

MCA OTTAWA SEMINAR SERIES

Gold Seal Accredited Program

Event Dates and Locations

Date: Tuesday, November 29th, 2016
Cut Off: Friday, November 18th, 2016
Ottawa Conference and Event Centre
200 Coventry Rd., Ottawa, ON K1K 4S3
Room 106H
Time: 8:30 AM to 4:30 PM



MCA Ottawa

The Mechanical Contractors Association of Ottawa (MCA Ottawa) 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 both sessions.

1 Critical Leadership Skills for Project Managers

Time: 8:30 AM to 12:00 PM

Strong leadership skills are critical to successful project management. The success of project managers, who typically manage multiple projects, largely depends on the performance of several jobsite teams. In turn, company success depends on the project manager's performance. To have successful projects and a successful career, the project manager must develop critical leadership skills. This session provides an understanding of these skills. It will include: defining and dispelling the myths of leadership, the difference between leadership and management, discussion of Maxwell's irrefutable laws of leadership making the emotional connection with teams and team leaders, the relationship between leadership and motivation, developing effective speaking and listening skills, creating an atmosphere of trust, leadership ability and its relationship to personal effectiveness and accomplishment.

2 Successful Survival of a Project Closeout

Time: 1:00 PM to 4:30 PM

The end of a project is usually a challenging and difficult time for the mechanical project manager and the foreman. Unfortunately there is no magic formula, wand, or pill for eliminating the difficulty of project closeout. There are, however, several tactics and strategies the project manager and foreman can implement to improve end-of-job performance and mitigate the difficulties of project closeout. In addition to a review of innovative methods used by MCAA contractors to help reduce the typical end of project "profit/productivity drain," this session will include the following project closeout topics: Punch list, Warranties, As-built drawings, O & M manuals, Customer satisfaction, Closeout productivity improvement, Demobilization, Change order finalization, Final payment, Feedback meeting.

Your Instructor:



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.

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The Cost

In celebration of MCA Ottawa's 50th Anniversary, they are pleased to offer the seminar to all ordinary members at \$50.00/person.

MCA Ottawa ordinary Member
Course Fee: \$50.00/course Plus 13% HST
The Fee includes a complete and comprehensive manual, continental breakfast, and lunch

Cancellation Policy

Seven (7) calendar days prior to course commencement — No refund
Substitutions can be made up to the day before the course starts.

How To Pay

Visa, MC, AMEX, and
invoicing for MCA Ottawa Members

Registration

Seating is limited.

Complete the attached registration form and submit it by fax at 613-567-3177 or email at info@mcaottawa.ca

Registration is not complete until payment has been received.

For more information please contact
Mary Gauthier
Email: mary@mcaottawa.com
Website: www.mcaottawa.com

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



MCA Ottawa

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 to all MCA Ottawa Ordinary Members.
Register early to avoid missing out!*

Attendees Information:

| NAME | EMAIL | TOTAL | COURSE 1 or 2 |
|--------------|-------|---------------------------|---|
| 1 _____ | _____ | _____ | <input type="checkbox"/> <input type="checkbox"/> |
| 2 _____ | _____ | _____ | <input type="checkbox"/> <input type="checkbox"/> |
| 3 _____ | _____ | _____ | <input type="checkbox"/> <input type="checkbox"/> |
| 4 _____ | _____ | _____ | <input type="checkbox"/> <input type="checkbox"/> |
| 5 _____ | _____ | _____ | <input type="checkbox"/> <input type="checkbox"/> |
| Total: _____ | | \$50 + HST each: \$ _____ | |

Method of Payment:

Visa MasterCard AMEX Invoice Me (Members Only)

Card Number: _____

Expiration: _____

Card Holder Name: _____

Signature: _____

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