



Arizona MCA

Course Catalog

January–June 2026

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

Contents

AMCA Executive Committee, Board of Directors	2
Letter from the Executive Director	3
How to Register for AMCA Classes	4
Schedule at a Glance by Month	5
Schedule at a Glance by Track	6
MCAA Events and Contacts	7
2026 Instructors	8
Computer Skills and Technology.....	12
Estimating	17
Foreman Training.....	19
Leadership and Professional Development Skills	22
Project Engineering	27
Project Management	29
Certified Safety – Safety Risk Control	34

AMCA Executive Committee, Board of Directors and Staff

Executive Committee

Matt DeWitt, President
WD Manor

Clare Shropshire, Vice President
Total Facility Solutions

Dominic Caminiti, Secretary/Treasurer
University Mechanical & Engineering Contractors

Gary Lovewell, Past President
Southland Industries

Board of Directors

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Harder Mechanical

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Trident Mechanical

Nick Ganem
Bel Aire Mechanical

Don Griffin
EMCOR Services Mesa Energy

Tim Healy
ARB, Inc.

Selina Martinez
Jack's Mechanical

Neb Milesic
ACCO Engineered Systems

Mario Santilli
Murray Company

Arizona MCA Staff

Chip Martin
Executive Director

Michelle Lynn
Director of Education

We are proud to introduce you to the Arizona MCA Course Catalog, 2026 January - June! 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.



How to Register for AMCA Classes

How to Register for AMCA Classes

- 1) **IF YOU ARE A LOCAL 469 MEMBER**, please visit www.469training.com to register for classes.
- 2) **FOR ALL OTHERS**, 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.
- 3) **Please allow for 1-3 days** to 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.**
- 4) You will receive a class reminder email about a week before the class date with instructions on how to log into the class.



SCHEDULE AT A GLANCE BY MONTH



COURSE CATALOG
January–June 2026

January

- 22 Taking Flight with DISC
- 30 Bluebeam Beginner *

February

- 5 Foreman Training 1: Planning Skills for Field Leaders
- 6 Project Management 1: Planning Skills for the Project Team
- 12 WebLEM Fundamentals Part 1 *
- 18 Scheduling from an MEP Perspective and How to Build a Mechanical Schedule
- 20 Bluebeam Intermediate *
- 26 Effective Client Communication

March

- 5 Foreman Training 2: Productivity Improvement for Mechanical Projects
- 6 Project Management 2: Productivity Improvement for Mechanical Projects
- 11 WebLEM Fundamentals Part 2 *
- 13 Microsoft Excel 2019 – Part 1 *
- 26 Estimating Workshop

April

- 1 Bluebeam Advanced *
- 9 Foreman Training 3: Managing Labor: Coding, Tracking, and Forecasting
- 10 Project Management 3: Fundamentals of Job Cost Control
- 23 Change Management: Being a Leader of Change
- 24 Microsoft Excel 2019 – Part 2 *
- 30 Leadership Essentials: Skills for Today's Leaders

May

- 1 Growing and Developing Supervisors
- 6 Legal Eye for the Estimator Guy
- 13 AI Basics for the Workplace
- 14 Project Management 4: Project Billings & Cash Flow and Mechanical Scheduling *
- 21 Working Smarter Together: Job-Site People Skills that Work
- 29 Microsoft Excel 2019 – Part 3 *

June

- 3 Coaching and Mentoring – The Foundation of Field Leadership
- 12 Project Engineering in Construction – Part 1
- 18 Project Management 5: Essential People Management Skills for the PM *

***ONLINE**

All other classes are LIVESTREAM

Journeyman Upgrade Training

All classes listed in this course guide are approved and will count toward the Journeyman Upgrade Training Requirement. Please take advantage of these valuable opportunities.

SCHEDULE AT A GLANCE BY TRACK

Computer Skills and Technology

- Bluebeam BEGINNER *
Friday, January 30, 2026
- Bluebeam INTERMEDIATE *
Friday, February 20, 2026
- Bluebeam ADVANCED *
Wednesday, April 1, 2026
- Microsoft Excel 2019 – Part 1 *
Friday, March 13, 2026
- Microsoft Excel 2019 – Part 2 *
Friday, April 24, 2026
- Microsoft Excel 2019 – Part 3 *
Friday, May 29, 2026
- AI Basics for the Workplace
Wednesday, May 13, 2026

Estimating

- WebLEM Fundamentals – Part 1 *
Thursday, February 12, 2026
- WebLEM Fundamentals – Part 2 *
Wednesday, March 11, 2026
- Estimating Workshop
Thursday, March 26, 2026
- Legal Eye for the Estimator Guy
Wednesday, May 6, 2026

Foreman Training

- Foreman Training 1: Planning Skills for Field Leaders
Thursday, February 5, 2026
- Foreman Training 2: Productivity Improvement for Mechanical Projects
Thursday, March 5, 2026
- Foreman Training 3: Managing Labor: Coding, Tracking, and Forecasting
Thursday, April 9, 2026
- Coaching and Mentoring – The Foundation of Field Leadership
Wednesday, May 3, 2026

