



WINTER/SPRING 2020
SEMINAR CATALOG

STAYING AHEAD
OF THE CURVE



EDUCATION PARTNERS



We are pleased to present the Winter/Spring 2020 Seminar Catalog for the Construction Education Institute® (CEI). CEI prides itself on offering outstanding programming for the betterment of the Chicagoland and Northeast Indiana construction industry. Throughout 2020, we will continue to enhance programming to benefit contractors and their employees.

I would like to acknowledge and thank our construction education partners for their programming support:

- Mechanical Contractors Association of Chicago (MCA)
- Chicagoland Associated General Contractors (AGC)
- Illinois Environmental Contractors Association (IECA)
- Piping Education Council (PEC)
- Plumbing Contractors Association (PCA)
- Plumbing Council of Midwest
- SMACNA Greater Chicago
- Underground Contractors Association (UCA)
- West Suburban Association (WSA)

We look forward to seeing you in the classroom.

Sincerely,

Paul Szymczak

Climatemp Service Group
CEI Committee Chair



CERTIFICATION OF COMPLETION



Those who complete a seminar will receive a certificate of completion from the **Construction Education Institute®**

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HOW TO REGISTER

Visit **mca.org/calendar** to register for classes listed in this catalog. If you have any questions about registration or course offerings, contact **Rebecca Lintow** at **rlintow@mca.org**; (312) 384-1220



DAVID ASHCRAFT specializes in the training area of financial management. His expertise is taking a normally tortuous subject matter and converting the content to be educational, engaging and entertaining. He custom designs and delivers training and keynote speeches for business networks, associations and banks. Ashcraft has been a highly-rated faculty member at the Graduate School of Banking Colorado, Southwestern Graduate School of Banking and Graduate School of Banking LSU. He received his BA from Washington State University and is a graduate of Pacific Coast Banking School, where he later served as an associate director.



KATHRYN CROSBY is the President and Owner of C2 Consulting, Inc. Before creating C2 Consulting, Inc., she was the Vice President/ CFO for a Utah-based commercial and industrial mechanical contractor. Crosby has served on the Mechanical Contractors Association of America (MCAA) National Board of Directors and as Chairperson of the Project Managers Education Committee charged with oversight of the Institute of Project Management at the University of Texas— Austin. She currently serves on the faculty for the United Association's Instructor Training Course in Ann Arbor, Michigan as well as the Institute of Project Management and the Construction Education Institute, MCAA's National Education Initiative.



GINNIE FLORADAY has been consulting and teaching in the computer field for over two decades and has been working with MCA of Chicago for the past several years. Her two primary areas of expertise include corporate training in the Microsoft Office Suite and database development in Microsoft Access. She conducts both group and one-on-one training on-site for her clients. She has developed several hundred custom Microsoft Access database applications. Upon delivery of the application, her custom training includes instruction on how to design queries and additional reports.



DARRYL HARRIS is a consultant, trainer and coach focused on helping organizations improve their performance by developing the skills and competencies of their people. Harris has an abundance of energy and passion for helping organizations develop and grow in a rapidly changing work environment. His clear and common sense approach has helped thousands of people learn how to successfully overcome these challenges. He brings an international background of 30 years of experience in the areas of leadership development, strategic planning, team effectiveness, customer skills and more.



ANTHONY HUEY is a highly-rated international speaker and communications consultant who offers session attendees pragmatic communications tools, tips and techniques they can use immediately. His career includes tenures as a news reporter, magazine senior editor, crisis management specialist, media relations consultant and executive speech coach.



MAUREEN KEANE is an Executive Coach and guide in Leadership Development. She serves as adjunct faculty at Lewis University and Loyola University in their leadership and communication programs. She has over twenty years of marketing, management and communication experience working with individuals, organizations and companies in pursuit of improving communication skills, client relationships, employee satisfaction and leadership effectiveness.



JOHN KOONTZ currently serves as MCAA's National Director for Project Management and Advanced Supervisory Education. A former tenured associate professor in Purdue University's Department of Building Construction Management, he previously served as Purdue's mechanical construction management coordinator. Koontz spent 15 years in the employment of MCAA contractors in a variety of positions, including senior project manager, project manager, project engineer and estimator. He is the director of the MCAA Institute for Project Management at the University of Texas in Austin, and has served on the Mechanical Contracting Foundation's Board of Trustees.



