



ARIZONA

MCA

Mechanical Contractors Association

Arizona MCA

Course Catalog

January–June 2024

Computer Skills & Technology | Estimating
Foreman Training | Leadership | Professional Development
Project Engineering | Project Management
Certified Safety – Safety Risk Control

Contents

AMCA Executive Committee, Board of Directors	2
Letter from the Executive Director	3
Schedule at a Glance by Month	4
Schedule at a Glance by Track	5
MCAA Events and Contacts	6
2024 Instructors	7
Computer Skills and Technology	10
Estimating	15
Foreman Training	15
Leadership and Professional Development Skills	16
Project Engineering	20
Project Management	21
Certified Safety – Safety Risk Control	26

AMCA Executive Committee, Board of Directors and Staff

Executive Committee

Bob Felix, President

ACCO Engineered Systems

Gary Lovewell, Vice President

Southland Industries

Matt DeWitt, Secretary

WD Manor

Clare Shropshire, Treasurer

Total Facility Solutions

Board of Directors

Dominic Caminiti

University Mechanical &
Engineering Contractors

Mario Santilli

Murray Company

Rob Fleskes

Harder Mechanical

Darrell Fox

Trident Mechanical

Nick Ganem

Bel Aire Mechanical

Don Griffin

EMCOR Services Mesa Energy

Tim Healy

ARB, Inc.

Eric Heuser

Hayes Mechanical

Carlos Rodriguez

Lasco Process Systems

Arizona MCA Staff

Chip Martin

Executive Director

Michelle Lynn

Director of Education

We are proud to introduce you to the 3rd Annual Course Catalog (2024 January - June) for the Arizona MCA! Our extensive range of first-in-class instructors and educational offerings has gained significant momentum throughout the years. We look forward to offering you a host of new classes covering leadership, labor costs, change orders, foreman training, and project manager training. We believe that our careful selection of classes and topics will help to enrich and provide you with tools to immediately apply to your job. Our classes are open to all union mechanical contractors signatory to Local 469 at no cost for AMCA members.



AMCA strives to structure its 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. AMCA continues to pride itself in offering seminars in many areas of training with one goal in mind; for the overall betterment of our contractors and their workers in Arizona. 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.

AMCA Mission Statement

The mission of AMCA 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.

AMCA Vision Statement

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



SCHEDULE AT A GLANCE BY MONTH

January

25 Microsoft Project 2019 – Part 1*

February

7 On High Alert in the Construction Industry: How safety leaders use critical thinking skills to navigate difficult, disturbing, and dangerous workplace situations**

9-10 Project Management 7 & 8**

22 Microsoft Project 2019 – Part 2*

29 Bluebeam BEGINNER*

March

8-9 Project Management 9 & 10**

14 Bluebeam INTERMEDIATE*

April

11 Bluebeam ADVANCED*

12-13 Project Management 11 & 12**

18 Using Emotional Intelligence as a Servant Leader**

19 Managing Your Time, Priorities, Projects & Deadlines**

25 Microsoft Excel 2019 – Part 1*

May

8 Growing and Developing Supervisors**

9 Microsoft Excel 2019 – Part 2*

15 Scheduling from an MEP Perspective**

22 Legal Eye for the Estimator**

30 Microsoft Excel 2019 – Part 3*

June

5 Mental Health in Construction**

7 Project Engineering in Construction – Part 1**

21 Project Engineering in Construction – Part 2**

**** Livestream**

*** Virtual Training**

How to Register for AMCA Classes

- 1) Visit www.arizonamca.org, hover over the "Education" tab, click on "Class Registration." You will see a list of classes for which registration is open. Click on the "Register Now" button to register for the class.
- 2) Within 24-48 hours, you will receive an email with a registration confirmation number, which confirms your enrollment in the class. **If you do not receive an email confirmation, please contact michelle@arizonamca.org.**
- 3) You will receive a class reminder email about a week before the class date with instructions on how to log into the class.
- 4) If you would like to be included on an email distribution list to receive updates, news, and class announcements, please email michelle@arizonamca.org.