Leadership and Professional Development Skills

- Taking Flight with DISC
Thursday, January 22, 2026
- Effective Client Communication
Thursday, February 26, 2026
- Change Management: Being a Leader of Change
Thursday, April 23, 2026
- Leadership Essentials: Skills for Today's Leaders
Thursday, April 30, 2026
- Working Smarter Together: Job-Site People Skills that Work
Thursday, May 21, 2026

Project Engineering

- Project Engineering in Construction – Part 1
Friday, June 12, 2026
- Project Engineering in Construction – Part 2
Friday, June 26, 2026

Project Management

- Project Management 1: Planning Skills for the Project Team
Friday, February 6, 2026
- Scheduling from an MEP Perspective and How to Build a Mechanical Schedule
Wednesday, February 18, 2026
- Project Management 2: Productivity Improvement for Mechanical Projects
Friday, March 6, 2026
- Project Management 3: Fundamentals of Job Cost Control
Friday, April 10, 2026
- Growing and Developing Supervisors
Friday, May 1, 2026
- Project Management 4: Project Billings & Cash Flow and Mechanical Scheduling *
Thursday, May 14, 2026
- Project Management 5: Essential People Management Skills for the PM *
Thursday, June 18, 2026

***ONLINE**

All other classes are LIVESTREAM



Plan Accordingly! Take note of these important MCAA Events:

Foundations of Field Leadership Course 11 – Online	January 8 – February 26, 2026
Safety & Health Conference – Austin, TX	January 12 – January 14, 2026
Foundations of Field Leadership Course 12 – Online	January 13 – March 3, 2026
IPM Class 95, Week 2 – Austin, TX	January 18 – January 22, 2026
IPM Class 96, Week 2 – Austin, TX	January 19 – January 23, 2026
Advanced IPM Class 22 – Austin, TX	January 25 – January 29, 2026
MEP Innovation Conference – Austin, TX	January 26 – January 28, 2026
MCAA Annual Convention – Phoenix, AZ	March 15 – March 19, 2026
Field Leaders Conference – Houston, TX	April 7 – April 9, 2026
IPM Class 97, Week 1 – Austin, TX	April 19 – April 23, 2026
IPM Class 98, Week 1 – Austin, TX	April 20 – April 24, 2026
NCPWB Annual Technical Conference – San Antonio, TX	April 26 – April 28, 2026
WiMI Conference – Coronado, CA	June 8 – June 10, 2026
Converge – Palm Harbor, FL	June 15 – June 17, 2026

MCAA Contacts:

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

For conference & conventions, contact Melissa Rogers at mr Rogers@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



2026 INSTRUCTORS



Troy Aichele has spent 30 years in the mechanical construction industry, with extensive experience in office buildings, high-rise, hospitality, hospitals, casinos, and schools in both remodel and new construction environments. Troy is recognized as an effective team builder as well as a leader in business and sales planning, scheduling, cost-control, design, constructability, value engineering, and labor productivity. Troy expediently problem solves with personnel ranging from field workers, contractors, engineers, architects, accountants, purchasing, insurance and bonding agents, auditors, and developers on large scale projects that differ in teams, schedule, location, and design.



For over 25 years, **David Ashcraft** has captivated audiences with high-impact, entertaining, and results-driven presentations. His signature talent lies in transforming complex, forgettable data into memorable, motivating, and actionable training experiences. Participants leave his sessions equipped with practical tools, proven techniques, and fresh perspectives that make them more effective, efficient, and successful in their roles. Outside of work, David's passions include tennis, pickleball, sports commentary, and coaching his four sons across a variety of sports, where his lessons on teamwork, leadership, and growth mindset maximize positive outcomes (and victories).



Lisa Austin is the founder and President of Austin Training Advisors, a Denver-based corporate training company specializing in employee development for the commercial HVAC industry. A seasoned trainer and dynamic workshop leader, Lisa brings more than 25 years of experience helping companies strengthen customer service, communication, and employee engagement.

Since launching ATA, Lisa has designed and delivered highly customized workshops that focus on building the soft skills essential for success in today's fast-paced business world. Over the past two decades, Lisa has become a trusted partner to elite HVAC companies across the country, as well as local and national associations including MCA and MSCA. Her high-energy style, practical insights, and interactive approach consistently inspire teams to grow both professionally and personally.



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. Harry is deeply committed to inspiring young professionals to embrace and thrive in the mechanical contracting industry. Throughout his career, he has held various positions, including but not limited to, Project Manager, Sr. Project Engineer, and Estimator. In 2024, Harry became a member of the MCAA Career Development Committee where he can continue to have a positive impact for the entire industry across the country. 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) and completed a Masters Degree in Project Management from the University of Wisconsin.



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. In addition to speaking and writing articles, Kevin has served as a foreman, journeyman, sales manager, project manager, corporate trainer, and partner for a multimillion-dollar specialty services contractor. Kevin's ability to entertain audiences and hold their interest while getting his message across consistently makes him one of the industry's 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 14 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.



