



2023
 FALL
 EDUCATION
 CATALOG



EDUCATION PARTNERS



Dear Members,



We are pleased and excited to present the Fall 2023 Education Catalog for the Construction Education Institute® (CEI).

With your feedback and open dialogue, we can continue to offer outstanding programs and enhance the training we provide to the Chicagoland and Northwest Indiana construction industry.

CEI prides itself on making positive impacts!

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

- Associated Steel Erectors (ASE)
- Mechanical Contractors Association of Chicago (MCA)
- Illinois Environmental Contractors Association (IECA)
- Piping Education Council (PEC)
- Plumbing Contractors Association (PCA)
- SMACNA Greater Chicago
- West Suburban Association (WSA)

We look forward to seeing you in the classroom!

Sincerely,

Dan Krekel

Chair of the Education Committee

LEADERSHIP

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ABOUT CEI



OUR GOAL & GUARANTEE

Our goal is to provide truly exceptional and quality programming, and we won't be satisfied until you are. If any program of the Construction Education Institute® does not fulfill your goal, we will gladly refund your money.

HISTORY OF CEI

The nationally-recognized Construction Education Institute® was founded in 1997 by MCA of Chicago and the Piping Education Council (PEC) to provide quality educational offerings for the industry. One major genesis for the founding of CEI came from a national study on union contractor productivity. It showed that 1.) union contractors were overly reliant on the training of their workers for the success of their businesses and 2.) that the management and office staff of non-union contractors were often better trained than the office staff of union contractors. CEI's university-quality programs span a wide range of topics from safety to people management to computer technology. The CEI faculty is comprised of highly qualified educators well-versed in the mechanical contracting and service industry.



DRIVING DIRECTIONS

**7065 Veterans Blvd.,
Burr Ridge, IL 60527**

The Construction Education Institute® is conveniently located in Burr Ridge, IL, close to I-294 and off of I-55. Exit I-55 at North County Line Road (exit 276B) and turn left on Veterans Blvd. Continue left on Veterans Blvd. and follow the signs to Building 7065.

AUGUST 2023

Scan the QR codes to register now!



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 8:00 AM - 3:30 PM ■ Planning Skills	25	26
27	28	29	30	31		

- = Business Skills
- = Project Management
- = Advanced Project Management
- = EPM
- = Safety
- = Sales & Service
- = Field
- = Technology

All in person unless otherwise indicated

SEPTEMBER 2023

Scan the QR codes to register now!



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 8:00 AM - 12:00 PM ■ Creating Certainty in Uncertain Times Part 1	7 8:00 AM - 12:00 PM ■ Creating Certainty in Uncertain Times Part 2	8	9
10	11	12	13	14 8:00 AM - 3:30 PM ■ Productivity Improvement	15 8:00 AM - 3:00 PM ■ Leadership	16
17	18	19	20	21 9:00 AM - 11:00 AM - Virtual ■ Excel: Fixing Broken Data Lists	22	23
24	25 12:00 PM - 4:00 PM ■ Foreman Training Day 1	26 12:00 PM - 4:00 PM ■ Foreman Training Day 2	27 8:00 AM - 3:30 PM ■ Change Orders, Productivity, Overtime, Understanding and Using the MCAA Management Methods Committee Developed Manual Target Audience.	28	29	30

- = Business Skills
 - = Project Management
 - = Advanced Project Management
 - = EPM
 - = Safety
 - = Sales & Service
 - = Field
 - = Technology
 - = Foreman Training
- All in person unless otherwise indicated

OCTOBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 12:00 PM - 4:00 PM Foreman Training Day 3	3 12:00 PM - 4:00 PM Foreman Training Day 4	4	5 8:00 AM - 3:30 PM Job Cost Control	6 8:00 AM - 3:00 PM Legal	7
8	9 12:00 PM - 4:00 PM Foreman Training Day 5	10 8:00 AM - 12:00 PM Customer Service Excellence	11 8:00 AM - 12:00 PM 10 Commandments of Great PMs	12 5:30 PM - 8:30 PM System Evaluation Program Week 1 Air System 9:00 AM - 11:00 AM - Virtual Bluebeam Overview	13	14
15	16	17 8:00 AM - 3:00 PM Building Authentic Customer Relationships and Making Price Irrelevant	18 8:00 AM - 3:00 PM Becoming a Zero Risk Company	19 5:30 PM - 8:30 PM System Evaluation Program Week 2 Air System	20	21
22	23	24	25	26 8:00 AM - 3:30 PM Contracts 5:30 PM - 8:30 PM System Evaluation Program Week 3 Air System	27 8:00 AM - 3:00 PM Managing and Improving Productivity	28
29	30	31				

- = Business Skills
- = Foreman Training
- = Project Management
- = Advanced Project Management
- = EPM
- = Safety
- = Sales & Service
- = Field
- = Technology

All in person unless otherwise indicated

NOVEMBER 2023

Scan the QR codes to register now!