Computer Skills & Technology

- Microsoft Project 2019 – Part 1
Thursday, January 25, 2024
- Microsoft Project 2019 – Part 2
Thursday, February 22, 2024
- Bluebeam BEGINNER
Thursday, February 29, 2024
- Bluebeam INTERMEDIATE
Thursday, March 14, 2024
- Bluebeam ADVANCED
Thursday, April 11, 2024
- Microsoft Excel 2019 – Part 1
Thursday, April 25, 2024
- Microsoft Excel 2019 – Part 2
Thursday, May 9, 2024
- Microsoft Excel 2019 – Part 3
Thursday, May 30, 2024

Estimating

- Legal Eye for the Estimator
Wednesday, May 22, 2024

Foreman Training

- Growing and Developing Supervisors
Monday, March 11, 2024
- Growing and Developing Supervisors
Wednesday, May 8, 2024

Leadership and Professional Development Skills

- On High Alert in the Construction Industry:
How safety leaders use critical thinking skills
to navigate difficult, disturbing and dangerous
workplace situations
Wednesday, February 7, 2024
- Using Emotional Intelligence
as a Servant Leader
Thursday, April 18, 2024
- Managing Your Time, Priorities,
Projects & Deadlines
Friday, April 19, 2024
- Mental Health in Construction
Wednesday, June 5, 2024

Project Engineering

- Project Engineering in Construction – Part 1
Friday, June 7, 2024
- Project Engineering in Construction – Part 2
Friday, June 21, 2024

Project Management

- Project Management 7 & 8
Fri. & Sat., February 9-10, 2024
- Project Management 9 & 10
Fri. & Sat., March 8-9, 2024
- Project Management 11 & 12
Fri. & Sat., April 12-13, 2024
- Scheduling from an MEP Perspective
Wednesday, May 15, 2024



IMPORTANT EVENTS



Plan Accordingly! Take note of these important MCAA Events:

IPM Class 87, Week 2 – Austin, TX	January 14 – 18, 2024
IPM Class 88, Week 2 – Austin, TX	January 15 – 19, 2024
2024 Safety & Health Conference – Tucson, AZ	January 16 – 18, 2024
Advanced IPM Class 20 – Austin, TX	January 21 – 25, 2024
2024 MEP Innovation Conference – Orlando, FL	January 29 – 31, 2024
MCAA 2024 Annual Convention – Orlando, FL	March 17 – 21, 2024
WiMI 2024 Conference – Cleveland, OH	June 10 – 12, 2024
Field Leaders Conference – Philadelphia, PA	June 17 – 19, 2024

MCAA Contacts:

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

For conference & conventions, contact Melissa Funyak at mfunyak@mcaa.org

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

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

For online webcasts & MSCA, contact Teresa Pezzi at tpezzi@mcaa.org





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 America 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).



Harry Bederian first became interested in the mechanical contracting industry when he was an undergraduate student at California State Polytechnic University, Pomona (Cal Poly Pomona) and served as the president of the MCAA/CPMCA Student Chapter at Cal Poly Pomona. He majored in Mechanical Engineering with an emphasis in Manufacturing and obtained a minor in Business. After graduating, Harry began his career in the HVAC construction industry before transitioning two years later to the industrial construction industry. Throughout his career, he has held various positions, including but not limited to, Project Manager, Sr. Project Engineer, and Estimator. In addition, Harry developed and oversees the Summer Internship Program, provides mentorship and coaching and helps everyone around him become better at what they do. He has worked on diverse projects, including the construction of Gas Fired Power Plants, Solar Power Plants, and Gas Compressor Stations, as well as construction within refineries.

His involvement in the industry is diverse, having also served as the CPMCA Education and Scholarship Committee Chair since 2010, CPMCA Board Member, and a mentor to the USC and Cal Poly Student Chapters. 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 at The University of California, Los Angeles (UCLA). He obtained his Masters in Project Management from the University of Wisconsin.



Carol Cambridge is CEO of The Stay Safe Project, an international conference speaker & 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 & 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. Over the last 30 years, Carol has taught close to half 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!

2024 INSTRUCTORS



For over 30 years **Kevin L. Dougherty** has been speaking to the construction industry. Kevin represents a changing industry—aggressive, realistic, and open-minded. Kevin's work and education experience enables him to relate to today's problems and provides tangible solutions in an easy-to-listen style. He has taught thousands of people in various seminars. His client base ranges from family-owned businesses to corporate conglomerates. In addition to speaking and writing articles, Kevin has served as, foreman, journeyman, sales manager, project manager, corporate trainer, partner for a multimillion-dollar specialty services contractor. Kevin has also been a frequent speaker for various organizations including SMACNA, MCAA, MSCA, NECA, NFPC, SMART, U.A. PHCC, ISA, SBA, and other trade associations.