Eric Herdman is an accomplished speaker, business leader, and facilitator, who has been speaking professionally in-person for almost 3 decades and as a virtual presenter for nearly 5 years. During his training sessions Eric will entertain, inform, educate, and engage your audiences into action. Eric delivers more than just a seminar; you get an educational training experience.

Herdman 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.



Ron King joined MCAA National Office in April 2024 as Director, NCPWB & WebLEM responsible for welding procedures, welder qualification tracking and labor units for the association. Prior to MCAA, he was employed for 17 years by Trimble MEP as Director of Industry Relations and Business Development. Prior to joining Trimble, he was employed for 17 years by GEM INC, a multi-trade contractor in Northwest Ohio, providing a broad range of industrial construction services. He also participates on the Pipe Fabrication Institute (PFI) Engineering Committee and various ELECTRI International Task forces.



John R. Koontz has over four decades of wide-ranging mechanical industry experience that includes contracting, academics, and consulting. He is the founder and former director of Purdue's Mechanical Construction Management Specialization Program and is the founder of the 1st ever MCAA student chapter that was started at Purdue in 1993. 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. Koontz is familiar with the operational practices, leadership, and operations personnel of hundreds of mechanical contractors and is therefore, considered an expert in "Mechanical Contracting Operational

2026 INSTRUCTORS

Best Practices". John's core belief that project managers and field leaders must develop a strong partnership on every project is discussed and explained for application in every class he teaches.



Rosemary Laack is a three-time award winning leader and speaker who uses her energetic trademark approach to coach, speak and train all over the world.

Her passion and talent for understanding the unique challenges business professionals face today is the crux of her tremendous appeal and success. This ability has formed the core value of her sessions on assertive communication, leadership, and conflict management. Rosemary earned two bachelor's degrees—one in business and one in music—from Indiana University-Bloomington. She got her business initiation over 20-years ago when she became a purchasing manager with Procter & Gamble. Then, she joined Unilever as a category manager of packaging. Rosemary led continuous improvement teams in reducing packaging scrap by 50%. Rosemary went on to the pharmaceutical industry working with Valeant Pharmaceuticals where she managed one of the top brands and trained sales staff on brand intelligence and promotions. This earned her yet another award for her exceptional leadership skills. In 2007, Rosemary founded her own coaching and professional speaking firm. By the end of the year, she had earned the America's Brightest Speaking Star award for her speaking excellence.



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 9 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 pain staking 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.



With over 30 years of experience, **Kelli Vrla, CSP** (Certified Speaking Professional) has enlightened and energized thousands of individuals across the U.S., Europe, and Central America. As a seasoned leadership and communication specialist, Kelli delivers dynamic coaching, training, and keynotes—both in-person and virtually—helping organizations and individuals unlock their full potential.

Kelli's passion for fostering professional and personal growth is evident in her engaging and transformative sessions. Whether addressing nonprofit organizations, government agencies, Fortune 500 companies, or massive conference audiences,

Kelli blends practical strategies with real-life stories, humor, and actionable insights. She empowers her audience to embrace change, reduce stress, and achieve laser-focused productivity, offering tools to transform challenges into opportunities and achieve meaningful results.

Her presentations go beyond inspiration; they instill resilience, confidence, and practical skills that drive excellence and innovation. From interactive workshops to high-energy keynotes, Kelli equips participants with the emotional intelligence and adaptive leadership skills needed to excel during transitions and lead with courage.



Dianne Young is a seasoned professional renowned for her dynamic approach and proactive mindset. From launching her first business during her college years to founding over a dozen successful companies, Dianne has demonstrated a relentless drive for innovation and entrepreneurship. Formerly associated with Dale Carnegie Training as an educator, Dianne transitioned to owning a Business Coaching Firm, where she strategically guided organizations to surpass their goals by leveraging their existing resources. Recognized for her innate ability to inspire excellence in others, she excels in unlocking individuals' true potential and igniting their

professional growth. Dianne's passion for continuous improvement extends to her role as a keynote speaker at prestigious conferences like the Woman's Leadership Conference, National Association of Women in Construction and National Women in Business. Through her engaging and empowering presentations, Dianne inspires audiences to embrace collaboration and take decisive action towards success.

COMPUTER SKILLS/TECHNOLOGY

Bluebeam – BEGINNER

VIRTUAL

Christopher Suggs

Friday, January 30, 2026

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

ONLINE

Christopher Suggs

Friday, February 20, 2026

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)

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

ONLINE

Christopher Suggs

Wednesday, April 1, 2026

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)

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 Excel 2019 – Part 1

ONLINE

New Horizons Computer Learning Center

Friday, March 13, 2026

7:00 a.m. – 3:00 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 are responsible for creating spreadsheets or performing basic data manipulation, this course is perfect for you. It will also make these tasks much easier for you to accomplish, and in much less time, than if you used traditional pen-and-paper methods or non-specialized software. Upon successful completion of this course, you will be able to create and develop Excel worksheets and workbooks in order to work with and analyze the data that is critical to the success of your organization. You will: Get started with Microsoft Office Excel 2019. Perform calculations. Modify a worksheet. Format a worksheet. Print workbooks. Manage workbooks. The journey doesn't stop here; continue building on your skills and attend Excel 2019 Part 2!