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 8:00 AM - 3:00 PM ■ Advanced Scheduling/ BIM	2 5:30 PM - 8:30 PM ■ System Evaluation Pro- gram Week 4 Air System	3	4
5	6	7 8:00 AM - 3:00 PM ■ Project Management for Service	8	9 9:00 AM - 10:30 AM ■ Big 3 Medley Pt. 1 - Virtual 5:30 PM - 8:30 PM ■ System Evaluation Pro- gram Week 5 Air System	10 8:00 AM - 3:00 PM ■ Technology Day	11
12	13	14	15	16 8:00 AM - 3:30 PM ■ Documentation/ Negotiating 9:00 AM - 10:30 AM ■ Big 3 Medley Pt. 2 5:30 PM - 8:30 PM ■ System Evaluation Pro- gram Week 6 Air System	17	18
19	20	21	22	23	24	25
26	27	28	29 8:00 AM - 3:30 PM ■ Blueprint Reading and Estimating	30 5:30 PM - 8:30 PM ■ System Evaluation Week 7 Water Evaluation		

- = Business Skills
- = Project Management
- = Foreman Training
- = APM
- = APM
- = Safety
- = Sales & Service
- = Field
- = Technology

All in person unless otherwise indicated

DECEMBER 2023

Scan the QR codes to register now!



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 8:00 PM - 12:00 PM ■ MCAA WebLEM+Plus	7 5:30 PM - 8:30 PM ■ System Evaluation ■ Week 8 Water Evaluation	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

- = Business Skills
- = Project Management
- = Scheduling
- = EPM
- = Safety
- = Sales & Service
- = Field
- = Technology
- = Foreman Training

All in person unless otherwise indicated

CREATING CERTAINTY IN UNCERTAIN TIMES

- PART 1

September 6, 2023 | 8:00 AM - 12:00 PM

Instructor: Jim McCarl

[CEI CLASSROOM](#)



A Different DEJA-VU Discover how to save this year, how to refocus you and your team! Overcome uncertainty with great communication and focus on “the right stuff”. Learn from the past so we do NOT repeat our mistakes! · History is a great teacher, you paid for the education, now use it to your advantage! · Uncertainty reigns, remember you know a LOT more than you realize. · Do NOT dive deep for projects, better to pay overhead than fund losses! · CASH IS KING! Learn key levers to maximize your cash flow. · Trim your sails, zero based budget, do we REALLY need this? · Go the extra mile to differentiate your company and show your customers that they matter! · Learn the “keys to success. · Put your best people on the best opportunities. · Keep score by developing an accountability culture. Build a bandwagon, involve key players, and communicate to all. · You will develop an Action Plan to utilize for success.

CREATING CERTAINTY IN UNCERTAIN TIMES

- PART 2

September 7, 2023 | 8:00 AM - 12:00 PM

Instructor: Jim McCarl

[CEI CLASSROOM](#)



Be Proactive This session we will learn how to make things happen instead of letting them happen! · Define your “Sweet Spot” and build a dashboard for success. · Smart cost cutting and building an action-oriented plan. · Relationships are the key to success: “Care and feeding the goose”. · Understand your competition: mark-up, backlog, how to track. · Good people, find and keep the best. · No grapevines, only clear communication. · Budgets are NOT written in stone: how to update and reforecast! · How the squeaky wheel will improve cash flow. · Do “more with less” through utilization of accountability. · Your take home will be your dashboard for success.

CUSTOMER SERVICE EXCELLENCE

October 10, 2023 | 8:00 AM - 12:00 PM

Instructor: Mark Matteson

[CEI CLASSROOM](#)



The purpose of business is to get and keep customers. Learn how to lower churn, deal with angry customers and keep more of the clients you have worked so hard to earn. What if you can keep more of the business you have?

TEN COMMANDMENTS OF GREAT PMs

October 11, 2023 | 8:00 AM - 12:00 PM

Instructor: Mark Matteson

[CEI CLASSROOM](#)



Principles and natural laws are timeless. Just what are the ten habits of effective managers? These simple (not easy) principles will transform your team's effectiveness, morale, and productivity.

BUILDING AUTHENTIC CUSTOMER RELATIONSHIPS AND MAKING PRICE IRRELEVANT

October 17, 2023 | 8:00 AM - 3:00 PM

Instructor: Frank Favaro

[CEI CLASSROOM](#)



Today's illiterate are those who cannot make meaningful connections with others. The pandemic has impacted our employees and their people skills. In this session, Frank will share proven strategies to sharpen relationship-building skills and allow your salespeople to differentiate from their competition, make positive first impressions, and audit our negative cues. · Audit your six Critical Professional Relationships · Train your employees on how to make an emotional connection on every interaction & be great listeners · Create a systemized relationship-building tool for new and existing employees - FORD · Role-Playing New Tools.

BECOMING A ZERO RISK COMPANY

October 18, 2023 | 8:00 AM - 3:00 PM

Instructor: Frank Favaro

[CEI CLASSROOM](#)



Anticipate your service defects and have protocols in place to make it right. All employees must have full awareness of the potential common service defects at each stage of the Customer Experience Cycle. Train and empower employees to provide consistent service recovery when defects occur and how to handle challenging conversations. · Identify where the company drops the ball the most · Processes to reduce those service defects · How to handle when they do happen · Protocols to address angry and emotional customers · Training your team on how to be the hero when a mistake is made - "hero risk."