JONATHAN MRAUNAC represents general contractors, subcontractors, suppliers and other participants in the construction industry. As a member of Ogletree's construction practice group, Jonathan advises clients relative to all aspects of the construction process including the prosecution and defense of claims in federal and state court, arbitration and mediation, the perfection and prosecution of mechanics lien claims, and the formation and negotiation of contract documents.



PATRICK MCWARD is a key Business Partner of the Carroll-Keller Group. He is a Professional Speaker, Certified Integral Executive Coach and Author. His expertise is in working with organizations and leaders to create cultures that are effective, rewarding and profitable. Clients have included over 150 of the Fortune 500, dozens of Government Agencies and small entrepreneurial companies, including Price Waterhouse.



PAUL SZYMCHAK began his career in mechanical contracting as a cold-call Maintenance Sales Representative. He has worked exclusively in HVAC/R Service throughout his twenty-five years in our industry, and has sold well over a million dollars in Preventive Maintenance Agreements. With a total of forty years of sales experience, his practical instruction will enlighten as well as enthuse. Paul is a long-standing member of MCA of Chicago, having just completed a five-year term on our Board of Directors. He serves as Chairman of our Education Committee and is Immediate Past President of the Chicagoland Better Heating-Cooling Council (CBHCC).



CHIP ROSE has been facilitating computer and software training to individuals and groups at wide range companies and colleges since 1981. He specialized in explaining some of the most sophisticated software tools and features in very easy to understand terms.



MIKE SALEMI has 40 years of experience as a Local 597 pipefitter. An expert in building automation systems, he is a UA Certified Instructor, and is also STAR certified. During the course of his career, he also completed the NEBB Testing, Adjusting and Balancing Certification and the Certified Building Commissioning, and Retro-Commissioning Professional Program.



GREGORY TALL is a high-energy speaker, coach and storyteller with over 14 years of experience in talent acquisition and development. He served as Director of Talent Development at Teach For America, a Fortune "100 Best Companies to Work For" employer, and was Director of Talent Acquisition & Professional Development at a fast-growing private university where he helped them innovate in the areas of employer branding, talent acquisition, employee onboarding and engagement, and learning and development.



DR. BLAKE WENTZ has been a professor at the Milwaukee School of Engineering for 15 years and was named the Department Chair in 2013. He owned and operated his family's mechanical contracting business, Wentz Plumbing and Heating, in Lincoln, NE for five years before becoming a college professor. He is the faculty advisor for the Mechanical Contractors Association of America (MCAA) Student Chapter. Dr. Wentz has also been an instructor for the MCAA Institute for Project Management (IPM) course in Austin, TX. He is also involved in consulting activities and has been an expert witness for construction legal disputes and is a co-author of a textbook titled "Construction Law for Design Professionals, Construction Managers and Contractors."

BUSINESS MANAGEMENT**LEGAL TERMS & CONDITIONS FOR MAINTENANCE CONTRACTS**

Taught at The Hill Group, Franklin Park

Instructor: MARC PITTAS

January 14, 2020 | 10:00 a.m. - Noon

This overview course will explain those terms and conditions items regarding indemnification that almost every Maintenance Agreement contains and how to explain them to a prospect. If the customer wants the indemnification terms modified, what type of change is generally acceptable? The presenter will also talk about Certificates of Insurance (COI), what it represents and why customers want them.

DEVELOPING YOUR EMOTIONAL INTELLIGENCE: THE KEY TO BETTER AND MORE POWERFUL RELATIONSHIPS

Instructor: PATRICK MCWARD

January 17, 2020 | 8:00 a.m. - Noon

In this class you will have the opportunity to assess your Emotional Intelligence (EI), understand what EI is and create your own individual action plan to grow the quality and depth of workplace relationships. This interactive workshop will focus on the practical and usable aspects of Emotional Intelligence that can be used immediately. Through class activities, you will learn and practice the EI skills that are core to achieving personal awareness, connecting with others, managing stress, building resilience and collaborating.

FINANCE FOR NON-FINANCIAL PROFESSIONALS

Instructor: DAVID ASHCRAFT

January 23, 2020 | 12:30 p.m. - 4:30 p.m.