Microsoft Excel 2019 – Part 2

ONLINE

New Horizons Computer Learning Center

Friday, April 24, 2026

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!

Microsoft Excel 2019 – Part 3

ONLINE

New Horizons Computer Learning Center

Friday, May 29, 2026

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.



COMPUTER SKILLS/TECHNOLOGY

CONTINUED

AI Basics for the Workplace

LIVESTREAM

Kelli Vrla

Wednesday, May 13, 2026

7:00 a.m. – 2:00 p.m. MST

Member: Free

Non-Member: \$179

Artificial Intelligence (AI) is no longer just a tech buzzword—it's a transformative force in the modern workplace. AI Basics for the Workplace is designed for professionals who want to understand the fundamentals of AI and how it applies to their daily tasks, decisions, and productivity. This session breaks down complex concepts into practical tools and real-world applications, empowering employees to use AI confidently, ethically, and effectively.

Participants will explore how AI is used in communication as well as its limitations and impact on workplace culture. This course is ideal for anyone looking to enhance their digital literacy and stay competitive in an AI-enabled work environment.

Learning Objectives:

By the end of this course, participants will be able to:

- Define key terms and concepts related to artificial intelligence.
- Explore current AI tools that support workplace efficiency.
- Evaluate the benefits and limitations of AI in different roles or industries.
- Apply AI-powered tools to streamline communication and workflow.
- Identify ethical considerations and responsible use of AI in the workplace.
- Examine how AI is transforming common business functions
- Practice using simple AI tools or platforms for real-world tasks.
- Collaborate with peers to brainstorm ways AI can enhance their team or department

MCAA WebLEM Fundamentals – Part 1

ONLINE

Ron King

Thursday, February 12, 2026

9:00 a.m. – 11:00 a.m. MST

Member: Free

Non-Member: Not available for non-members

This informative presentation will give you a better understanding of the MCAA WebLEM and how to use the Component Method or Work Activity Method labor units as well as some general estimating practices. If you're new to estimating this seminar will teach you the basics of how to use this MCAA free member benefit, the WebLEM.

Agenda:

- WebLEM Update
- WebLEM site navigation
- Basic Assumptions related to Component Method
- Labor Factoring

Target webinar attendee:

- New or beginner estimator (more experienced estimators will find this seminar too elementary)
- New or beginner project manager

MCAA WebLEM Fundamentals – Part 2

VIRTUAL

Ron King

Wednesday, March 11, 2026

8:00 a.m. – 10:00 a.m. MST

Member: Free

Non-Member: Not available for non-members

This informative presentation will give you a better understanding of the MCAA WebLEM and how to use the Component Method or Work Activity Method labor units as well as some general estimating practices. If you're new to estimating this seminar will teach you the basics of how to use this MCAA free member benefit, the WebLEM.

Agenda:

- Basic Assumptions related to Work Activity Method
- Component vs WAM Labor Units
- Overtime Impacts on Productivity
- Bid/No-Bid Decisions

Target webinar attendee:

- New or beginner estimator (more experienced estimators will find this seminar too elementary)
- New or beginner project manager

Estimating Workshop

LIVESTREAM

Troy Aichele

Thursday, March 26, 2026

7:00 a.m. – 2:00 p.m. MST

Member: Free

Non-Member: \$179

This program is essential for aspiring estimators, assistant project managers, and project managers eager to master the foundations of estimating. Attendees will gain hands-on experience in conducting piping quantity take-offs, discover proven strategies to minimize errors and build confidence in navigating the estimating process with precision.

Participants will learn the following from this workshop:

Instructor walks all attendees through the gamut of Mechanical Estimating, from start to finish. All activities are manual, hands-on step-by-step training starting with estimating philosophy, types of estimates, the components of an estimate, and of course lessons learned from the instructor on all the things that can go wrong when performing an estimate. Attendees will learn how to manually count and consolidate a QTO (Quantity Take-Off), apply MCAA Labor Units, learn about labor unit factoring (how to apply or not to apply), basic assumptions of the MCAA Labor Estimating Manual (LEM) and scope letter writing. Attendees will participate in a mock "rip and read" bid opening (utilizing the actual estimates created in class from the QTO activity) and end with an activity where attendees learn to how to calculate an estimate risk analysis that can be immediately added as one of your company's estimating department tools.

This session also contains an estimating scenario activity where students must make difficult choices from real-life estimating scenario options that routinely occur. Scope letter basics along with instructor lessons learned will also be reviewed.