PROJECT MANAGEMENT

The following classes are project management one-offs, and are open to the entire membership.

CHANGE ORDERS, PRODUCTIVITY, OVERTIME: UNDERSTANDING AND USING THE MCAA MANAGEMENT METHODS COMMITTEE DEVELOPED MANUAL



September 27, 2023 | 8:00 AM - 3:30 PM

Instructor: John Koontz

[CEI CLASSROOM](#)

This class will focus on the complex and intertwined issues encountered on difficult projects and is directed towards individuals with at least 5-10 years of experience in managing mechanical construction projects. Company leadership and experienced project management personnel will find great value in the class. This seminar is not directed to individuals who are new to the industry and have little or no experience in managing complex mechanical construction projects. The MCAA Management Methods Committee-created manual was developed to assist construction contractors, their customers, and others involved, in determining the costs associated with unplanned events, circumstances, and factors that may impact the outcome, productivity, and schedule of those projects.

PROJECT MANAGEMENT FOR SERVICE



November 7, 2023 | 8:00 AM - 3:00 PM

Instructor: Woody Woodall

[CEI CLASSROOM](#)

This program is designed to focus on the different type of focus that service projects require. We use group discussion, small team work sessions, role plays, problem solving sessions and competition to help all participants better understand some proven ways to do their job better, faster, and focus on the end user. Below are just some of the many skills worked on:

- What is a typical day for a PM?
- Develop a game plan
- Break into teams and bid a job, plan, execute, present a proposal and know how to get it done
- Adding Value
- Listening
- Communicate
- Pre-bid Skills
- Strategies to get the job (Plan)
- Writing a great proposal
- Presentation skills
- Build it
- Best practices

EXCEL: FIXING BROKEN DOCUMENTS

September 21, 2023 | 9:00 AM - 11:00 AM

Instructor: Ginnie Floraday

VIRTUAL



New Class: Excel is not just about calculations. It does a great job of managing data. A data list is any series of information that is used to track activity. Keeping track of orders, deliveries or payments are common data lists. This class will examine the common mistakes made in tracking information. By changing the layout, you can maximize resulting reports. We will look at resulting reports as a result of correctly formatting your lists.

BLUEBEAM OVERVIEW

October 12, 2023 | 9:00 AM - 11:00 AM

Instructor: Ginnie Floraday

VIRTUAL



The first hour overview of the application will show participants the highlights of the program. Topics will include: Measuring, the Markup List, Visual Search for objects, and preparing documents for named page extractions. The second hour will focus on the powerful Tool chests. Tool Chests are where you store your frequently used customized markups and measurements. There are many hidden features of Tool Chests that will be explained.

ONLINE HARASSMENT VIDEO

This 15-minute program provides harassment prevention training for managers, supervisors, and employees. This course meets the minimum requirements as outlined in the IL Department of Human Rights PA 101-0221 of the Illinois General Assembly. This training must be taken annually.

The video can be found at mca.org/online-training.

BIG 3 MEDLEY PART 1

November 9, 2023 | 9:00 AM - 11:00 AM

Instructor: Ginnie Floraday

VIRTUAL



This is a class designed for beginners who want to brush up on their skills. It will concentrate on the ways Excel, Outlook and Word function together.

Part 1 will use Word as the launching pad for many cross-application features. You will learn many of the hidden features not reviewed in other classes, like:

- Creating a form letter in Word, using a list of contacts and their emails from Excel, and emailing individual letters to the contacts.

The email will say "Dear Mary" instead of "Dear Customer". Very personalized marketing, and very free!

- Importing Excel workbooks into Word and Outlook with just a few simple clicks.
- Saving blocks of reusable text in both Outlook and Word. Never retype those repetitive paragraphs again.

BIG 3 MEDLEY PART 2

November 16, 2023 | 9:00 AM - 11:00 AM

Instructor: Ginnie Floraday

VIRTUAL



Part 2 of the Medley class shows features of Outlook and Excel that are time savers. Here are a few of the class topics:

- Formatting tricks in Outlook that originate in Word.
- Outlook ability to email calendar availability to others.
- Creating a dashboard in Excel that opens documents created in other applications.
- A peak into OneNote, the best documentation and notes organizing tool.

EASY AS 1-2-3

Scan the QR codes to register now!



SYSTEMS EVALUATION PROGRAM

A TWELVE-PART PROGRAM



Note: This program is for office staff and field personnel signatory to 597 only. Registration requires attendance at all 12 classes.

Instructor: Mike Salemi

This program will provide you with the information you will need to perform a complete system evaluation on a constant volume system. We will cover the information provided by the Start, Test and Balance manual accompanied with hands-on sessions. To complete this course, you will be required to pass written exams. The passing score is 75% and the student must attend 80% of the classes. The class sessions are 3 hours long and run from 5:30-8:30 pm.

