

What is the LiFT Level 1 Program?

This program provides entry-level project managers and support staff with the tools and skills they need to increase productivity and performance.

Taught by experts in the mechanical contracting industry, you'll learn how to develop and manage schedules, mitigate safety and project risks, manage project documentation, and build strong relationships with project foremen.

As a project manager, you will no longer see yourself as just another employee or witness to project outcomes. You will become a project owner who has a personal stake in project outcomes with the tools necessary to succeed.

This program consists of 10, four-hour weekly seminars.

Who Should Attend?

Project Managers with 0-2 years of experience, support staff or anyone interested in moving into a project management role or in obtaining the fundamental skills of successful project management.

Program Seminars

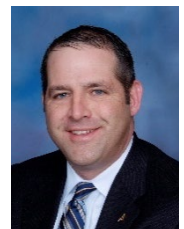
1. The Mechanical Contracting Industry – Past, Present, and Future

Upon completion of this seminar, participants will be able to:

- Summarize the history of the Union Mechanical Contracting Industry in Kansas City and its role in the local construction environment.
- Identify vertical markets in which union mechanical contractors leverage their expertise.
- Describe the HVAC, process and plumbing system types typically installed and maintained by Union Mechanical Contractors.
- Explain the impact technologies have on driving productivity and shaping your company's operations.
- Recognize and define your role in the union mechanical industry and identify opportunities to leverage those interests and skills.

Instructor

Kollin Knox is the President of *P1 Group, Inc.*, a premier electrical, mechanical, and service contractor. He began his career with the *P1 Group, Inc.* in 1992 as a Project Engineer and now serves as President of the Construction Division. Kollin holds a Bachelor of Science degree in Construction Science & Management from *Kansas State University* and a Master of Business Administration from *Rockhurst University*. Kollin serves as the Association's Past President.



Kollin Knox

2. Estimating Fundamentals

Upon completion of this seminar, participants will be able to:

- Describe the fundamentals of the estimating process.
- Outline the different types of estimates used and risks & benefits of each.
- Use the MCAA Labor Estimating Manual (WebLEM) to create an estimate.
- Practice creating an estimate involving a pipe and fitting take-off.
- Explain how an estimate is used to effectively manage a project.

Instructor: Ian Adams has been working in the estimating department at U.S. Engineering Company for six years on proposals ranging from a couple hundred dollars to over \$10 million. Recently, he has focused on the healthcare and industrial markets. Ian's responsibilities include meeting with clients, reviewing possible opportunities and leading a team to deliver competitive proposals. Ian is a graduate of University of Central Missouri in Warrensburg with a BS in Construction Management.



Ian Adams

3. Influence and Persuasion

Section 1: The 4 Lenses

Every individual has a unique spectrum of personality traits that impact the way he or she communicates. In this section, you will complete a personality assessment, The Four Lenses, that will help you identify and understand your temperament and communication style. You will learn how to communicate with empathic listening, rather than judging others for flawed behaviors. You will learn to value diversity and appreciate unique perspectives gaining a deeper understanding of yourself and a greater social awareness and acceptance of others.

Section 2: Conflict Resolution

Conflict is inevitable. We've all had conflicts with others and will likely have more in the future. In this section, you'll learn how to manage workplace conflicts more confidently. Participants will discover how difficult situations can be turned around into opportunities. You will explore and practice a conflict resolution process to handle workplace conflict more successfully. By the end of this section, you will be able to follow an effective process of resolving conflict. Be more confident in handling interpersonal and common workplace conflicts. Discover your preferred style of resolving conflict and become aware of other styles. Follow a step-by-step process of successfully mediating conflict between two parties.

Section 3: Accountability

At every level of every organization, projects begin, tasks are assigned, efforts are made, and deadlines are met---or missed. Directions are given but employees don't understand them. Deliverables are promised but not delivered. Agreements are misunderstood or never made. It's not anyone's fault---it's just part of how people fail to communicate in a specific and clear manner about the tasks they assign or accept. In this section, you will learn the task and process problems that commonly occur in the workplace. Learn how to accept responsibility, empower yourself to complete tasks and be willing to be held accountable for their results. Learn a set of practical skills to improve your ability to define tasks and move them forward. At the end of this section you will be able to facilitate discussions around practical methods to improve accountability and results in your organization.

Instructor

Alex Willis former Florida Gator and Tampa Bay Buccaneer wide receiver has dedicated his career to working with organizations to improve their leadership culture. A nationally recognized expert on leadership development and keynote speaker, Alex has motivated thousands to pursue greatness in their professional and personal lives. His flagship company, Leadership Surge, values people over process and focuses on a holistic, strengths-based approach to leadership. Alex embraces fun and encourages interaction through innovative programs such as '1st and 5' to help leaders exceed expectations and improve profitability company-wide.



Alex Willis

Managing, Multiple Projects, Objectives and Deadlines

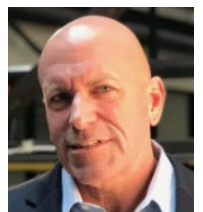
Employees are constantly faced with multiple projects and too many deadlines, all of which have top priority. Managing competing projects, objectives and deadlines requires concentration, skill, and dedication. Develop a tool kit of techniques and tactics to employ when scheduling project actions, managing deadlines and delegating tasks. The proven methods of planning, executing, and monitoring provided in this course will facilitate productive project results. Apply standards for managing priorities and reap the benefits of respect, trust, and accountability. Implement a plan for productivity using a scope management plan and project portfolios; and in instances where deadlines are missed and the project stalls, use techniques from this course to positively push forward.