Legal Eye for the Estimator Guy

LIVESTREAM

Keith Rahn

Wednesday, May 6, 2026

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. In previous estimating courses, we have covered general legal issues and unfavorable contract clauses. 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

Foreman Training 1: Planning Skills for Field Leaders

LIVESTREAM

John Koontz

Thursday, February 5, 2026

8:00 a.m. – 3:00 p.m. MST

Member: Free

Non-Member: \$179

The Field Leader's role in project planning and execution has the greatest effect on overall project success or failure. Therefore, the effective collaboration between the project manager and the foreman, before a project starts, is always necessary regardless of project type, size, or risk profile. This session will specifically focus on the role of the Field Leader and will cover three essential areas of planning: turnover meetings, pre-construction planning, and on-going short interval planning. In addition, the instructor will discuss and explain the Field Leader's specific role in collaborating with the project team regarding job cost control, labor coding and tracking, value engineering, decision-making, risk evaluation, scheduling, coordination, fabrication, change management, and safety.

Foreman Training 2: Productivity Improvement for Mechanical Projects

LIVESTREAM

John Koontz

Thursday, March 5, 2026

8:00 a.m. – 3:00 p.m. MST

Member: Free

Non-Member: \$179

This session is specifically tailored to the Role of the Field Leader. Great project management, by both the foreman and project manager, is primarily responsible for creating the best possible productivity on every project. Due to the endless number of variables, which negatively affect worker efficiency, excellent productivity is the project team's greatest challenge. Productivity also has the greatest positive or negative impact on project and company profitability as labor cost is always the contractors' primary risk. Excellent productivity requires proactive, diligent, and detailed planning by the project manager and foreman at each step of the project. In this session, the instructor will provide proven methods and practices for creating, controlling, and improving project productivity on all types of projects.



FOREMAN TRAINING

CONTINUED

Foreman Training 3: Managing Labor: Coding, Tracking, and Forecasting

LIVESTREAM

John Koontz

Thursday, April 9, 2026

7:00 a.m. – 2:00 p.m. MST

Member: Free

Non-Member: \$179

The contractor's primary risks in the construction process are the estimating, budgeting, managing, and controlling of project labor costs. The attendee will explore the Field Leaders unique role in managing and controlling mechanical project labor costs. The importance of having a trust-based partnership between a Field Leader and their Project Manager will be explored, discussed, and explained. Their specific roles in timekeeping, coding, tracking, and forecasting project labor hours and costs will be discussed. In addition, the instructor will present numerous methods for collaborative project labor cost control and cost management, all of which are based upon complete transparency between the Field Leader and the Project Manager.



Coaching and Mentoring – The Foundation of Field Leadership

LIVESTREAM

Leah Gutmann

Wednesday, May 3, 2026

7:00 a.m. – 2:00 p.m. MST

Member: Free

Non-Member: \$179

In the ever-evolving mechanical contracting industry, a constant hurdle for our companies and our field leaders is how to conquer the challenge of developing and retaining apprentices. During this half day course, Journeymen and Foremen will have the opportunity to share apprentice challenges and discuss common critical knowledge, skills, and abilities needed to be successful in our industry. Attendees will learn how to effectively fill the gap between what apprentices know, what they need to know, and how to ensure they stay connected, curious, and motivated in their work. As leaders in the field, there is a unique opportunity to connect with apprentices and impact their careers in a dramatic way. This class will offer tools and strategies to help accomplish this herculean task.

During this session, the group will explore a model that will help break down the various responsibilities and opportunities foremen have in supervising, teaching, coaching and mentoring their crew members. The class will gain skills to bridge the communication gap between individuals, teams, and generations. The group will learn the different learning styles and know how to approach each style to ensure skills are learned and information is clearly understood. Each participant will leave with a new set of strategies and a plan to better connect with and develop their apprentices. Upon completion of class, individuals will be motivated to build the next great generation of Journeymen and positively impact the sustainability of the mechanical contracting industry.

Objectives:

- Identify and discuss the role foremen play in coaching and mentoring in the mechanical contracting industry.
- Build impactful relationships with apprentices through better communication.
- Learn to identify and teach to different learning styles and needs.
- Know how to set clear goals and expectations, monitor performance, and leverage the unique skills of each apprentice on your projects.
- Improve your ability to have conversations that build trust and improves performance.

LEADERSHIP AND PROFESSIONAL DEVELOPMENT SKILLS

Taking Flight with DISC

LIVESTREAM

Lisa Austin

Thursday, January 22, 2026

8:00 a.m. – 3:00 p.m. MST

Members: Free

Non-Members: \$179

The Taking Flight with DISC training program is a refreshing, reimagined approach to traditional personality styles workshops. The program is built around four key concepts: self-awareness, social awareness, flexibility and culture. While the most self-aware people are the most successful people, those who can read others and adapt to meet their needs are even more so. This session teaches the DISC styles so individuals can develop new ways of treating others while being true to themselves.

Participants will discover how they unconsciously impose their style on others and sometimes even try to change the people around them because after all, "my way is the right way." The exercises and discussions help them understand the needs, tendencies, motivators and fears of the people in their lives. We then channel that awareness into action by providing the skills to flexibly adapt to others by anticipating their needs and displaying the right behavior at the right time. Participants will also learn how to apply the four styles to improving team dynamics and organizational culture.

