



Foreman Training Series

Essential Management Skills for Project Foreman (half-day)

Successful journeymen with unique abilities, but with little or no management training, are frequently promoted to “foreman” and lead crews of workers on mechanical projects. This session explores basic management skills relative to the position of jobsite foreman. Understand essential traits, skills, and behaviors that allow a foreman to more effectively manage crews. Topics covered include: the relationship between leadership and management; management ability vs. technical savvy; consistency in managing others; the importance of organization and standardization; motivating others to perform; delegation skills; and working with difficult people.

Critical Leadership Skills for Project Foremen (half-day)

Successful project supervision requires strong leadership skills. Most foremen possess some degree of instinctive leadership skills, but learning additional leadership skills can improve overall leadership effectiveness. Learn the difference between being in charge and being an effective leader. Understand the critical leadership skills of an effective foreman.

Note: Participant will receive City of Topeka Continuing Education Units (CEUs) for both sessions.

WHEN:

Friday
Sept. 15, 2017
Register: 7:30 a.m.
Class: 8 a.m. - 3:30 p.m.

WHERE:

Washburn Tech
5724 SW Huntoon St.
Topeka, Kansas
66604

WHO:

Journeymen & Foremen
No prerequisites are required for this education opportunity.

COST:

*Contributing members:
FREE
Non-contributing: \$345
*LU441 Zone 2 A&B
2016/2017 Industry Fund
Contributing Contractors

To register, contact Teresa at 785.670.3353 or Tim at 785.670.2240 / Tim.Clothier@washburn.edu

Find a registration form at washburntech.edu/business-industry/training.

Mechanical Contractors Association of Kansas

Friday, Sept. 15, 2017



John Koontz has 30 years of wide-ranging mechanical industry experience that includes contracting, academics and consulting. He spent 15 years in employment of MCAA contractors in a variety of positions including senior project manager, project manager, project engineer and estimator.

He is a former tenured associate professor in Purdue University's Department of Building Construction Management. He also is the founder and former director of Purdue's Mechanical Construction Management Specialization Program and is the founder of the first-ever MCAA student chapter which was started at Purdue in 1993.

Since leaving Purdue in 1999 to join the MCAA full-time, Professor Koontz has spent more than 2,000 days traveling throughout America speaking, teaching, training, consulting and writing about all subjects related to the mechanical contracting industry.

REGISTRATION

COURSE FEE: Contributing Member: FREE/person | Non-Contributing Member: \$345/person

Please circle one: Invoice | Check Enclosed | Visa | AMEX | Master Card | Discover

Card # _____ Exp. _____ Ccv Code _____

Billing Address _____

Billing Zip Code _____

Cardholder Name _____

Signature _____

Name(s) of Attendees (limit 6 per contractor):

1. _____ email _____

2. _____ email _____

3. _____ email _____

4. _____ email _____

5. _____ email _____

6. _____ email _____

COMPANY: _____ PHONE: _____

Mail this form to: Washburn Tech, c/o Teresa Vasquez, 5724 SW Huntoon St., Topeka, Kan., 66604