In this course, you will learn the language of finance and accounting, how each project's percentage of completion impacts the company's balance sheet and income statement, how to calculate key financial ratios and what they mean, and more. This information-packed workshop includes interactive exercises, relevant examples and attendee participation reinforcing learning that keeps the seminar interesting and fun!

FEBRUARY**THURSDAY****6****SHOULD I STAY OR SHOULD I GO?: HEAR FROM YOUR PEERS ABOUT THE UPS AND DOWNS OF RELOCATING YOUR BUSINESS**

February 6, 2020 | 3:00 p.m. - 5:00 p.m. | DOC Wine Bar, Lombard

Brought to you by the MEP Coordinating Committee (local MCA, ECA, NECA, PCA and SMACNA).

This panel will cover topics such as moving to a rental property, purchasing an existing building and rehabbing it, building something brand new and staying/updating in a current location.

BUSINESS MANAGEMENT**EFFECTIVE BUSINESS WRITING SKILLS WORKSHOP**

Instructor: MAUREEN KEANE

February 6, 2020 | 8:00 a.m. - Noon

Good writing is not a given; even top executives struggle with clear, concise documents that get the point across and keep the reader engaged. This session will focus on message structure, appropriate tone, audience analysis and email writing - do's, don'ts, etiquette, format.

MAKING YOUR MESSAGE MEMORABLE: CONVERSATIONS

Instructor: ANTHONY HUEY

March 3, 2020 | 1:00 p.m. - 4:00 p.m.

Respond to Any Question...From Anyone. The question came out of left field, a question you never expected, and one for which you have no answer. This session will give you the techniques and strategies you need to respond to difficult, even angry, questions while looking for opportunities to say what you want to say.

ADVANCED CONTRACTS

Instructor: JONATHAN MRAUNAC

March 11, 2020 | 8:00 a.m. - 11:00 a.m.

This program will provide an overview of the different types of contracts including design/build, plan and spec, and maintenance. The participants will discuss pitfalls to look for in a contract including change orders and dates through activities.

TELLIN' IT LIKE IT *BLEEPIN* IS: KEEPIN' IT REAL (AND PROFESSIONAL) WHEN GIVING CRITICAL FEEDBACK

Instructor: GREGORY TALL

April 1, 2020 | 8:00 a.m. - Noon

Someone on your team just made a huge mistake on the job or is simply not performing up to par. You need to tell them, but you don't want to hurt their feelings or damage your relationship with them. This workshop equips you to facilitate those difficult conversations in a way that is clear, objective and actionable.

SITUATIONAL ADAPTABILITY - ADAPTING THE APPROACH TO ADDRESS THE SHIFTING AND EVER-CHANGING WORKPLACE DEMANDS

Instructor: DARRYL HARRIS

April 23, 2020 | 8:00 a.m. - Noon

The importance of situational awareness is vital. Individuals who are unable to adapt to change, be mindful, understand their audience and believe that one style fits all will fall short in today's dynamic business environment. This program will give all attendees a general awareness of their dominant communication style, understanding the situation they are in and determining whether or not that style is appropriate and then adjusting.

COMPUTER TECHNOLOGY

TIME MANAGEMENT USING OUTLOOK

Instructor: GINNIE FLORADAY

January 15, 2020 | 9:00 a.m. - Noon

Managing information on the computer is a full-time job. Another name for Outlook could be "Look Out", because if you don't manage it, you can become consumed by it. This class is geared toward using Outlook as a Time Management tool, not just an email program. We will combine techniques that use Outlook as a day planner and learn how OneNote can be used as a central hub to store or find related information that might be stored in multiple places.

INTRO TO MICROSOFT PROJECT

Instructor: CHIP ROSE

February 27, 2020 | 8:00 a.m. - 4:00 p.m.

The use of software in construction CPM scheduling has become more prevalent in recent years. This course will help you tap into the power of Microsoft Project to successfully manage your next project. Topics include: understanding the project calendar; working with tasks, milestones and summaries; customized groups and filters; and importing tasks.

