



Foreman Training Program

Required Classes

1. Servant Leadership Essentials for Field Foreman

Creating an inclusive environment which allows individuals to grow and thrive is the new trend in leadership. Prioritizing the needs of others is the cornerstone of success for teams and organizations. Through a combination of content, narratives, interactive discussions, engaging activities, and practical exercises this program is designed to enhance leadership skills by helping participants gain valuable insights into the world of servant leadership, enabling them to leave this event not only knowing what Servant Leadership is but how to do it.

This seminar covers the following key topic areas.

1. Understanding Servant Leadership and its significance and why it's a compelling choice for leaders.
2. Unveiling the Roots and Philosophy of Servant Leadership.
3. Unpacking the Characteristics and Qualities of Servant Leaders.
4. Establishing Trust and Building Credibility as a Leader.
5. Empathy and Reflective Listening: Elevating Listening Skills to Foster Deeper Connections.
6. Cultivating a Culture of Servant Leadership and Leading as an Integral Part of the Team.
7. Leading with Purpose and Vision: Effective Communication for Inspirational Leadership.

Instructor

Eric Herdman has trained employees in a broad range of corporate environments for over 20 years. From multi-billion-dollar companies to top financial institutions and the world's largest franchise fitness center, he uses his accomplishments in sales, retail, health, and fitness to help companies achieve top-level success. Focusing on results, Eric has successfully facilitated courses in strategic business practices, leadership and management, productivity and motivation. Eric has developed a proven system to help students prioritize their work, effectively schedule their days, delegate to employees, manage information flow and teach negotiation skills. As a record setting ultra-runner, he also shares his passion for perseverance and endurance with his students.



2. Job Costs and Managing Labor

The contractor's primary risks in the construction process are: estimating, budgeting, managing, and controlling project labor costs. You will explore the jobsite supervisor's role in managing and controlling mechanical project labor costs. The jobsite supervisor's unique partnership with the mechanical project manager in timekeeping, coding, tracking, and forecasting project labor hours and costs will be stressed.

Instructor

John R. Koontz, MCAA's Director for Project Management Education, brings nearly four decades of diverse experience in the mechanical industry, encompassing contracting, academia, and consulting. A former Tenured Associate Professor at Purdue's Department of Building Construction Management, Koontz is also the founder of Purdue's Mechanical Construction Management Specialization Program and established the first MCAA student chapter at Purdue in 1993. Alongside his academic roles, he dedicated 15 years to MCAA contractors in various roles as senior project manager, project manager, project engineer, and estimator. With a family heritage deeply rooted in the UA, Koontz is committed to the future success of all involved in union mechanical construction. He holds a Bachelor's Degree in Building Construction Management from Purdue and a Master's Degree in Construction Management from Washington University in St. Louis. Since joining MCAA full time in 1999, John has been actively engaged in nationwide speaking, teaching, training, consulting, and writing on project management and the mechanical contracting industry.





3. StrengthsFinder 2.0

Discover Your Strengths. This StrengthsFinder workshop helps individuals and teams discover their unique talents for greater team engagement, performance, and improved business outcomes. In this workshop we'll focus in on each participant's Top 5 Strengths as we cover all 34 talents. Learn the top 5 talents that represent the best of you.

At this seminar's conclusion, you will be able to:

- Articulate your top 5 talents.
- Explain your dominate talents.
- Put your talents to use in the workplace and at home.
- Appreciate and leverage the strengths of others.
- Recognize a team's assets and deficits.
- You will be required to complete an online assessment prior to attending the class.

Instructor

Dr. Sondra Cave is a gifted communicator and frequent speaker. Dr. Cave has been recognized by the Gallup organization with the "Strengths-Architect" Award for her work writing strengths curriculum and training seminars. She has been involved with the Gallup Organization and strengths development since 2001. Sondra is the founder and director of Strengths and Leadership Consulting. She spent 18 years at MidAmerica Nazarene University serving as a professor and chair of the Sociology department. She earned her doctorate degree in Educational Leadership.