Kevin's ability to entertain audiences and hold their interest while getting his message across consistently makes him one of the industries top speaking and training talents.



Leah Gutmann, owner of First Forward Consulting, LLC, specializes in a wide variety of training, program development, design, and consulting services including communications, leadership, emotional intelligence, instructor training, and financial training. She has over 13 years of experience in the design, implementation and facilitation of educational programs, classes, and seminars for the mechanical contracting industry. Her 20-year career as a CFO and Finance Manager in the industry has given Leah the unique ability to offer training and consulting from a hands-on, in the trenches perspective. Leah's client base includes several MCA affiliates and JATC programs across the country as well as individual mechanical contractors both large and small. Leah has been involved in developing and delivering a wide variety of programs at all levels of an organization from executive level leaders to field employees and supervisors.



Keith Heaslett has over 20 years of experience keeping San Diego in hot water. He has been working with boiler and water heater systems at all stages from design to troubleshooting. Keith works for Heaslett Sales, San Diego's Raypak representative since 1966.



Eric Herdman is an accomplished speaker, business leader, and facilitator, who has been speaking professionally in-person for almost three decades. During his training sessions Eric will entertain, inform, educate, and engage audiences into action. Eric delivers more than just a seminar; you get an educational training experience. He attended Ohio State University as an Exercise Physiology major. Eric started speaking professionally in 1996, and draws on his experiences as a small business owner and competitive athlete to help others learn and grow. He works with a variety of clients from multibillion-dollar pharmaceutical companies to top financial institutions to national associations and government agencies.

Eric has published several e-books including "Time, Energy, and Focus", featuring a technique he created to improve productivity, and "The Power of Communication", both currently available on-line.



Rebecca Klein has a passion for safety and teaching and is blessed to be able to do both in her role as Director of Risk Management. A longtime chairperson for CPMCA's Safety and Health Committee, Rebecca loves being able to work with our brothers and sisters to highlight the soft skills of safety – from mindfulness to mental health and beyond. Rebecca also sits on the MCAA National Safety Committee where she helps develop curriculum for the convention each year. Rebecca is a true safety nerd who wants nothing more than to find ways to engage people in their jobs with safety and health always in their minds.



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.



Jim Lugo has been in the industry for over twenty years and is recognized as one of the leading experts in the Operation, Applications, and Maintenance of Automatic Control Valves. He is a highly respected and sought-after presenter by State and Rural Water Associations giving presentations on Automatic Control Valves at shows all over the country as well as putting on all types of Control Valve classes for City Personnel, Engineers, Water Districts and Operators.



Keith A. Rahn is a faculty member (Assistant Professor) at Auburn University in the McWhorter School of Building Science. He served as an Instructional Assistant Professor at Illinois State University for nine years in the Construction Management program. Mr. Rahn has taught classes in mechanical and electrical systems, project management & administration, estimating & project scheduling and construction material & methods. In 2007, the MCAA presented him with the "Educator of the Year" award at the national convention. With 15-years of mechanical industry experience in estimating, project management and ownership with MCAA contractors, his industry knowledge coupled with his educational background provides an unparalleled classroom experience.



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.

COMPUTER SKILLS/TECHNOLOGY

Bluebeam – BEGINNER

Virtual Training

Christopher Suggs

Thursday, February 29, 2024

8:00 a.m. – 3:30 p.m. MST

Member: Free

Non-Member: \$299



PLEASE NOTE: Instructor will be using Revu 21. To follow along, please make sure you have any of the following versions of Bluebeam:

Revu 20 (Standard, CAD, eXtreme)

Revu 21 (Core, Complete)

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

Revu 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 Training

Christopher Suggs

Thursday, March 14, 2024

7:00 a.m. – 2:30 p.m. MST

Member: Free

Non-Member: \$299



PLEASE NOTE: Instructor will be using Revu 21. To follow along, please make sure you have any of the following versions of Bluebeam:

Revu 20 (Standard, CAD, eXtreme)

Revu 21 (Core, Complete)