The Taking Flight with DISC Session will help participants to:

- Deeply understand their own style through the Taking Flight with DISC profile
- Quickly read the styles of others and instantly flex to meet their needs
- Tap into their natural gifts to capitalize on their strengths
- Avoid overusing their strengths so they don't become liabilities
- Infuse the four styles into their organizational culture so they are used every day
- Build stronger relationships, communicate more effectively, become empowering leaders, and co-create a more engaging and productive work environment



Effective Client Communication: Communicating, Connecting, and Cultivating Success

LIVESTREAM

Dave Ashcraft

Thursday, February 26, 2026

8:00 a.m. – 3:00 p.m. MST

Members: Free

Non-Members: \$179

Great communication goes beyond words, it builds trust, strengthens relationships, and drives meaningful results. This engaging, high-impact session focuses on the three pillars of professional success: Communicating, Connecting, and Cultivating.

Through interactive activities and real-world examples, you'll learn how to communicate with clarity, confidence, and empathy; connect authentically with clients, colleagues, and audiences; and cultivate stronger relationships that inspire collaboration and long-term success.

You'll gain proven techniques to manage presentation anxiety, structure compelling messages, and use storytelling to make your ideas unforgettable. You'll also refine your visual and verbal delivery, learning to build rapport quickly and adapt your style to different audiences and situations.

In addition, the session explores how to use AI tools to sharpen your written communication, streamline preparation, and make every message more impactful. *By the end of this course, you'll know what sets exceptional communicators apart and you'll leave equipped to communicate with purpose, connect with confidence, and cultivate success in every interaction.*

Learning Objectives

1. **Master strategies** to effectively start and conclude communications to leave a lasting impression.
2. **Understand** how to quickly establish rapport and build trust with people.
3. **Cultivate a continuous improvement mindset** in self-awareness, self-management, social awareness, and relationship management.
4. **Improve verbal and visual delivery** by eliminating words and phrases that cause friction or confusion.
5. **Develop skills in asking strategic questions** to uncover clients' priorities, preferences, and potential challenges.
6. **Learn techniques to illustrate ideas** effectively and foster collaborative communication.
7. **Discover 10 techniques** to overcome public speaking anxiety and build confidence.
8. **Learn storytelling skills** to make your message more engaging and memorable.
9. **Apply a structured four-step process** to manage crucial conversations and achieve favorable outcomes.
10. **Incorporate AI tools and techniques** to enhance written communication, ensuring messages are clear, engaging, and audience appropriate.

Bonus: You will learn the **5 Things Lucky People Do** to enjoy more success in life!

LEADERSHIP AND PROFESSIONAL DEVELOPMENT SKILLS CONTINUED

Change Management: Being a Leader of Change

LIVESTREAM

Dianne Young

Thursday, April 23, 2026

7:00 a.m. – 2:00 p.m. MST

Members: Free

Non-Members: \$179

Master the Art of Leading and Adapting to Organizational Change

Change is constant, but how you handle it makes all the difference! This practical and engaging course equips professionals at all levels with the skills to navigate, lead, and thrive during organizational transitions. Whether you're driving change or adapting to it, you'll explore proven change models, effective communication strategies, and techniques to engage and motivate teams.

Through interactive discussions, real-world scenarios, and hands-on activities, you'll gain the confidence to turn uncertainty into opportunity. Learn how to manage resistance, build a culture of adaptability, and ensure smooth transitions that benefit both employees and the organization.

Key Topics:

- Understanding the psychology of change and overcoming resistance
- Popular change models: Kotter's 8-Step Process, ADKAR, and Lewin's Change Theory
- Effective communication strategies to drive buy-in and reduce pushback
- The role of leadership in guiding teams through uncertainty
- Building resilience and maintaining motivation during transitions

By the end of this course, you will be able to:

- **Implement** change models to guide teams through transitions effectively
- **Communicate** change initiatives clearly and confidently to gain support
- **Engage** employees by fostering adaptability, trust, and collaboration

Change is inevitable - master it before it masters you!



Leadership Essentials: Skills for Today's Leaders

LIVESTREAM

Eric Herdman

Thursday, April 30, 2026

7:00 a.m. – 2:00 p.m. MST

Members: Free

Non-Members: \$179

STRENGTHEN YOUR LEADERS TO EMPOWER THEIR TEAM.

Are you ready to embark on a transformative journey to become a better leader? This course is designed to equip you with the skills, knowledge, and mindset necessary to excel in leadership roles, whether you're an aspiring leader, mid-level manager, or seasoned executive.

In this course, participants don't just learn about leadership; they experience the process of refining their own style, mastering advanced communication, and building the kinds of resilient, high-performing teams that truly move organizations forward. Every module leverages research driven strategies, centered on developing decision-making, strategic thinking, and adaptability – the foundations of effective leadership in complex environments.