THE ART OF BIDDING

Instructor: KEITH RAHN

May 8, 2020 | 8:00 a.m. - Noon

Learn how to increase your share of profitable work and decrease the chance of being the low bidder on unprofitable jobs. This course will cover: determining your installed cost; budgeting techniques that give you the cost and profit picture; finding which projects are most profitable for you; determining the best jobs with your best

TECH BYTES

CYBERSECURITY BOOT CAMP

February 19, 2020 | 8:00 a.m. - 10:00 a.m.

We'll spend half of the day helping you to understand the latest cybersecurity threats and what to do about them. Local expert Nick Espinosa will be your counselor. There will be something for everyone, so keep an eye out for more details (but watch what you click!).

CONTECH UPDATE

April 2, 2020 | 8:00 a.m. - 10:00 a.m.

We'll show you the latest in construction technology and help you position your company to stay competitive in the fast-changing landscape of our industry.



HUMAN RESOURCES

new

GIVE 'EM A WARM WELCOME: DELIVERING AN UNFORGETTABLE EMPLOYEE ONBOARDING EXPERIENCE

Instructor: GREGORY TALL

April 1, 2020 | Noon - 4:00 p.m.

We've all been there. Your spirits are dashed on the first day of your new job when it becomes clear that nobody seems to even notice you've been hired. Onboarding is a process (not an event) that should reinforce a new hire's decision to join your company. This program will give you tips to make sure your new hire is well prepared for the job, culture and social environment at your organization. You'll learn how to make your onboarding program a strategic tool that builds employee retention and engagement.

PROJECT MANAGEMENT

INTRO TO PROJECT MANAGEMENT - LEVEL 2

Instructor: KATHRYN CROSBY

January 29-30, 2020 | 8:00 a.m. – 4:00 p.m.

This two-day session uses the Flowchart from MCAA and documents from the sample project as a guide. Construction, Close-out and Post Job Review phases of the project are explained and discussed in detail with a focus on how a Project Coordinator could support and assist the project team. Lastly, participants will learn where they can find other available resources if they want to continue their training.

***Level 1 is encouraged but not required.**

PROJECT MANAGER AND FOREMAN PARTNERSHIP

Instructor: JOHN KOONTZ

February 20, 2020 | 8:00 a.m. - Noon

It's never been more difficult to make a profit on construction projects than in today's market. Therefore, project managers and foremen have no margin for error and must be on the same page. A highly effective and inseparable partnership must be forged between the project manager and the foreman before the project begins. This session will place a special emphasis on why the following critical project activities must be jointly created/developed by the Project Manager and Foreman: Mechanical Project Schedule, Labor Budget/Labor Cost Control System, Fabrication/Coordination/CAD Plan, Safety/Risk Management/Control Plan. It is recommended that the Project Manager and Foreman attend this course together.

SALES PRESENTATION SKILLS

Instructor: DAVID ASHCRAFT

January 23, 2020 | 8:00 a.m. - Noon

Don't lose the opportunity to win the business because of a bad in-person or online sales presentation. You will take away specific techniques and tactics to improve your sales presentations. This class will benefit those with 1 or 20 plus years of experience. The objective of this one-day seminar is to increase the presentation skills of your team when educating, informing and influencing any audience. In this highly interactive class, you will learn proven approaches to get your presentation off the ground and land it effectively, and techniques to connect with the audience by using relevant examples and stories.

REFERRAL SELLING

Instructor: JIM BARTOLOTTA

January 28, 2020 | 8:00 a.m. - 10:00 a.m.

There is an art to getting people who know and love you to share the names of people they know who could potentially be your next customers. How and when do you ask? When is the wrong time to ask? This program will offer tips and ideas on referral selling. Topics will include creating financial incentives or rewards.

CUSTOMER RELATIONS TRAINING

Instructor: PAUL SZYMCAK

January 28, 2020 | 10:00 a.m. - Noon

This course will focus on seeing the world from the customer's perspective instead of your own.

CPR & FIRST AID WITH AED

Taught at the Construction Education Institute®

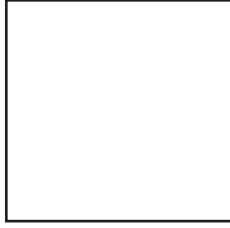
May 14, 2020 | 8:00 a.m. – 2:00 p.m.

Join us and earn the nationally recognized American Heart Association CPR/ AED & First Aid certification that lasts two years. This is the number one benefit of equipping your workforce with the best CPR training and equipment.



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