Upon completion of this seminar, participants will be able to:

- Find value across multiple projects.
- Prepare competing priorities.
- Manage and set achievable objectives.
- Increase project performance and productivity.
- Schedule and establish accountability.
- Identify risk and limit burnout.

Instructor: Eric Herdman trained employees in a broad range of corporate environments for more than 20 years. From multi-billion-dollar pharmaceutical 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 a variety of courses related to strategic business practices leadership and management, productivity and motivation. Eric has developed a proven system that helps 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.



Eric Herdman

5. Essentials of Project Documentation

Upon completion of this seminar, participants will be able to:

- Explain the documentation process from a project life cycle perspective.
- Identify and use key project documents to ensure the success of a project.
- Outline best practices for managing critical documents throughout a project and the impact on schedules and budgets.

Instructor:

Chris Champagne has been employed with the P1 Group Inc. for the last 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.



Chris Champagne

6. Construction Finance Fundamentals – What You Accountant Wants You to Know!

Instructor:

Kathy Crosby has more than 30 years' experience in the construction business. While serving as Vice President and CFO for a mechanical contractor she was elected to the MCAA Board of Directors, nominated as chair for MCAA's Project Management Education Committee, was active in the AGC, and served on the faculty of the MCAA's highly ac-claimed Institute for Project Management (IPM). Today, as owner and founder of C2 Consulting, Inc, Kathryn continues her dedication and love for the construction industry doing seminars and training throughout the US and Canada. She currently serves on the faculty of IPM, Construction Education Institute, MCAA's National Education Initiative and the UA's Instructor Training Program. Kathryn has developed custom training programs for several trade organization and construction companies including the UA and Asbestos Workers.



Kathy Crosby

7. Time Management Strategies for Successful Project Managers

Come discover the key concepts of time management and how to utilize a range of techniques to measure time, develop work structures for effective time management, and develop a repeatable process that is ideal for your needs. The topics that we will cover in this session include:

- The Meaning of Time Management
- Developing Repeatable Patterns
- Structuring for Better Time Management
- Tools & Techniques (ex: Focused Workflow, Eisenhower Matrix, Rag Analysis)

Instructor

Vish Reddi began his career in 2004, for a small Tier 1 supplier to the auto industry. After completing his master's at the University of Wisconsin, Vish joined Jacobs Engineering in 2006. There he led teams updating many manufacturing facilities to meet cGMP standards and building new ones. He traveled across the country building factories for the food and pharmaceutical industries. He continued this work for household brands such as: Kellogg's, Con-Agra Foods, Medtronic, Target Corporation and Novartis. Working on these projects, Vish developed strategic plans, executed on tight timelines and budgets, and led multiple teams in multiple locations on a variety of projects. This required him to lean on his strengths in project management to be successful. He is now part of the faculty in the Construction Management Program at the University of Nebraska and operates his consulting firm based in Lincoln, Nebraska.



Vish Reddi

8. Office and Field Communication

This workshop will highlight the benefits of excellent office and field communication as well as expose the consequences of not having it. To improve office and field communication, we must first understand our differences and separate challenges then apply best practices in working together to improve your company's overall operations.

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

1. Identify the difference between the office and field personnel and review the consequences of poor communication between them.
2. Understand the field perspective and the typical challenges they have when working with the office.
3. Build the project manager and field foreman relationship to ensure project success, profitability, and improve your company's reputations with the client.
4. Identify and discuss the top communication topics required between the project manager and field foreman.
5. Leverage the project manager and field foreman relationship to improve overall company office and field communication.

Instructor

Troy Aichele has a B.S. in Construction Management, an A.A.S in HVAC and Refrigeration Design and has worked in nearly every facet of commercial construction as a Mechanical Contractor for nearly 30 years. Through Aichele & Associates, LLC, he teaches national workshops focusing on project management, managing, and forecasting labor, estimating, change orders, blueprint reading, and how to perform water audits. He's also a former MCAA Career Development Committee Chairman and was an adjunct professor at the University of Washington for 17 years.



Troy Aichele

9. Contract Management: Mitigating Risk

Upon completion of this seminar, participants will be able to:

1. Identify and interpret key contract clauses that impact the project.
2. Review & analyze a contract and identify when to escalate concerns & risks to management.
3. Explain how specific contract clauses can impact risks, and how to mitigate risks regarding fundamental contract language.
4. Apply the contract checklist to effectively manage projects.

Instructor: Troy Aichele has a B.S. in Construction Management, an A.A.S in HVAC and Refrigeration Design and has worked in nearly every facet of commercial construction as a Mechanical Contractor for nearly 30 years. Through Aichele & Associates, LLC, he teaches national workshops focusing on project management, managing, and forecasting labor, estimating, change orders, blueprint reading, and how to perform water audits. He's also a former MCAA Career Development Committee Chairman and was an adjunct professor at the University of Washington for 17 years.



Troy Aichele

10. Fundamentals of Project Scheduling

Upon completion of this seminar, participants will be able to:

- Explain the importance of scheduling.
- Identify items to consider before creating a schedule.
- Demonstrate the basic steps in creating a schedule.
- Explain the key schedule impacts.
- Manage a schedule effectively.

Instructor

Dr. Blake Wentz owned and operated his family's mechanical contracting business, Wentz Plumbing and Heating, in Lincoln, NE for five years before becoming a college professor. A professor at the Milwaukee School of Engineering for 15 years, Blake was named the Department Chair in 2013. He is the faculty advisor for the Mechanical Contractors Association of America (MCAA) Student Chapter and has been the National Educator of the Year for the MCAA for 4 years. Dr. Wentz is an instructor for the MCAA Institute for Project Management (IPM).



Blake Wentz