Attendees emerge with elevated emotional intelligence, sharper ethical focus, and proven techniques for inspiring teams in even the most challenging situations. Take this workshop with the confidence that you'll be empowered to overcome obstacles, drive genuine progress, and leave a lasting mark as a leader who makes a tangible difference.

YOUR CURRICULUM WILL INCORPORATE:

- Discover and refine a personal leadership style that feels authentic.
- Master advanced communication for more impactful interactions.
- Build highly resilient and high performing Teams.
- Develop practical strategies for strategic and critical thinking.
- Apply proven frameworks for making better decisions under pressure.
- Gain confidence in motivating and influencing others across all levels.
- Strengthen emotional intelligence to lead with empathy and self-awareness.
- Navigate and resolve workplace conflicts constructively.
- Lead with integrity and self-accountability by putting ethical principles into practice.
- Adapt faster to change and guide others through transitions.
- Align leadership actions with your organization's core values for lasting impact.
- Implement practical tools to drive measurable improvements for your team.
- Leave equipped to inspire, innovate, and deliver real results as a leader.

LEADERSHIP AND PROFESSIONAL DEVELOPMENT SKILLS CONTINUED

Working Smarter Together: Job-Site People Skills that Work

LIVESTREAM

Rosemary Laack

Thursday, May 21, 2026

7:00 a.m. – 2:00 p.m. MST

Members: Free

Non-Member: \$179

The best crews don't just get the work done. They work together effectively. Whether it's managing tensions on the job site, communicating clearly under pressure, or addressing performance issues head-on, strong people skills make the difference between a job that runs smoothly and one that doesn't.

This practical, interactive workshop equips participants with proven strategies to handle real-world communication challenges on the job. Attendees will learn how to read different communication styles, manage tough conversations with confidence, and strengthen trust and respect across clients, crews and contractors. These are the human skills that keep projects moving, teams aligned, and reputations strong.

Learning Objectives:

By the end of this workshop, participants will:

- Recognize how their communication style impacts relationships and productivity on the job site.
- Identify and adapt to different personalities and communication styles to improve teamwork.
- Use clear, respectful language to address performance or behavior issues directly.
- Apply practical frameworks to handle difficult conversations and reduce defensiveness.
- Manage emotional reactions (their own and others') to keep conversations constructive.
- Build stronger, more respectful working relationships with coworkers, foremen, subs, and clients.

Who should attend?

Anyone who works with teams in the field and wants to build stronger communication and leadership skills.



Project Engineering in Construction – Part 1

LIVESTREAM

Harry Bederian

Friday, June 12, 2026

7:00 a.m. – 2:00 p.m. MST

Member: Free

Non-Member: \$179

This seminar takes a deeper dive of the 1-day Fundamentals of Project Engineering in the Construction Industry class. This seminar is the 1st of 2 seminars which covers topics at a deeper level, provides more in class exercises and has additional topics not covered in the Fundamentals of Project Engineering in the Construction Industry class. 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

Recommended for 0 – 5 years of construction experience

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.
- They will understand how RFIs, Submittals, Meeting Minutes, Document control, and specifications can play a critical role in 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 this course.

PROJECT ENGINEERING

CONTINUED

Project Engineering in Construction – Part 2

LIVESTREAM

Harry Bederian

Friday, June 26, 2026

7:00 a.m. – 2:00 p.m. MST

Member: Free

Non-Member: \$179

This seminar takes a deeper dive of the 1-day Fundamentals of Project Engineering in the Construction Industry class. This seminar is the 2nd of 2 seminars which covers topics at a deeper level, provides more in class exercises and has additional topics not covered in the Fundamentals of Project Engineering in the Construction Industry class. 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
- Recommended for 0 – 7 years of construction experience

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.
- They 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 this course.



Project Management 1: Planning Skills for the Project Team

LIVESTREAM

John Koontz

Friday, February 6, 2026

8:00 a.m. – 3:00 p.m. MST

Member: Free

Non-Member: \$179

All great project managers are master planners. All wildly successful projects are incredibly well planned by all members of the project team; project manager, foreman, fabrication manager, VDC/coordination manager, safety manager, warehouse manager, purchasing manager, etc. The project manager is the "president of the project" and is ultimately responsible for all project planning and the quality of that planning. This session will focus on the project managers role and responsibilities in project planning and the three stages of planning: 1) Information Turnover, 2) Preconstruction Planning, and 3) Short Interval Planning. This session will also focus on the collaborative planning efforts of the project manager and their foemen and its direct relationship to increased project efficiency and profitability.

Scheduling from an MEP Perspective and How to Build a Mechanical Schedule

LIVESTREAM

Troy Aichele

Wednesday, February 18, 2026

8:00 a.m. – 3:00 p.m. MST

Member: Free

Non-Member: \$179

Scheduling from an MEP Perspective

Attendees will 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

PROJECT MANAGEMENT

CONTINUED

- Common schedule terms and definitions along with schedule specific contract language to include and schedule specific contract language to avoid

How to Build a Mechanical Schedule

This workshop is for Project Managers, Assistant Project Managers, and Estimators looking to learn the basics of one of the most critical tasks in construction for mitigating project risk, protecting your estimate assumptions, as well as estimated crew size, workflow, and productivity: How to build a Mechanical Schedule.

