroom exercise will explore routing options and their effects on a siphonic system. Tributary areas, vertical surfaces, shading, ponding, sumps, gutters and crickets will be considered. The exercise will include a step by step method for determining the approximate pipe size and reducer placements within the system. The maximum and minimum pressures and velocities will be checked. The minimum disposable (excess) head pressure will be determined and the system will be balanced. The reasoning and methods for balancing will be discussed in detail. The seminar will conclude with an overview of dimensioning standards, construction documents, and construction administration requirements.

Commercial Water Audit Workshop

Troy Aichele

Thursday, September 20, 2012

8:00 a.m. – 2:30 p.m.

Members: Free

Non-Members: \$125

For plumbing contractors, water auditing is a powerful driver for creating new business, customer trust, and repeat clients. By assessing a facilities' water use, contractors can leverage their product and estimating expertise to calculate for owners how much water, sewer, and hot water generation expenses they can expect to save and present it compellingly. This course will utilize excel spreadsheets with payback calculators as well as sample audit reports in Microsoft Word. Attendees will receive these files as part of the class and are expected to run through sample calculations at their computer stations.

You will leave this seminar with all of the knowledge and tools necessary to perform your own water audits immediately. This seminar will teach you how to audit a facility, estimate its water (and associated sewer and hot water fuel) savings, utilizing a cutting-edge payback estimating spreadsheet, and make the sale to building owners in a final water audit report. It will show you what building types, systems, and fixtures have better payback periods as well as which ones don't and other key indicators to successful jobs. Program content includes: Cost of Water, Utility Trends, Infrastructure Costs, and Water Cycle, Executive Summaries of Water Audit Projects Performed/Results, Water Use Breakdown, Information Collection, Surveys and more.

FOREMAN

Foreman Advanced Supervisory Education (ASE) 1 & 2

John Koontz

Friday & Saturday, August 24-25, 2012

7:30 a.m. – 4:30 p.m.

Members: \$100 per person

Non-Members: \$400 per person

This course will cover the following topics:

- **Planning Skills for Foremen:** Effective planning makes projects more productive and profitable. This session covers three areas of planning: turnover meetings, pre-construction planning, and short interval planning.
- **Productivity Improvement:** Material Management and Site Planning Methods: Learn how material management and labor productivity are related, and get strategies for improving material handling and site planning.
- **The Foreman's Role in Project Documentation** and **Managing Labor: Coding, Tracking, and Forecasting** will be discussed in detail.

Foreman Advanced Supervisory Education (ASE) 3 & 4

John Koontz

Friday & Saturday, September 14-15, 2012

7:30 a.m. – 4:30 p.m.

Members: \$100 per person

Non-Members: \$400 per person

This course will cover the following topics:

- **Essential Management Skills for the Project Foreman:** his session explores basic management skills relative to the position of jobsite foreman. Understand essential traits, skills, and behaviors that allow a foreman to more effectively manage crews.
- **Managing Change at the Jobsite:** Review the jobsite supervisor's role in managing the change order process. Discuss the negative impact of change orders on the

completion of the original scope of work and the methods for minimizing and managing these impacts.

- **Critical Leadership Skills for Project Foremen** and **Successful Survival of Project Closeout** will be discussed in detail.

Foreman Advanced Supervisory Education (ASE) 5 & 6

John Koontz

Friday & Saturday, October 5-6, 2012

7:30 a.m. – 4:30 p.m.

Members: \$100 per person

Non-Members: \$400 per person

This two day course will cover the following topics:

- **Everyday Negotiating Skills for Jobsite Supervisors:** This session will provide jobsite supervisors with basic skills to improve their negotiating abilities and increase their effectiveness and comfort level when negotiating.
- **Managing Your Subcontractors:** This session will include subcontractor management topics such as thoroughly understanding the subcontractor's scope of work, managing change orders, proper communication, developing strong relationships, managing safety, coordination and documentation.
- **Practical Time Management Skills for Foremen:** This session will focus on the practical time management methods and techniques a foreman can easily use to increase management efficiency and effectiveness such as delegation, task prioritization and managing meetings.