AIR SYSTEM EVALUATION DAY 1

October 12, 2023

This class will cover the state of matter, energy and how heat is transferred. Specific sensible and latent heat will be discussed also the factors that affect the rate of heat transfer.

AIR SYSTEM EVALUATION DAY 2

October 19, 2023

This class will cover the three components of air, the gas laws and standard air. Absolute and relative humidity will be covered and dry/wet bulb temperature, dew point temperature, total enthalpy of air and how to read a psychrometric chart.

AIR SYSTEM EVALUATION DAY 3

October 26, 2023

This class covers problem solving using psychometrics using the psychrometric chart.

AIR SYSTEM EVALUATION DAY 4

November 2, 2023

This class covers pressure classification, damper designs, the principle of entrainment, air supply outlets, air flow in ducts and using manometer.

AIR SYSTEM EVALUATION DAY 5

November 9, 2023

This class covers fan static pressure, brake horsepower, tip speed and how to read fan curves.

AIR SYSTEM EVALUATION DAY 6

November 16, 2023

This class will cover how to properly traverse a supply duct through a lab demonstration, how to create a duct traverse report, review starting up a constant volume system and review balancing procedures. Final exam will be given.

WATER SYSTEM EVALUATION DAY 1

November 30, 2023

This class covers the characteristics of a hydronic system, the process of heat transfer, formulas to calculate heat transfer rates and flow variation on heating and cooling coils.

WATER SYSTEM EVALUATION DAY 2

December 7, 2023

This class covers hydronic system classification, flow method, piping arrangement and the difference between an open and closed system.

WATER SYSTEM EVALUATION DAY 3

January 4, 2024

This class covers primary and secondary pumping arrangements, radian heating, fluid flow in piping, friction losses, and suction lift.

WATER SYSTEM EVALUATION DAY 4

January 18, 2024

This class covers how to calculate the pressure drop through a closed loop circuit and select a pump based on the system head loss and how to determine the pump head for an open system.

WATER SYSTEM EVALUATION DAY 5

January 25, 2024

This class will cover centrifugal pumps and the difference between NPSHR and NPSHA.

WATER SYSTEM EVALUATION DAY 6

February 1, 2024

This class covers the operation of mixing and diverting valves, how to read and set a B&G circuit setter and procedures to balance a direct return system. A final exam will be given.

PILLARS OF SUCCESS FOR THE MODERN-DAY FOREMAN

SCAN FOR ALL PROGRAMS



A FIVE-PART PROGRAM

EFFECTIVE COMMUNICATION IN THE WORKPLACE, PART ONE

September 25, 2023 | 12:00 PM - 4:00 PM

Instructor: Leah Gutmann

CEI CLASSROOM

Being a good communicator is the foundational skill necessary to excel in all other leadership competencies. In this workshop participants will learn about different communication styles and identify their own communication preferences. The group will learn how to leverage their communication style to achieve goals and gain confidence in their day-to-day conversations. The class will come away with tools to be more successful in all their relationships through communication. The group will practice applying what they learn to specific construction and project situations. In addition, the class will cover why it is critical to understand how others communicate and why it is important to be able to adapt to styles that offer a different perspective on the issue or topic at hand. The group will review best practices for email and discuss when to use different communication methods to deliver their message. Note: Class requires individual DISC Assessments.

Objectives:

- Gain a clear understanding of communication styles and how your communication style affects how others interact with you.
- Learn how to adapt to other communication styles and use this knowledge to improve relationships with internal team members and external service and construction clients.
- Be able to gain better results by communicating effectively and with purpose.
- Analyze the impacts of using different methods of communication including email, text, and virtual platforms.

EASY AS 1-2-3

Scan the QR codes to register now!



BASIC SCHEDULING, PART TWO

September 26, 2023 | 12:00 PM - 4:00 PM

Instructor: Troy Aichele

CEI CLASSROOM

In addition to the CPM schedule, foremen can be expected to know all the other types of schedules used in construction, their respective benefits, and challenges along with how to optimize their uses. For each type of schedule, best practices will also be discussed using real-life instructor project examples for building, maintaining, and managing them

Objectives:

- Understand the basics of reading a CPM schedule, analyzing 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.
- Learn to pull planning basics, how to run a pull planning meeting, and best applications (design progress schedule, overall construction, and commissioning/project closeout schedules).
- Understand the best uses for short-interval planning schedules.
- Discover how to analyze and negotiate a mutually agreeable BIM coordination schedule that works with your material procurement and fabrication schedule.
- Identify common schedule terms and definitions.

CONFLICT MANAGEMENT, PART THREE

October 2, 2023 | 12:00 PM - 4:00 PM

Instructor: Leah Gutmann

CEI CLASSROOM

By the end of the session, participants will be able to use a variety of leadership skills and specific conflict resolution strategies to gain positive results and improve relationships. Foremen will be able to strategically guide themselves and their teams through conflict situations. In addition, the group will know the benefits of shifting how they view conflict and be able to use conflict situations on the job as an opportunity to build trust and better relationships with those in their sphere of influence. Attendees will practice applying strategies to individual conflict conversations as well as critical team conflict situations

Objectives:

- Know the benefits of having happy and healthy conflict within and between teams.
- Understand conflict resolution choice points and understand the consequences of conflict avoidance and negative conflict.
- Apply conflict management skills and strategies to leverage creativity and input to achieve impactful results within project teams, and with clients.
- Use leadership skills to improve relationships and achieve goals during conflict situations.