Participants will learn the following from this workshop:

- Top 10 items to extract and track from the Baseline CPM
- The Keys to a successful schedule
- What you need to build a Mechanical Schedule
- The steps in building a Mechanical Schedule:
 - Pre-construction / Pre-Project Planning
 - Estimate breakdown
 - Schedule framework
 - Defining and sequencing activities
 - Estimating task durations
 - Applying logic, relationships, and resources to tasks
 - Monitoring, measuring, and managing progress and productivity
- How to identify the Critical Path and analyze a resource loaded schedule
- Practice first-hand manually building (from Pre-Project Planning through Commissioning) a Mechanical Schedule using a case-study project and estimate
- Pull-Planning basics and how to apply towards building a Project Commissioning/Closeout Schedule



Project Management 2: Productivity Improvement for Mechanical Projects

LIVESTREAM

John Koontz

Friday, March 6, 2026

8:00 a.m. – 3:00 p.m. MST

Member: Free

Non-Member: \$179

Great project management, by both the foreman and project manager, is primarily responsible for creating excellent productivity on every project. Due to the endless number of variables, which negatively affect worker efficiency, excellent productivity is the project team's greatest challenge. Productivity also has the greatest positive or negative impact on project and company profitability. Excellent productivity requires proactive, diligent, and detailed planning by the project manager and foreman at each step of the project. In this session, the instructor will provide proven methods and practices for creating, controlling, and improving project productivity on all types of projects.

Project Management 3: Fundamentals of Job Cost Control

LIVESTREAM

John Koontz

Friday, April 10, 2026

7:00 a.m. – 2:00 p.m. MST

Member: Free

Non-Member: \$179

This session is specifically tailored to the role of the Mechanical Project Manager and their unique responsibilities for budgeting, controlling, and forecasting project costs. The instructor will provide attendees with a fundamental understanding of how to use their project cost control system as a primary management tool to control and cause a positive project outcome rather than simply focusing on cost documentation and cost history. Special emphasis will be placed upon the many unique topics that are related to successfully budgeting, controlling, and accurately forecasting project labor costs. The project manager's partnership, transparency, and collaborative efforts with their project foremen regarding labor cost control will be specifically emphasized.

PROJECT MANAGEMENT

CONTINUED

Growing and Developing Supervisors

LIVESTREAM

Kevin Dougherty

Friday, May 1, 2026

7:00 a.m. – 2:00 p.m. MST

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.

Project Management 4: Project Billings & Maintaining Positive Cash Flow and Mechanical Scheduling

ONLINE

John Koontz

Thursday, May 14, 2026

7:00 a.m. – 10:30 a.m. MST

Member: Free

Non-Member: \$179

Maintaining positive cash flow is one of the project manager's greatest challenges. The construction industry's standard project billing and payment model is a lousy formula that has the potential to create poor cash flow on nearly every project. This session focuses on how the project manager, with planning, creativity, excellent project execution, and positive customer relationships can regularly create positive project cash flow on most of their projects. The instructor will provide the class with numerous lessons, methods, ideas, and tactics which will lead to a more likely positive cash flow position on most projects.

The days of relying upon unrealistic and illogical schedules created by General Contractors and Construction Managers are long gone. In today's complicated and challenging construction market, Mechanical Contractors must become project leaders, not continue to be project followers. To be a project leader, the mechanical project manager must collaboratively develop a logical, reasonable, and achievable mechanical project schedule. The mechanical work must then be managed against that schedule and thereby using it as a project baseline. Scheduling the mechanical work also provides more project control and better documentation when projects, which are often delayed by others, are forced to accelerate to meet the original completion date. Mechanical contractors who do little project scheduling often find themselves at the mercy of unrealistic CM/GC/owners' schedules that lack detailed mechanical activities. The instructor will clearly explain to attendees why a mechanical schedule is mandatory on all projects, and he will vigorously emphasize his belief that "If you have no schedule, you have no plan". In addition, John will provide attendees with many of the critical issues, rules of thumb, and best practices for creating and managing project schedules for mechanical projects.

Project Management 5: Essential People Management Skills for the PM

ONLINE

John Koontz

Thursday, June 18, 2026

7:00 a.m. – 10:30 a.m. MST

Member: Free

Non-Member: \$179

This class provides mechanical project managers with many of the key interpersonal skills needed to effectively manage both teams and individuals. Attendees will learn practical strategies for communication, conflict resolution, team motivation, relationship development, cooperative learning, collaboration, brainstorming, and performance management. In addition, this session will focus on the importance of developing excellent self-awareness and self-management and will include a brief discussion and understanding of Emotional Intelligence and the DISC Personal Profile as related to successful managing people and relationships.



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 Construction *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 for more information.



NOTES

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**Arizona Mechanical
Contractors Association
1735 Flight Way, Suite 204
Tustin, CA 92782**

RETURN SERVICE REQUESTED