

SaskEnergy / MCAS
Joint Training Facility
1301 Quebec Avenue
Saskatoon, SK S7K 1W7



The Mechanical Contractors Association of Saskatchewan (MCAS) in partnership with the Construction Education Council (CEC) is pleased to present this exclusive seminar series to you. Please review and select which courses you would like to attend. In order to qualify for Gold Seal accreditation you must participate in 2 out of the 4 sessions that are being offered. You will receive 1 point for every 7 hours of class time that you attend.

Time Management Skills and Managing Multiple Projects

Date: Sept 9th – 8:30 AM – 12:00 PM

Course Description:

Effective managers of time who can manage multiple projects are invaluable to their firms. This session identifies the greatest time wasters and provides strategies for improving time management skills. Students will also identify and discuss the best practices required for becoming a better manager of multiple projects. (Half Day)

Change Order Management: Best Practices for Success

Date: Sept 9th – 1:00 PM – 4:30 PM

Course Description:

Successfully managing change orders on a complex and constantly changing project is a seasoned project manager's greatest challenge and a new or inexperienced project manager's greatest nightmare.

If not well managed by a proactive and knowledgeable project manager, change orders can cause unnecessary additional risk, destroy base contract labor productivity, ruin customer and contractor relationships, choke cash flow, reduce or eliminate profitability, and create nearly irreversible negative jobsite moral.

In this session, John Koontz will provide all attendees, regardless of age or experience level, with numerous strategies and proven best practices for successfully navigating this multi-faceted and complicated project management challenge.

John will conduct a very informative and interactive discussion with attendees regarding change management and will emphasize and explain the critical importance of:

- Being proactive in your approach to change
- Planning and identifying changes early
- Knowing and following your contract
- Cost identification and explanation
- Believing and knowing what you are selling
- Working hard to have great communication and documentation
- Knowing your numbers
- Maintaining solid trust-based relationships
- Your partnership with your foreman
- Proceeding under protest wisely
- Pricing before proceeding whenever possible
- Understanding the difference between CCD's and Change Orders
- Developing a standardized approach to changes
- Being able to identify, explain, and negotiate change order impact costs
- Negotiate price confidently and wisely

Productivity Improvement for Mechanical Projects

Date: Sept 10th – 8:30 AM – 12:00 PM

Course Description: Great project management, by both the foreman and project manager, is primarily responsible for creating excellent productivity on every project. Due to the endless number of variables, which negatively affect worker efficiency, excellent productivity is the project team's greatest challenge. Productivity also has the greatest positive or negative impact on project and company profitability. Excellent productivity requires proactive, diligent, and detailed planning by the project manager and foreman at each step of the project.

In this session, the instructor will provide proven methods and practices for creating, controlling, and improving project productivity on all types of projects. The following topics (and others) will be presented and discussed in this class:

- Material handling practices that guarantee improved jobsite productivity
- Understanding “average” productivity and the “typical” construction site work day
- Identifying, managing, and controlling recoverable lost time
- Understanding the differences between management-caused lost time and worker-caused lost time
- Understanding the differences and the important connection between punctuality and productivity
- Optimum crew size and its effect on productivity
- The relationship between planning, productivity, and profitability
- Planning activities that have huge impacts on productivity
- Identifying and controlling the internal and external factors that affect productivity
- Fabrication, preassembly, tagging, bagging, and its effect on productivity

Fundamentals for Job Cost Control

Date: Sept 10th – 1:00 PM – 4:30 PM

Course Description:

Gain an understanding of job cost control and labor cost trending methods as detailed in the Job Cost Control section of the MCAA Project Manager's Manual. Learn to use the job cost control system as a management tool to accomplish your project objectives rather than focusing on cost documentation. This “basic” session is geared to new or potential project managers with little or no experience in job cost control systems and procedures.



Instructor Bio: John Koontz

John has over 30 years of wide-ranging mechanical industry experience that includes contracting, academics, and consulting. He is a former Tenured Associate Professor in Purdue University's Department of Building Construction Management. He is also the founder and former director of Purdue's Mechanical Construction Management Specialization Program, and is the founder of the 1st ever MCAA student chapter which was started at Purdue in 1993.