MANAGEMENT

Mechanics Liens, Stop Payment Notices and Payment Bond Remedies on Private Works – Including All Changes Effective July 1, 2012

Gordon Hunt

Thursday, August 2, 2012

8:00 a.m. – 11:00 a.m.

Members: Free

Non-Members: \$125

This course is a detailed presentation of all your remedies on private works of improvement. It provides you with all the information you need to perfect your Mechanics Lien, Stop Payment and Payment Bond rights. It includes all the changes made pursuant to the revisions to the lien law that became effective July 1, 2012. The lien law gives you significant leverage to collect what is owed to you on construction projects when you don't get paid. This course is taught by the leading attorney in California in construction law. You need to know how to preserve and protect these important remedies that are

guaranteed by the California constitution. Come and learn what you have to do and how you do it to preserve these important collection tools.

The How To's – iPad/iPhone Workshop

Aaron Hall

Friday, August 17, 2012

8:00 a.m. – 12:00 p.m.

Members: Free

Non-Members: \$125

In this course students will learn the basic operations of an iPad or an iPhone. Students will learn how to utilize the device(s) at work/home effectively and how to make use of these products as everyday tools. Learn how to set up and use an iTunes account, find and purchase applications (apps), share information with your office or home PC, open Word and Excel documents and more! Students will learn useful shortcuts to make operating the device(s) easier. A quick overview of basic accessories and their uses for the iPad and iPhone will be given. This course is meant for beginners to intermediate users and will allow all participants to gain further knowledge into Apple products. Devices will not be provided. It is suggested that each student bring their iPad or iPhone to training. User-specific questions will be addressed by the instructor.

Strategic Negotiation Skills

C. Richard Barnes

Thursday & Friday, August 23-24, 2012

7:30 a.m. – 4:30 p.m.

Members: Free

Non-Members: \$125

To most people, there's negotiation, and then there is labor negotiation! Most other negotiations pale in comparison to the intense complexities of a full-bore labor negotiation where hundreds perhaps thousands of jobs - and often hundreds of millions of dollars are on the line.

This two-day training session will lead you through the process of planning, conducting, and documenting complex contract negotiations. By examining real-world case studies based on current construction, manufacturing, health care, sports and government examples, we will help you better understand this process. We will discuss all the strategies, tactics and counter-tactics that come into play in traditional distributive negotiation along with principles for interest-based and reality-based negotiation.

Financial Statements & Accounting Seminar

Larry Kane

Friday, September 21, 2012 – Day 1

TBD – Day 2

8:00 a.m. – 5:00 p.m.

Members: Free

Non-Members: \$125

This advanced two-day course is designed for upper level management and personnel with exposure to financial statements and construction accounting. Class topics range from the introduction to construction accounting, underbillings and inventory to the importance of job costing including estimating, profitability, and detecting fraud. Financial statements from an internal and external perspective will be addressed and tips given on how to be prepared for an audit or review. Additional topics include construction taxation, bonding, and ratios. This training will be of great benefit to those with frequent and direct involvement with your firm's current and future financial standing. Agenda subject to changes.

Facilitation Skills

C. Richard Barnes

Thursday & Friday, October 11 & 12, 2012

7:30 a.m. – 4:30 p.m.

Members: Free

Non-Members: \$125

In any group process there are two competing dynamics – content and process. The process of directing, supporting, guiding and coaching groups of people through the stages and tasks required to attain their stated goal is the most accepted definition of facilitation. However, the ideal facilitator does not lead the participants to conclusion, but rather stimulates insights and then follows what emerges from the group.

Facilitation is fast becoming a core competency for anyone who leads a team, coordinates a committee or manages a project. Indeed, it is extremely difficult to create buy-in, set group goals or solve complex problems without highly developed facilitation skills.

OFFICE AND CLERICAL CROSS TRAINING

How to Comply with Cal/OSHA Recordkeeping Requirements – and much more!

Max Muller

Friday, July 20, 2012

8:00 a.m. – 5:00 p.m.