4. The Safety Leader – Developing a Culture of Safety

At the end of this seminar, you will be able to:

- Explain how managing a safe project affects your company.
- Outline how to manage a project from a safety perspective.
- Gain a desire to make changes in your company's safety culture and become a leader in safety.
- Identify the critical components of being a leader of safety in your organization.

Instructor

Don Campbell graduated from Central Missouri State University with a Bachelor of Science in Safety Management in 1998. He spent three years as Safety Manager for a large General Contractor before starting his 20+ year career with P1 Group. In his career at P1 Group, he has held the roles of Safety Director, Vice President of Safety and is currently serving on the Executive Board as Vice President. P1 Group employs over 1400 employees and works all across the country. He is involved in three national safety committees, MCAA, SMACNA, and AGC. He is the past president of the Construction Safety Group of Kansas City and founder of the Safety Alliance of Kansas City. He was the MCAA/Milwaukee Tool Safety Professional of the Year in 2021.





5. Managing Change on the Job Site

Review the jobsite supervisor's role in managing the change order process. Discuss the negative impact of change orders on the completion of the original scope of work and the methods for minimizing and managing these impacts.

Topics include:

- Foreman as "guardian of the scope of work"
- The real costs of change orders
- The project owner's perspective on change orders
- Methods for managing and preventing productivity loss on change orders
- The importance of the early identification of change orders
- The effects of overtime on productivity
- Managing change orders with a strong foreman/project manager team
- The importance of solid change order documentation
- What a typical contract says about change orders
- Managing time and material change orders
- Managing morale and motivation on projects plagued with numerous change orders

Instructor

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6. Project Management: The Foreman's Role

At the end of this seminar, you will be able to:

1. Identify and apply means and methods to collaborate with the project manager to ensure positive financial outcomes.
2. Describe the foreman's role in project documentation and implications to the project and business.
3. Outline the roles and responsibilities of the foreman and project manager and use this knowledge to drive project performance.
4. Explain how the foreman can provide mentorship to the Project Manager.
5. Explain the Project Manager's vision of success and the critical elements of any successful project.

Instructor

Chris Champagne has been employed with the P1 Group Inc. for 20 years. During his tenure, he has advanced from estimator to project manager to his current position of operations manager where he oversees project management staff, manages the sheet metal fabrication process and evaluates mechanical and plumbing estimates before submission. Champagne is a licensed professional engineer in the state of Kansas and holds a LEED certification. He is active in the Kansas City chapter of the Sheet Metal and Air Conditioning Contractors National Association and the Design-Build Institute of America.





7. Situational Leadership

Situational leaders give their employees exactly what they need when they need it. They offer guidance, attention, and autonomy, and provide just the right amount of direction and support to help their staff succeed. The situational leadership model is simple: give your people what they need when they need it to accelerate their development. Situational leaders offer guidance, support, and autonomy by providing just the right amount of direction and support to help their team members succeed. They know how to develop competent, self-reliant contributors who deliver faster results.

In this program, you will

- Assess your leadership skills to gain awareness of your leadership strengths, weaknesses, & blind spots.
- Discover the four different leadership styles (direct, coach, support, delegate)
- Become familiar with the four levels of maturity (low, medium, medium, high) and learn to diagnose those development levels in team members.
- Identify the characteristics and needs of others in the 4 stages of development.
- Learn to assess the situation and behaviors of the team members to determine the leadership approach to use to get the best results.
- Learn to adapt your own communication style when interacting with different team members, ensuring that your message is understood.

Instructor

Gary Polain is the Principle of OZmosis Leadership. A native born Western Australian, he began his professional career as a Mechanical Engineer specializing in power station design, dust pollution control, and mine ventilation systems. Gary has over the last twenty years committed himself to a most accomplished career in 'Human Engineering'. Prior to starting his own consulting practice in 1996, Gary worked for Priority Management Systems, beginning in 1991 in Sydney as Australasian Sales and Marketing Manager. Gary has a unique ability to surface and share ideas, and then Coach, and inculcate measurable behavioral change in people, leading to increases in organizational effectiveness.