CHANGE ORDERS, PART FOUR

October 3, 2023 | 12:00 PM - 4:00 PM

Instructor: Troy Aichele

CEI CLASSROOM

Increasingly, foremen are being brought into the office to help with Change Order pricing as well as customer meetings to help negotiate them. This workshop is a must for all foremen looking to learn and enhance their construction change order knowledge in an effort to maximize their impact in these meetings.

Objectives:

- Understand the different types of changes that occur on a project.
- Construct Change Order management methods, SOPs (Standard Operating Procedures), and Documentation best practices.
- Be able to describe Change Order risk management and notification strategies.
- Know the difference between Change Order pricing methods (Lump Sum, T&M, and Forward Pricing).
- Identify types of Change Order impacts and their associated productivity correction factors.
- Learn the sequential steps in identifying, pricing, and selling Change Orders.
- Calculate Overtime and Shift Work Change Orders.

RISK MANAGEMENT CASE STUDY, PART FIVE

October 9, 2023 | 12:00 PM - 4:00 PM

Instructors: Troy Aichele & Leah Gutmann

CEI CLASSROOM

The final module of the program will focus on a case study specifically designed to apply knowledge and skills obtained during the program directly to a mechanical project situation. Groups will be challenged to identify issues and develop solutions that will best achieve project goals and specified outcomes. The program finale will highlight the challenges and importance of managing risk and how the ability to intentionally apply strategies using project best practices with a high level of leadership acumen will drastically increase success and minimize risk at all levels of the project.

SCHEDULING AND ESTIMATION

ADVANCED SCHEDULING/BIM

November 1, 2023 | 8:00 AM - 3:00 PM

Instructor: Blake Wentz

[CEI CLASSROOM](#)



Building upon the skills learned in the Managing Project Schedules course, this session takes a deeper dive into the details of a schedule for an MEP contractor on a project.

Methods to properly schedule and document items such as MEP coordination, BIM work, and prefabrication activities will be discussed using a realworld project. Tracking methods for cumulative impact will also be discussed.

BLUEPRINT READING AND ESTIMATING

November 29, 2023 | 8:00 AM - 3:30 PM

Instructor: Tony Aichele

[CEI CLASSROOM](#)



Blueprint reading covers the basics of how to read drawings and will include scavenger hunt activities to find varying items in contract documents. You will also learn estimating basics including performing a piping take-off, calculating a bid, effective bid strategies and how to calculate key risk indicators.

MCAA WEBLEM+PLUS

December 6, 2023 | 8:00 AM - 12:00 PM

Instructor: Ron King

[CEI CLASSROOM](#)



WebLEM+Plus is a web-based labor estimating resource – MCAA's most popular and valuable online business tool for mechanical contractors.

Come and learn your way around this great tool as we explore these topics:

- WebLEM+Plus update
- Basic assumptions
- Labor factoring
- Overtime impacts on productivity
- Component vs WAM
- OPUS
- Industry trends
- Bid/No Bid Decisions

ADVOCATING



LOBBYING

Lobbying experts in Springfield in addition to state representation from Illinois Mechanical Specialty Contractors Association (IMSCA) to implement legislation specific to member interests.



LABOR RELATIONS

Staff coaching on Local Union 597 labor-related questions including contract and code interpretations, jurisdiction, drug plan, wage & benefits, audits, bonds and apprentice issues.

ASSOCIATION RESOURCES



ADDITIONAL MEMBERSHIPS

Membership to additional organizations, including:

- Mechanical Contractors Association of America (MCAA)
- Chicagoland Better Heating-Cooling Council (CBHCC)
- Construction Safety Council (CSC)



MCAA EVENTS

Subsidies available for attending:

- MCAA Convention
- MSCA Annual Educational Conference
- Safety Directors' Conference
- Women in the Mechanical Industry (WiMI) Conference
- MEP Innovation Conference

NETWORKING



INDUSTRY

Positively influence the mechanical contracting industry through active participation in MCA committees, professional groups and services to drive collective growth and innovation.



NETWORKING

Exclusive access to networking events at premier venues with peers and influential industry leaders. Thoughtfully curated events for young professionals and WiMI to help cultivate professional growth within a supportive community of industry professionals.



TECH DAY

Access to top technology experts and products during MCA of Chicago Tech Day in May 2024.

MCA OF CHICAGO MEMBER



BENEFITS

TRAINING & EDUCATION



CEI EDUCATION

Exceptional training and development at the Construction Education Institute (CEI) from industry heavy-hitters. Hands-on skill-building in a wide variety of topics. Options to earn certificates in Essentials of Project Management and Advanced Project Management.