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 Training
Christopher Suggs
Thursday, April 11, 2024
7:00 a.m. – 2:30 p.m. MST
Member: Free
Non-Member: \$299



PLEASE NOTE: Instructor will be using Revu 21. To follow along, please make sure you have any of the following versions of Bluebeam:

Revu 20 (eXtreme)

Revu 21 (Complete)

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

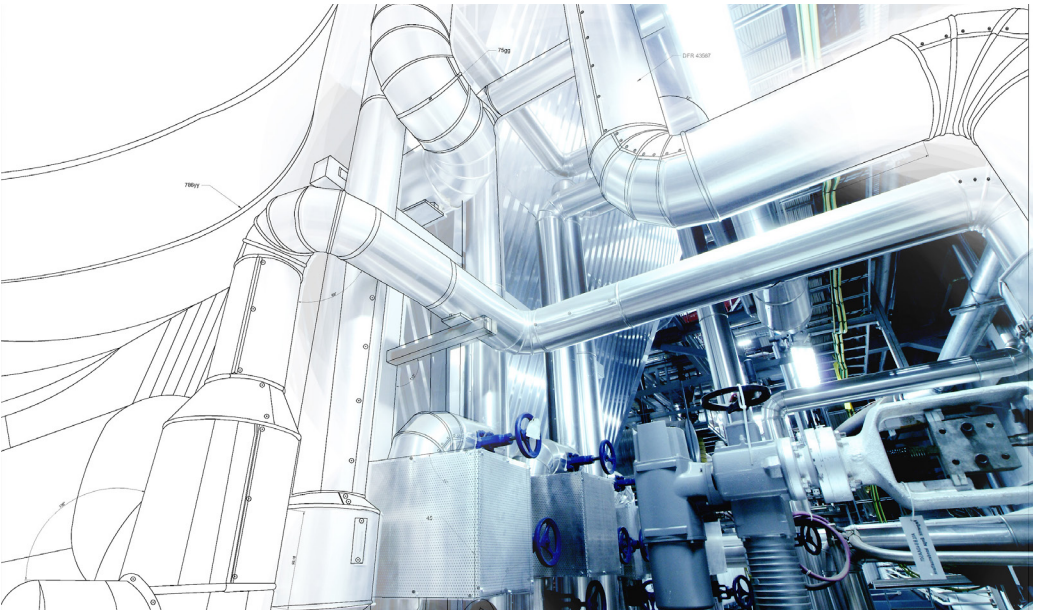
Markups List: Organizing, Sorting, & Filtering, Statuses, Custom Columns, Importing & Exporting, Custom Formulas, Quantity Link & Excel Templates

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



COMPUTER SKILLS/TECHNOLOGY

CONTINUED

Microsoft Project 2019 – Part 1

Virtual Training

New Horizons Computer Learning Center

Thursday, January 25, 2024

9:00 a.m. – 5:00 p.m. MST

Member: Free

Non-Member: \$299



This course is designed for a person with an understanding of project management concepts, as well as general desktop computer skills, and who will be responsible for creating and maintaining project plans. This course will give you the fundamental understanding of Microsoft Project necessary to construct basic project plans. You will: identify project management concepts and navigate Microsoft Project Professional, create a new project plan, add tasks to a project, manage task relationships within a project, manage project resources, and finalize a project plan.

Microsoft Project 2019 – Part 2

Virtual Training

New Horizons Computer Learning Center

Thursday, February 22, 2024

9:00 a.m. – 5:00 p.m. MST

Member: Free

Non-Member: \$299



This course is designed for a person with an understanding of project management concepts who is responsible for creating and maintaining project plans. Target students will be looking for advanced knowledge and skills needed to update a project plan in Microsoft Project during the execution, monitoring, and controlling phases of a project. In this course, you will maintain project plans during the execution, monitoring, and controlling phases of a project. You will: update a project plan, generate project views to manage a project, create project reports to share a project's status, reuse project plan information, and work with multiple projects.

Microsoft Excel 2019 – Part 1

Virtual Training

New Horizons Computer Learning Center

Thursday, April 25, 2024

8:00 a.m. – 4:00 p.m. MST

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: perform calculations, modify a worksheet, add a worksheet, print workbooks and manage workbooks. The journey doesn't stop here; continue to expand on your skills and attend Excel 2019 Part 2!



