

Mechanical Contractors Association of Kansas

MECHANICAL CONTRACTORS
ASSOCIATION

MCAK

OF KANSAS



TRAINING SERIES

Time Management Skills

The effective management of time is one of a jobsite supervisor's greatest challenges and is often the root cause of their greatest failures. Construction productivity experts have known for many years that journeyman productivity has a direct correlation to a foreman's effectiveness. A foreman's effectiveness is also directly correlated to how efficiently and wisely they use their own time. This session will focus on the practical time management methods and techniques a foreman can easily use to increase management efficiency and effectiveness. The session will include but not be limited to the following topics. Utilizing quiet time, time ownership attitude, delegation, managing the telephone and task prioritization.

Project Closeout

Project's end is often a difficult time for the project foreman and his crews. The project looks complete, but often has numerous items that must be completed to meet contract requirements. The project team has often lost the momentum and energy it possessed earlier in the project. This session provides basic skills for a successful project closeout. A discussion of innovative methods used by MCAA contractors to help reduce the typical end of project profit/productivity drain is included.

WHEN:

Friday
April 13, 2018
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 &
Project Managers
No prerequisites are re-
quired for this education
opportunity.

COST:

*Contributing member: **FREE**
Non-contributing: \$345
*LU441 Zone 2 A&B
2017/2018 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.

Washburn Tech . 5724 SW Huntoon St. . Topeka, Kan., 66604 . 785.670.2240 . www.WashburnTech.edu



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Friday, April 13, 2018



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