INDUSTRY RESOURCES

- Access to national resources including MCAA's Web-Based Labor Estimating Manual.
- Subsidies for Institute Project Management, Advanced Institute for Project Management, and Advanced Leadership Institute.
- 2 free passes for each CBHCC class
- 33% discount for most CSC classes



SAFETY

- 10 hour OSHA training, \$299 Value
- 30 hour OSHA training, \$299 Value
- Weekly "Toolbox Talk" Emails
- Safety Webinars and Seminars

PROFESSIONAL SERVICES



LEGAL COUNSEL

1 hour of legal advice and counsel from Ogletree, Deakins, Nash, Smoak & Stewart, P.C., a leading labor and employment law firm.

Email MCAhotline@ogletree.com with details.



TECHNOLOGY

3 hours of technology consulting from computer and software expert, Ginnie Floraday, \$525 Value.



CYBERSECURITY

Proactive cyber security services from premiere cyber security company XL.net including:



Cyber Insurance Readiness

One hour review of company's cyber policy application with easy-to-understand explanations, assessment of cyber renewal readiness, and finding potential red flags for insurance claim payments.



Technology Planning

1 year/1 page Technology Plan creation with 30 minute one-on-one interview for heads of departments, and 45-minute work session with President/CFO to make the plan actionable.

Email sales@xl.net with MCA in subject line.



FINANCIAL AUDIT

Financial business audit provided by a diverse team of executives at CFO Simplified. Includes review, analysis, and recommendations on thriving financially.



WEBSITE AUDIT

Audit of company website provided by Haines Creative, a full service web design and marketing agency. Discounts on website redesigns, SEO services, and smaller projects also available.



OFFICE USAGE

CEI classroom, recreational room, green screen for video filming, and board room for private use.



APM

Advanced Project Management

LEADERSHIP

September 15, 2023 | 8:00 AM - 3:00 PM

Instructor: Mark Rounds

[CEI CLASSROOM](#)

The advancement of technology in the 21st century is changing the way we manage and lead projects. The Project Manager's leadership aptitude is essential for a successful project outcome. This one-day course is designed to enhance the Project Manager's leadership knowledge and skills. Attendees will learn their natural tendencies and how to leverage them to improve communication with teammates and customers. The course helps Project Managers learn how to identify the root cause of problems and apply appropriate actions to improve the outcomes of their projects.

LEGAL

October 6, 2023 | 8:00 AM - 3:00 PM

Instructor: Blake Wentz

The mechanical contracting industry carries large levels of legal liability, and contractors need to understand their obligations in order to complete their projects successfully. This session will focus on the primary issues that lead to claims on a construction project as well as the strategies that mechanical contractors can use to avoid the claims process to ensure their projects are successful. The rules for documentation regarding correspondence and change orders will be discussed, as well as evaluating the current trends in shifting liability in construction contracts.

MANAGING AND IMPROVING PRODUCTIVITY

October 27, 2023 | 8:00 AM - 3:00 PM

Instructor: Troy Aichele

Managing jobsite productivity is one of the most important responsibilities of every Project Management Team and it must be proactively supervised to optimize profit and reduce project risk. This workshop is designed for anyone looking to learn tried and true ways to measure and manage jobsite productivity along with new ideas for improving it.

TECHNOLOGY SESSION

November 10, 2023 | 8:00 AM - 3:00 PM

Instructor: Mike Zivanovich

The Technology portion of the APM program will concentrate on effective job site technology solutions. Interactive stations will be set up where you can visit industry partners to gain a high-level understanding of the solutions they provide and how this can help boost productivity and efficiency on the job site.

ESSENTIALS OF PROJECT MANAGEMENT PROGRAM - **REGISTRATION IS CLOSED FOR 2023-2024**

If you are interested in registering for 2024-2025, please contact Mary Sebek at:
msebek@mca.org.

This program is for MCA of Chicago members and PEC contributors only.
Students must pre-register. Space for this program is limited.

PLANNING SKILLS

August 24, 2023 | 8:00 AM - 3:30 PM

Instructor: John Koontz

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PROJECT BILLING AND CASH FLOW

October 5, 2023 | 12:30 PM - 3:30 PM

Instructor: John Koontz

[CEI CLASSROOM](#)

PRODUCTIVITY IMPROVEMENT

September 14, 2023 | 8:00 AM - 12:00 PM

Instructor: John Koontz

[CEI CLASSROOM](#)

BASIC CONTRACTS

October 26, 2023 | 8:00 AM - 3:00 PM

Instructor: John Koontz

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TIME MANAGEMENT

September 14, 2023 | 12:30 PM - 3:30 PM

Instructor: John Koontz

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DOCUMENTATION

November 16, 2023 | 8:00 AM - 12:00 PM

Instructor: John Koontz

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JOB COST CONTROL

October 5, 2023 | 8:00 AM - 12:00 PM

Instructor: John Koontz

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BASIC NEGOTIATING

November 16, 2023 | 12:30 PM - 3:30 PM

Instructor: John Koontz

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CHANGE ORDER MANAGEMENT

January 18, 2024 | 8:00 AM - 12:00 PM

Instructor: Troy Aichele

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MECHANICAL SCHEDULING

January 18, 2024 | 12:30 PM - 3:30 PM

Instructor: Troy Aichele

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CRITICAL LEADERSHIP SKILLS

February 8, 2024 | 8:00 AM - 3:30 PM

Instructor: Gary Polain

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FINANCIAL OUTCOMES

February 29, 2024 | 8:00 AM - 3:30 PM

Instructor: David Ashcraft

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PROJECT CLOSEOUT

March 14, 2024 | 8:00 AM - 12:00 PM

Instructor: Blake Wentz

CEI CLASSROOM

BEST PRACTICES OF GREAT PMS

March 14, 2024 | 12:30 PM - 3:30 PM

Instructor: Blake Wentz

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DEVELOPING A DANGEROUS MINDSET