Microsoft Excel 2019 – Part 2

Virtual Training
New Horizons Computer Learning Center
Thursday, May 9, 2024
8:00 a.m. – 4:00 p.m. MST
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!



COMPUTER SKILLS AND TECHNOLOGY

CONTINUED

Microsoft Excel 2019 – Part 3

Virtual Training

New Horizons Computer Learning Center

Thursday, May 30, 2024

8:00 a.m. – 4:00 p.m. MST

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.



Legal Eye for the Estimator

LIVESTREAM

Keith Rahn

Wednesday, May 22, 2024

7:00 a.m. – 2:00 p.m. MST

Member: Free

Non-Member: \$179

The times of a good handshake signifying an agreement and understanding between two parties has changed. Construction contracts have become more sophisticated and legally binding. This course is designed to discuss construction law more in depth and how it affects an estimate development. Sometimes it is better to refuse to bid, than accept the legal climate the design professional or owner has imposed on your company through the contract. Topics to be discussed during the course are:

- Legal aspects of construction
- Contractor, owner and design professional liabilities with various contracts
- Pre-proposal and performance considerations
- Understanding the contract

Growing and Developing Supervisors

LIVESTREAM

Kevin Dougherty

Wednesday, May 8, 2024 MST

7:00 a.m. – 2:00 p.m.

Member: Free

Non-Member: \$179

Looking for the perfect Supervisor? Maybe you don't need to look very far...

If you want to develop men and women into managers, or perhaps want to work on your own supervisory skills, this seminar can help. Geared towards anyone who manages people, including foremen, owners, and project managers, this real world presentation has been used to train over 10,000 supervisors in leadership, transition to management, problem solving and ending communication conflict.

LEADERSHIP AND PROFESSIONAL DEVELOPMENT SKILLS

On High Alert in the Construction Industry: How safety leaders use critical thinking skills to navigate difficult, disturbing, and dangerous workplace situations

LIVESTREAM

Carol Cambridge

Wednesday, February 7, 2024

8:00 a.m. – 3:00 p.m. MST

Members: Free

Non-Members: \$179

Construction can be a high-pressure industry and this pressure leads to confrontations from verbal threats to violent attacks. Many incidents still go unreported, and this can leave your company in a vulnerable position.

As new threats emerge, mental illness increases, and tempers escalate there is an increased need to create the highest possible safety and security standards.

What do you do in a worst-case scenario? What are your responsibilities? Will you make things better or will you add to the confusion? You can be part of the chaos or Be Prepared to BE THE DIFFERENCE. This session will highlight best practices to encourage safety and reduce risk.

Key Take-Aways in this interactive session:

- Identify dangerous blind spots that could mean your employees are in harm's way
- The 1 strategy to reduce workplace violence & how this can lower your liability
- Understand how to do a preliminary risk assessment that may be predictive of violence
- Learn what safety protocols NEED to be followed after a high-risk termination
- Create a step-by-step plan to reduce the risk of violence

Carol will share stories, case studies and examples of workplace violence in the construction industry that could easily occur at your workplace. You will learn the story behind one construction company that spent almost a million dollars to handle threats made by a former employee.



Using Emotional Intelligence as a Servant Leader

LIVESTREAM

Eric Herdman

Thursday, April 18, 2024

7:00 a.m. – 2:00 p.m. MST

Members: Free

Non-Members: \$179

Participants in this seminar, designed for leaders in the construction industry, will embark on a transformative journey to bolster their leadership prowess and enact meaningful change within their organizations. Attendees will delve into the principles of servant leadership, grasping how this approach distinguishes itself from conventional leadership styles and how it fosters a culture of empowerment and collaboration among their teams, colleagues and coworkers.

Throughout the training, participants will explore the intricacies of self-awareness and emotional regulation, equipping them to adeptly manage their emotions and make informed decisions, even when confronted with unexpected challenges. They'll cultivate empathetic communication skills and build robust relationships with their teams, clients, and stakeholders, thereby contributing to the improved outcomes of their projects, tasks and jobs.

Applying the principles introduced in this seminar, organizations can anticipate elevated employee morale and productivity, reduced turnover rates, and enhanced relationships. Moreover, the attendees will acquire the adaptability and resilience required to navigate the ever-evolving construction industry, and shape a more positive, sustainable future for their team members, organizations and the construction industry as a whole.