In addition to his academic career, John has spent 15 years in the employment of MCA America (MCAA) contractors in a variety of positions including senior project manager, project manager, project engineer, and estimator. He has served as MCAA National Director of Project Management Education since 1999, Director of the MCAA Institute for Project Management since 1997, and as Director of the MCAA Advanced Institute for Project Management since 2005.

John has a Bachelor's Degree in Building Construction Management from Purdue University and a Master's Degree in Construction Management from Washington University in St. Louis. Since leaving Purdue in 1999 to join the MCAA full time, he has spent over 2,500 days travelling throughout America speaking, teaching, training, consulting, and writing about all subjects related to the mechanical contracting industry.

PROJECT MANAGEMENT SEMINAR SERIES

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Event Dates and Locations

September 9th & 10th
SaskEnergy / MCAS
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1301 Quebec Avenue
Saskatoon, SK S7K 1W7

The Cost

MCAS Member 1 Course: \$450
MCAS Member 2 Courses: (10% discount) \$810
MCAS Member 3 Courses: (15% discount) ... \$1,148
MCAS Member 4 Courses: (15% discount) ... \$1,530

Non-Member 1 Course: \$550
Non-Member 2 Courses: (10% discount) \$990
Non-Member 3 Courses: (15% discount) \$1,403
Non-Member 4 Courses: (15% discount) \$1,870

Plus GST
The Fee includes all course materials.

Cancellation Policy

In the event that you are not available to attend, there is the option to send someone in your place. If you need to cancel all together, please send written notification to MCAS at least **SEVEN BUSINESS DAYS** prior to the course start date for a full refund.

How To Pay

Visa, MC, Invoicing for MCAS Members

Registration

Seating is limited.
Complete the attached registration form and submit it by fax or email to:

Janyce Yuzbasheva
eMail: janyce@mca-sask.com
Fax: (306) 653-7233
Website: www.mca-sask.com
Registration is not complete until payment has been received.

For more information about CEC please contact
TANIA JOHNSTON
Email: tania@mcac.ca
Website: www.constructioneducation.ca

Construction Education Council
601-280 Albert St.
Ottawa, ON K1P 5G8
Phone: (613) 232-5169
Fax: (613) 235-2793



ATTENDEES INFORMATION:

ATTENDEE #1: NAME	EMAIL	SUB TOTAL	GST	TOTAL
_____	_____	_____	_____	_____

COURSES:

<input type="checkbox"/> Time Management Skills and Managing Multiple Projects	Sept 9	8:30-12:00
<input type="checkbox"/> Change Order Management: Best Practices for Success	Sept 9	1:00-4:30
<input type="checkbox"/> Productivity Improvement for Mechanical Projects	Sept 10	8:30-12:00
<input type="checkbox"/> Fundamentals for Job Cost Control	Sept 10	1:30-4:30

ATTENDEE #2: NAME	EMAIL	SUB TOTAL	GST	TOTAL
_____	_____	_____	_____	_____

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ATTENDEE #3: NAME	EMAIL	SUB TOTAL	GST	TOTAL
_____	_____	_____	_____	_____

COURSES:

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ATTENDEE #4: NAME	EMAIL	SUB TOTAL	GST	TOTAL
_____	_____	_____	_____	_____

COURSES:

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ATTENDEE #5: NAME	EMAIL	SUB TOTAL	GST	TOTAL
_____	_____	_____	_____	_____

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<input type="checkbox"/> Fundamentals for Job Cost Control	Sept 10	1:30-4:30

GRAND TOTAL \$ _____

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Janyce Yuzbasheva
eMail: janyce@mca-sask.com
Fax: (306) 653-7233
Website: www.mca-sask.com
Registration is not complete until payment has been received.

For more information about CEC please contact
TANIA JOHNSTON
Email: tania@mcac.ca
Website: www.constructioneducation.ca

Construction Education Council
601-280 Albert St.
Ottawa, ON K1P 5G8
Phone: (613) 232-5169
Fax: (613) 235-2793



Registration Information:

Company Name: _____

Company Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____

Company Contact: _____

Company Email: _____

*Due to limited space, registration will be processed on a first come, first served basis.
Register early to avoid missing out!*

To Register Please Check:

MCAS MEMBER NON-MEMBER

Method of Payment:

Cheque Visa MasterCard
 Invoice Me (Members Only)

Card Number: _____

Expiration: _____

Card Holder Name: _____

Signature: _____

**To register, fax MCAS: 306-653-7233
or email janyce@mca-sask.com**