April 18, 2024 | 8:00 AM - 3:30 PM

Instructor: Alex Willis

CEI CLASSROOM



TROY AICHELE worked in every facet as a Commercial Mechanical Contractor for 30 years on projects ranging from High Rise Office and Apartment buildings, Hotels, Hospitals, Schools, and Casinos under plan and specification, negotiated, design-build and design-assist delivery methods as a Prime, Second Tier, or Joint Venture contractor for new, remodel, and mechanical system upgrade projects. Through Aichele and Associates, LLC, Troy teaches mechanical construction workshops nationally, Instructor Training Development, and creates internal company training programs.



FRANK FAVARO is an entrepreneur, business coach, and President of ServeCentric Coaching in Munroe Falls, OH. At the beginning of 2021, Favaro left his career as one of the nation's top Account Executives in the mechanical service industry to start his own consulting business. Favaro has become the go-to customer experience consultant in the mechanical service industry. Favaro serves the Mechanical Contractors Association of America and is the Customer Experience (CX) Educator for the National Education Initiative. In addition, Favaro was named 2022 CX Coach of the Year at the world-renowned Customer Service Revolution Conference. Favaro specializes in working with companies to teach and coach the systems utilized by world-class businesses such as The Ritz Carlton, Chik-fil-A, and Harley-Davidson to help them raise the bar and set the standard in customer experience. In addition to his coaching business, Favaro hosts The People Business podcast, which focuses on improving connections and relationships personally and professionally. Favaro recognizes the hurdles businesses are up against and is committed to helping them win by growing and investing in the customer experience. Favaro was an Ohio State wrestling finalist and captain of the 1996 state and national championship Walsh Jesuit Wrestling team. Favaro uses those experiences to help his clients go to the next level.



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 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.



LEAH GUTMANN, President, First Forward Consulting, LLC 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. Leah's client base includes several MCA affiliates and JATC programs across the country as well as individual mechanical contractors both large and small. Leah has been involved in developing and delivering a wide variety of programs at all levels of an organization from executive leaders to field employees and supervisors. Leah is a certified instructor for Fierce Conversations and Fierce Accountability & Feedback. In addition, she holds certifications for Training Program Design, Strength Finders Coaching, DISC, Emotional Intelligence, Checkpoint 360, Profiles XT, Clifton Strengths Finders, and Blanchard's Situation Leadership II. Through these highly effective programs, Leah has found ways to give practical tools to participants who can take what they have learned and immediately apply them on the job.



RON KING Employed by Trimble MEP since 2006 as Industry Relations and Business Development Director. Prior to joining Trimble, he was employed for 17 years by a multi-trade contractor in Northwest Ohio, providing a broad range of industrial construction services. Ron is also co-chairman of the MCAA WebLEM committee, which is responsible for the formulation of labor units used by mechanical contractors. He also participates on the Pipe Fabrication Institute (PFI) Engineering Committee.



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.



MARK MATTESON is an international speaker, podcaster, consultant, and corporate coach and the author of the best-selling book *Freedom from Fear* which has sold over 200,000 copies worldwide and been translated into 10 languages. He has written six books and 11 e-books. He is one of those rare professionals who can say he is a speaker, consultant, podcaster, publisher, and author, and mean it. He has attracted clients like Microsoft, Honda, Fujitsu, Daikin, Mitsubishi, T-Mobile, John Deere, Conoco-Phillips, Aflac, Honeywell, and other Fortune 100 companies on three continents. He has been called "An Edu-tainer" "An Oracle of Optimism", "A Superlative Street Scholar," and "An Intense Idea-Reporter." Mark travels 250 days a year around the globe delivering 75 Keynotes, Seminars, and Workshops a year. Mark is a gifted storyteller, using self-effacing humor, high levels of interaction, and powerful and proven business principles to inspire audiences to the highest levels of productivity and profit. Mark leaves audiences wanting more. He began his career in HVAC in 1976. He has been married to Debbie for 42 years and has three grown sons and three grandchildren.



F. JAMES (JIM) McCARL helps businesses maximize their potential. A nationally recognized speaker and strategist, his success strategies were developed over a 30-year career at the helm of McCarl's, Inc., a family-owned construction business. Under his leadership, the company's annual sales and profits were "Best of Class" in the Mechanical Contact Information: pnimal@mcaa.org. Construction Industry. He served on the MCAA Board for 6 years and was a member of the IPM Committee. He has served as an Independent Director on a dozen family-owned businesses, so is well versed as to the needs of privately help family business. The McCarl Group is focused on teaching business how to become "sustainably profitable" and achieve "Best of Class" results. "The McCarl Scorecard TM" is a proprietary tool that enable companies to assess and address risk in a proactive way. Jim has a passion for showing Contractors the path to sustainable success and a track record of achievement.