This Seminar covers the following key content areas:

- Foundations of Servant Leadership
- Effective Communication, including:
Reflective Listening, Empathy in communication, Feedback delivery
- Self-Awareness
- Emotional Regulation
- Strategies for fostering teamwork, collaboration, and trust within teams
- Conflict Resolution
- Decision-Making with Emotional Intelligence
- Culture Transformation
- Methods to Boost Morale and Productivity
- Techniques to Enhance Relationships between leaders and employees

LEADERSHIP AND PROFESSIONAL DEVELOPMENT SKILLS CONTINUED

Managing Your Time, Priorities, Projects, and Deadlines

LIVESTREAM

Eric Herdman

Friday, April 19, 2024

7:00 a.m. – 2:00 p.m. MST

Members: Free

Non-Members: \$179

When we think about managing multiple projects at once, our minds typically lead to thoughts of stress, burnout, anxiety, and sometimes panic. But with proper planning, these activities can be completed all while staying calm, cool, and collected. In this seminar, you will learn how to prioritize your tasks, manage time conflicts, decrease pressure, and complete multiple projects with confidence.

You will walk away knowing:

- The number one productivity tool of all time
- How to have a clear head and make decisions about what to work on and where
- How to use your personal energy to get things done and overcome procrastination
- How to avoid distraction
- How to identify your prime time to make decisions and plan
- How to get out of the busy trap and do meaningful work
- How to avoid decision fatigue
- The "brain dump" technique to decrease stress, improve focus, and help prioritize tasks
- How to get yourself into deep focused work
- How much time to add to a task to guarantee it gets finished
- How to manage your energy
- When self-control and willpower is at their highest
- The number of tasks to put on your schedule every day to set you up for success and accomplishment
- How to manage competing priorities while performing quality work
- How to define Most Important Tasks to focus on meaningful work
- What to delegate and how
- The difference between completing multiple tasks and multi-tasking
- Methods to control stress and avoid burnout
- How to say "no"

Mental Health in Construction

LIVESTREAM

Rebecca Klein

Wednesday, June 5, 2024

7:00 a.m. – 2:00 p.m. MST

Members: Free

Non-Members: \$179



Suicide is a critical public health issue and, according to the CDC, construction occupations have the highest rate of suicides across all occupational groups. To combat this growing concern, it is imperative that construction sites and companies create a culture of health and safety and that mental health is included in this culture. While there is no single cause for suicide, mental health issues such as anxiety and depression, substance abuse disorders and/or work and personal stressors can come together to create feelings of hopelessness and despair. Add that to the construction mentality of hard work and tight deadlines and many of our employees don't have the ability to recognize and get the help they need. It is up to employers to set the tone to make our jobsites safe in every way. In this class we will discuss risk factors and warning signs of suicide including why this is a unique concern in construction, strategies for how to help someone, and resources for help. You will walk away with concrete strategies and many resources that you can use immediately. This class is ideal for any front-line worker, manager, HR representative or executive who wants to make their company and jobsite safer and healthier.



PROJECT ENGINEERING

Project Engineering in Construction – Part 1

LIVESTREAM

Harry Bederian

Friday, June 7, 2024

7:00 a.m. – 2:30 p.m. MST

Member: Free

Non-Member: \$179

This seminar is the 1st of 2 seminars. For maximum benefit, Part I should be taken along with Part II, but both classes can stand independently.

Topics covered include:

- 1) The role/duty of a Project Engineer, 2) Request for Information, 3) Submittals, 4) Specifications, 5) Meetings/Meeting Minutes, 6) Document Control, 7) Scheduling, 8) Types of training/certificates, 9) Lessons Learned 10) Construction Technology

Learning Objectives:

- After finishing this course, attendees will comprehend fundamental tasks and roles encountered by field and project engineers that aid their construction teams in accomplishing projects.
- Attendees will understand how RFIs, Submittals, Meeting Minutes, Document Control, and Specifications can play a critical role in a project's success or failure.

Project Engineering in Construction – Part 2

LIVESTREAM

Harry Bederian

Friday, June 21, 2024

7:00 a.m. – 2:30 p.m. MST

Member: Free

Non-Member: \$179

This seminar is the 2nd of 2 seminars. For maximum benefit, Part II should be taken along with Part I, but both classes can stand independently.