Member: \$50

Non-Member: \$125

Discover how to quickly get your files and records in compliance to avoid getting hit with hefty fines. After completing this intensive, one-day workshop featuring a comprehensive update on the very latest changes in OSHA rules and guidelines, participants will have the tools and techniques to keep their workplaces compliant with OSHA's ever-changing rules. Receive an update on the latest changes in OSHA regulations that took effect January 1, 2002. Get checklists to assess OSHA compliance so you can correct every problem before inspectors come calling - Discover how to meet OSHA's rigorous recordkeeping requirements - Know what puts an OSHA incident on the record books – Find out which recordkeeping mistakes are found most often by inspectors.

PROJECT MANAGEMENT

Balancing Work and More Work: Productivity for Project Managers & Project Engineers

Jim Bain

Thursday, July 12, 2012

7:30 a.m. – 3:30 p.m.

Members: Free

Non-Members: \$125

Who knew that working half days meant 12 hours on and 12 hours off? Running your own “company within a company” is a never-ending task. Managing your time, meeting schedules and budgets, managing and motivating people, and developing and coordinating multiple action plans take up the bulk of your time. Business development, entrepreneurial thinking, issues in construction finance, and becoming a respected leader are also critical to your success. Join us as we present proven techniques and practical ideas to perfect your performance in each of these critical areas.

Pricing & Negotiating Change Orders & Claims Like a Pro

Anwar Hafeez

Tuesday, July 24, 2012

7:30 a.m. – 3:30 p.m.

Members: Free

Non-Members: \$125

This seminar teaches you how to price and negotiate change orders and claims like the experts on even the toughest construction projects, while creating a win-win situation for both parties. This seminar will help your members to further develop their skills in pricing and negotiating change orders and claims to maximize profits, as well as teaching your members proven techniques and insider tips for successful change orders and claim negotiations. There will be two actual case studies in which your members will participate in the pricing & negotiation of the claims!

Job Site Productivity: How to Protect It, How to Improve

Thomas (Tom) L. Williams, P.E.

Friday, September 28, 2012

8:00 a.m. – 5:00 p.m.

Members: Free

Non-Members: \$125

The competitive edge for the successful mechanical contractor is superior job site labor performance. Redeeming the original estimate or often reducing overall labor cost is the benchmark for superior contractor performance. Proven processes from around the country will be presented.

How to Turn Around a Job Going Bad: A Case Study

Thomas (Tom) L. Williams, P.E.

Thursday, October 18, 2012

Members: Free

8:00 a.m. – 5:00 p.m.

Members: Free

Non-Members: \$125

Too often when a project is recognized as a problem job instead of changing the project, we call the lawyers. This session will offer proven methods for recognizing troubled projects and quantifying the potential costs. Then the process for giving proper notice that can change a troubled job to a successful project will be modeled. If the job cannot be turned around, the best method for improving your negotiating position is discussed.

Maximize Your Cash Flow on Differing Site Condition Claims

Anwar Hafeez

Wednesday, November 14, 2012

7:30 a.m. – 3:30 p.m.

Members: Free

Non-Members: \$125

This seminar teaches your members about the lively and urgent topic of differing site conditions, and is a must for anyone working on renovation and underground projects. This seminar will help your members to further develop their skills in preparing, negotiating, preventing, and defending change orders and claims as well as teaching you the “best practices” for owners, designers, and contractors, and proven techniques for successful claims resolution for this very complex type of claim. This seminar includes a very interesting interactive actual case study.

Increase Your Cash Flow on Efficiency Claims

Anwar Hafeez

Tuesday, December 4, 2012

7:30 a.m. – 3:30 p.m.

Members: Free

Non-Members: \$125

This seminar teaches your members how to price and evaluate the hardest type of construction claims costs, i.e. inefficiencies. Contractors learn the specifics of how to construct a winning claim, and owners, architects and engineers learn better methods of fairly evaluating a claim. This seminar includes actual case studies. Problems are solved including the calculation of inefficiencies related to overtime, learning curve, trade stacking, overcrowding, excessive change orders, measured mile, consequential inclement weather, etc. These techniques apply both to public works projects and private commercial projects, and provide valuable insight to increase your profits and protect your bottom line.

SAFETY

Sling User/Inspector Training

Michael J. Gelskey

Wednesday, July 25, 2012

7:00 a.m. – 3:30 p.m.

