

## 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. Project Safety Impacts

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

- Outline the difference between direct and indirect costs of accidents.
- Explain how indirect costs can seriously affect company profitability.
- Summarize what is covered by worker's compensation insurance.
- Identify ladder hazards, types of ladders, use and maintenance required to reduce the risk of injury from ladder hazards.
- Describe what is required for recording/reporting injuries/illnesses.
- Identify the most common accidents in mechanical construction and how to prevent them.
- Explain how a commitment to safety increases jobsite productivity and performance.

### Instructors

**Pete Chaney** is the Director of Safety & Health at Mechanical Contractors Association of America (MCAA). He has served in this position since 1997. Before joining MCAA, he was the Director of Safety and Health Services at the Associated General Contractors of America for seven years. Prior to that he worked for Chemical Waste Management as a safety consultant and for Equifax Services as an insurance loss control representative. Pete has been an occupational safety and health professional for more than 30 years. He has a master of science in safety management, and he is a certified safety professional.



*Pete Chaney*

**Dave Francis** is the National Safety Director for Little Giant Ladders. He has been in the ladder business for over thirty years. As a college student, he cleaned the offices of little Giant Ladder Systems at night and stayed with the company ever since. Working his way up the ladder (pun intended), Dave became the Director of R&D and holds five U.S. patents for improvements in ladder design. His goal is preventing ladder accidents and hopefully saving lives by promoting ladder safety training and innovations in safe ladder design. His goal is the same as yours, getting everyone home to their families at the end of the day.



*Dave Francis*

**Brian Roberts** is CNA's Director of Workers' Compensation and Ergonomics for Risk Control with responsibility for the development, direction and guidance for the ergonomic programs and processes. He has a bachelor of science in Safety and Health from West Virginia Institute of Technology, and is a Certified Safety Professional and a Certified Industrial Ergonomist by the Oxford Research Institute. He is a member of the Human Factors and Ergonomic Society, American Society of Safety Engineers, and the National Safety Management Society.



*Brian Roberts*

**Mike Zykan**, Safety Director, U.S. Engineering Company has 16 years of experience in the mechanical contracting industry, with expertise in safety program development, implementation, safety culture and management. Mike oversees all aspects of employee health and safety and develops training materials in accordance with federal guidelines. Before working at U.S. Engineering Company, Mike was a Safety Specialist at JE Dunn where he also provided safety services to company personnel to ensure safety requirements were met. Mike is a graduate of the University of Central Missouri with a Bachelor Degree in Safety Management. Mike currently serves on the MCAKC and SMACNA Safety Committee, and is a member of the Construction Safety Group.



*Mike Zykan*

### 3. 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.



*Ian Adams*

**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.

### 4. Contract Management: Mitigating Risk

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

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



*Bill Adams*

**Instructor:** Bill Adams, Management Consultant, WM Adams Group, LLC

### 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.

#### **Instructors:**

**Bo Wempe**, Project Manager, P1 Group, Inc.

**Lauren Titzman**, Project Engineer, P1 Group, Inc.

**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. Project Management Impact on Financial Outcomes

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

- Define percent of completion accounting.
- Outline the key components of financial statements.
- Describe overbilling and underbilling and the impact of each to your project and to the business.
- Explain WIP and what each column represents.
- Identify how WIP can affect year end profits.
- Analyze the difference between gross profit margin and mark up percentage.

### Instructor

**David Ashcraft** is the Owner and Founder of Advantage Learning Systems. He specializes in building and delivering customized training for clients. His expertise is taking normally torturous subject matter and converting the content to be educational, engaging, and entertaining. For over 15 years, David has been custom designing and delivering training for business networks, associations, corporations and banks.



*David Ashcraft*

## 7. Delivering Communications Effectively

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

- Identify various listening, questioning, and communication styles.
- Identify your personal communication style.
- Identify the communication style of others.
- Describe the barriers to effective communication.
- Explain the elements of the listening process.
- Improve your overall abilities to effectively communicate.

### 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.



*Gary Polain*

## 8. Improving Performance Through Labor Relations

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

- Explain the purpose of the local Collective Bargaining Agreements (CBA).
- Identify the key elements of the MCAKC Collective Bargaining Agreement and apply them to real project situations.
- Develop strong relationships with project foremen that result in effective labor productivity.

## Instructors

**Bob Looman** has been in the HVAC Industry for 40 years. He currently serves as the MCAKC Executive Director. His responsibilities include facilitating Labor Relations, Implementing Industry Educational Programs, and serving the MCAKC Board of Directors and Board of Education. Bob's relationship with the *Mechanical Contractors Association of America* (MCAA) began over 20 years ago, when he served on the Manufacturers & Suppliers Council representing *Johnson Controls, Inc.* He served two terms as that Council's Chairman. He currently serves on two Boards for the *City of Kansas City Missouri*, the Fairness in Construction Board and the Construction Workforce Board.



*Bob Looman*

**Matt Hildreth**, Construction Division Manager, The Waldinger Corporation



*Matt Hildreth*

## 9. 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

**Cordell Ballew** is a Project Manager for Vaughan Mechanical, Inc. He has 10 years of experience in the mechanical contracting industry, with expertise in heavy industrial and power generation. Cordell's responsibilities include Project Management, Estimating, Scheduling, and Business Development. Before Vaughan Mechanical, he was with Kiewit Power Constructors where he was involved with the total construction of two coal fired power plants. Cordell is a 2007 graduate of Pittsburg State University with a Bachelor of Science in Construction Management.



*Cordell Ballew*

## 10. Getting Things Done

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

- Outline the process to effectively manage and process all your “stuff”.
- Identify how you spend your time vs. what is the best use of your time.
- Identify strategies and tips to get the most out of your 1440 minutes per day.
- Manage your email.

### Instructor

**Leah Gutmann** is a highly experienced executive that offers management and training solutions for the whole company. As a consultant, Leah brings her hands-on experience in finance, risk management, human resources, operations, and strategic planning to companies seeking a unique approach in preparing their company and employees to push to the forefront of their industry. Leah assists companies in setting visionary, challenging, and realistic growth goals and sets a detailed path to success. Having a bachelor degree in economics from Washington State University and an MBA from Seattle Pacific University, Leah has been able to combine her education and work experience to enable her to assist clients in tying it all together.



*Leah Gutmann*