Topics covered include:

- 1) Project Management Overview, 2) Earned Value Management, 3) Procurement & Materials Management, 4) Risk Management, 5) Stakeholder Management, 6) Estimating Principles 7) Construction Readiness

Learning Objectives:

- Attendees will understand how Earned Value Management, Risk Management, and Stakeholder Management can impact a project's success or failure.
- This course will lay the foundation for attendees to have conversations with experienced team members, expand the attendees understanding of construction practices, and give attendees a road map to take a deeper dive, on their own, in all the topics covered through courses 1 & 2.

Project Management 7 & 8

LIVESTREAM

John Koontz

Fri. & Sat., February 9-10, 2024

Day 1: 8:00 a.m. – 3:00 p.m.

Day 2: 8:00 a.m. – 12:00 p.m.

Member: Free

Non-Member: \$179

This two-day course will cover the following topics:

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.

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.



LEADERSHIP AND PROFESSIONAL DEVELOPMENT

CONTINUED

Project Management 9 & 10

LIVESTREAM

John Koontz

Fri. & Sat., March 8-9, 2024

Day 1: 8:00 a.m. – 3:00 p.m. MST

Day 2: 8:00 a.m. – 12:00 p.m. MST

Member: Free

Non-Member: \$179

This two-day course will cover the following topics:

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

LIVESTREAM

John Koontz

Fri. & Sat., April 12-13, 2024

Day 1: 7:00 a.m. – 2:00 p.m. MST

Day 2: 7:00 a.m. – 11:00 a.m. MST

Member: Free

Non-Member: \$179

This two-day course will cover the following topics:

Profitably Managing Your Subcontractors: Subcontractors represent a significant portion of most mechanical contracts, and the performance of your subcontractors is a direct reflection of your own performance in the eyes of an owner, construction manager, or general contractor. The project manager's effective management of subcontractors ensures a successful project that is profitable, completed on time, and completed within budget. When the project manager and foreman properly manage mechanical subcontractors, mechanical contractor risk is low, customer satisfaction is high, and strong long-term relationships are developed between the mechanical contractor and their subcontractors.

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 can implement to improve end-of-job performance and mitigate the difficulties of project closeout.

Best Practices of the Industry's Best Project Managers: Why are some project managers 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 project manager's success, the instructor has identified, and will share, the best practices and skills that can be learned by any project manager 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 project managers.

Scheduling from an MEP Perspective

LIVESTREAM

Troy Aichele

Wednesday, May 15, 2024

7:00 a.m. – 2:00 p.m. MST

Member: Free

Non-Member: \$179

Project Managers, Assistant Project Managers, Project Engineers, and Project Coordinators will all benefit from this workshop in learning all the different types of schedules used in construction, their benefits, and challenges along with how to optimize their uses. Best practices will also be discussed using real-life instructor project examples for building, maintaining, and managing them.

Participants will learn the following from this workshop:

- The basics of reading a CPM schedule, analyze logic, critical path, and float as well as how to break it down into a mechanical only schedule for manpower loading, documentation, equipment deliveries and installation planning
- How to build and manage a commissioning/project closeout schedule including controls installation progress monitoring
- Pull planning basics, how to run a pull planning meeting and best applications (design progress schedule, overall construction, and commissioning/project closeout schedules)
- Best uses for short interval planning schedules
- How to analyze and negotiate a mutually agreeable BIM coordination schedule that works with a fabrication schedule
- Common schedule terms and definitions along with schedule specific contract language to include and schedule specific contract language to avoid

CERTIFIED SAFETY – SAFETY RISK CONTROL

ClickSafety – Online Safety Courses

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

Member: Free (however AMCA 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 ClickSafety's website: www.ClickSafety.com.



Please note: all classes must be completed within 6 months from the start date. Classes are offered free of charge to members, however AMCA 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 Confined Spaces in Construction online safety training courses 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](https://www.clicksafety.com), please contact AMCA.





**Arizona Mechanical
Contractors Association
445 S. Figueroa St.
Los Angeles, CA 90071**

RETURN SERVICE REQUESTED

PSRST STD
U.S. POSTAGE
PAID
Permit No. 574