Members: Free

Non-Members: \$125

The Sling User/Inspector Class provides instruction for sling users with any level of experience and is invaluable in enabling employers to provide competency for their employees. Sling designs and design features, on a generic level with an emphasis on proper application and usage will be presented. Mechanical considerations and topics such as: sling angles, tension, center of gravity, load factors and sling protection are also explored in an interactive format. Environmental considerations such as: water, temperature, chemical exposure and ultraviolet light are also presented. Sling inspection systems, techniques and removal from service criteria are presented and students are tested.

Confined Space Training

Saturday & Sunday, July 28-29, 2012

7:00 a.m. – 4:00 p.m.

Members: Free

Non-Members: \$125

This 16-hour worker course teaches workers about the most common hazards found in confined spaces, and about the OSHA standard that addresses these hazards. Participants also learn about safe entry procedures, monitoring principles, entry permits, ventilation, personal protective equipment and the roles of the entrant, attendant, and entry supervisor. This course includes extensive hands-on training in confined space entry and the use of PPE.

**California State University, Dominguez Hills Event
OSHA Training Institute Education Center – College of Extended and
International Education**

Details Pending

Friday, August 10, 2012

Members: Free

Non-Members: \$125

The OSHA Training Institute Education Center at Cal State Dominguez Hills has partnered with the Department of Labor for an on-campus event featuring information on quarterly Cal/OSHA updates, Women in the Workplace, Fall Hazard Awareness, Q & A sessions are more! Stay tuned for details. Agenda subject to change.

Fall Protection Training

A & J Training Trust Fund

Friday, October 26, 2012

7:00 a.m. – 11:00 a.m.

Members: Free

Non-Members: \$125

The 4-hour class will consist of defining fall protection, the human body in falls, personal fall arrest equipment and much more.

OSHA 10 Hour Training

A & J Training Trust Fund

Friday & Saturday, November 9-10, 2012

7:30 a.m. – 3:30 p.m.

Members: Free

Non-Members: \$125

This course is presented as part of the OSHA Outreach Program for construction. Upon successful completion of the course, students will receive a course completion certificate and a wallet-sized DOL/OSHA completion card. The course is appropriate for workers, foremen, job supervisors, inspectors, etc., involved in the industry. The class is based on Cal/OSHA Construction Safety Orders and includes the following sections Electrical safety/LOTO, electrical hazard recognition and control, ground fault protection, HAZCOM, fall protection, PPE, materials handling and more!

SALES/SERVICE

Dynamics of Selling

Jim Bain

Wednesday, July 11, 2012

7:30 a.m. – 3:30 p.m.

Members: Free

Non-Members: \$125

You don't need to be a salesman to need Selling Skills! Everyone is selling something to somebody. Learn how to read the buying styles of your prospect, how to communicate in their language, how to probe and listen for needs and wants, and how to close the deal. You can develop the traits of a peak performer by understanding the buying process and maximizing your selling skills.

If your business has 50 or more employees, state law requires you to provide sexual harassment prevention training to all: Supervisors in 2011 who were previously trained by the December 31, 2009 deadline. Supervisors hired or promoted to their position in the past six months. If you have less than 50 employees, this training can increase your protection against claims.

WEBCASTS – AVAILABLE ON CPMCA'S WEBSITE

NOTE: All Webcasts are Online Courses which can be accessed on CPMCA's website at any time. They are available to CPMCA members only. You will need internet access to take these courses.

Active Listening

Mark Matteson

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.

Excel: Insert Excel Sheet into Word

Ginnie Floraday

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.

Excel: Solver Procedure

Ginnie Floraday

This webcast will show you how to use the Solver function in Excel to streamline formulas in spreadsheets. Participants will learn how to change the value of a cell that is dependent on a formula.

Excel: Summarizing Data with Subtotals in Excel**Ginnie Floraday**

When the data is in list form, Excel can calculate and insert subtotals in a worksheet.

Going Green – Valuable Opportunities for Mechanical Contractors**Jeff Grossberg**

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**

Once considered a passing fad, green building has driven its roots deep into the American landscape.

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

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

Microsoft Office 2007 Excel**Ginnie Floraday**

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**

An overview to the updated versions of Excel, Word, PowerPoint and Outlook.

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

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**

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

Water Efficiency and How It Relates to Green Building**Jim Allen**

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.



CPMCA

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