MARK ROUNDS is a professor at the Milwaukee School of Engineering in the Civil & Architectural Engineering and Construction Management department. He teaches classes in Project Management, Cost Control, Lean Construction, and Leadership. Prior to his work at MSOE, he worked as a general contractor for 40 years. His experience in the construction industry ranged from laborer, superintendent, project engineer, estimator, senior project manager, and vice president. Mark teaches PMDP and CSF courses for AGC Wisconsin and was part of the team that revised the AGC Project Management Development Program. He is a graduate of the University of Wisconsin Madison in Civil and Environmental Engineering and is a registered Professional Engineer in Wisconsin. He received the Daily Reporter's Educator of the Year award in 2018 for his work teaching in the construction industry.



MIKE SALEMI has over 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.



DR. BLAKE WENTZ earned a Bachelor's degree in Finance and a Master's degree in Engineering from the University of Nebraska, and a PhD from Indiana State University. He owned and operated his family's mechanical contracting business, Wentz Plumbing and Heating, in Lincoln, NE for five years completing various projects throughout Nebraska, Iowa, and Kansas. After leaving the family business he became a professor at the Milwaukee School of Engineering for 15 years, serving as Program Director of the Construction Management Program from 2008 to 2013, and then was promoted to Department Chair of the Civil, Architectural Engineering and Construction Management Department from 2013 to 2020. Dr. Wentz was then named the Dean of the College of Engineering, Computer Science & Construction Management at California State University, Chico, serving in that role until December 2022. He then founded the Wentz Consulting Company and works with a variety of contractors and associations to deliver best-in-class training for construction professionals in all stages of their careers. He was the faculty advisor for the Mechanical Contractors Association of America (MCAA) Student Chapter, whose competition teams have qualified for the National Finals nine times, winning the National Title in 2011, 2013 and 2019. Dr. Wentz was named National Educator of the Year for the MCAA in 2011, 2012, 2015 and 2018. Dr. Wentz was also the Owners Representative for MSOE and was in charge of the design and construction of the Dwight and Dian Diercks Computational Science Hall as well as the Grohmann Tower project. Dr. Wentz also currently serves as the President of the Associated Schools of Construction, an international organization of over 160 universities across the world that focus on the advancement of construction education. He 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." In his spare time Dr. Wentz is an avid tennis player, he was a member of the varsity tennis team at the University of Nebraska from 1995-1999. He is also a car enthusiast who not only enjoys working on cars but racing cars on the track as well.



WOODY WOODALL is the managing principal of Customer Focused Solutions, Inc. He focuses on assisting contractors and associations to achieve their strategic goals through education and collaboration. Woody has had a long and distinguished career in the mechanical contracting industry. He has held numerous positions in the mechanical field. By being so engaged in the industry, he has been able to see and experience the cutting-edge processes that truly can make service groups the best in class in their areas. Woody started as a Steamfitter with Local 602 in the Washington DC area. After completing his apprenticeship, he went on to become an Instructor for the Union Apprentice Program in Washington, DC. Through his passion for teaching, he has since become an integral part of the education offerings with the Mechanical Service Contractors Association (MSCA). He was instrumental in helping develop many of the educational offerings, including the HVAC 101 program and the Sales Institute. Woody has received many accolades throughout his career including Certified Instructor through the United Association, served on several committees through the Mechanical Contractors Association of Metropolitan Washington (MCAMW), served as Chairman of the Education Committee on the national level, served on the Board of Managers of MSCA, was National Chairman of MSCA and received the "D.S. O'Brien Award of Excellence" for outstanding contributions to the industry. But his most prized award was "All-Star Dad" awarded to him by the National Fathers Day Counsel and nominated by his children. Woody has retired from the day-to-day mechanical service business and is now focused full-time on Customer Focused Solutions, Inc.



MIKE ZIVANOVICH

With a strong focus on improving productivity and efficiency in the workplace, Mike is a FARO Senior Solutions Architect who leverages interactive team training and purpose driven information delivery.

Prior to joining FARO in the beginning 2023, Mike spent the last 11 years as a member of the Chicago Pipefitters Local Union 597. Early in his career with the Pipefitters, Mike was in the field as a Pipefitter, Welder, and Heavy Rigger. From there, Mike was brought into the office where he gained experience as an Estimator and Assistant Project Manager. Mike later accepted the position as a Full-Time Instructor and Director of Technology for the Pipefitters Apprenticeship Training Department. Mike was also asked to join the United Associations national Technology Team, assisting other Local Unions with technology integration.

Mike has been a FARO certified trainer since 2016 and brings hands-on experience working with FARO Focus Scanners, FARO SCENE, FARO Stream/Sphere, As-Built for AutoCAD, AutoCAD Plant3D and Autodesk Navisworks.



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