

MCAM EDUCATION MONTH

▶ REGISTRATION ◀

- BUILDING CAPACITY FROM WITHIN



April 2021

VIRTUAL COVID-19 FRIENDLY FORMAT

MCAM Education Week.....

- Building Capacity from Within - Prepare your staff for the responsibilities of their next career move within your company. From Journeymen through C-Level Management; build capacity from within!
- Quality, International & Local Speakers
- Critical Workplace Skills
- Annual MCAM event offered in a COVID-19 friendly format
- Industry Panel Session
- Networking opportunities
- Course Schedule developed by MCAM Education Committee - Local Industry Professionals

THANK YOU to our Sponsors

WORKSHOP EVENT SPONSORS

Derksen



1 remaining spot to fill!

**Your Local Trade Association meeting
your Educational needs**



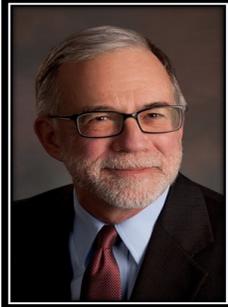
204-774-2404

**ILLYSSA - REGISTRATION ASSISTANCE
OR
RAMONA - ADDITIONAL COURSE
INFORMATION**

SPEAKERS

PROFESSOR TIM WENTZ

Prof. Wentz graduated from the University of Nebraska with a Bachelor of Science degree in Mechanical Engineering and a Master's degree in Business Administration. He is a registered professional engineer in Nebraska. Additionally, he holds both Master Heating Contractor and Master Plumbing Contractor licenses, is a LEED® - Accredited Professional (AP-BD&C) and holds an ASHRAE certification as a High-performance Building Design Professional (HBDP). Prof. Wentz served on the Construction Management faculty in the College of Engineering for 25 years until being named an Emeritus Professor in 2018. He is also a very active volunteer within ASHRAE, where he has served as the Nebraska Chapter President for 1997-1998. He also served as Director and Regional Chair for Region IX of ASHRAE and was inducted into the Region IX Hall of Honor in 2005. ASHRAE also elected Tim a Fellow of the Society in 2005. Tim recently served as Society President in 2016-2017 and launched the Society theme for that year 'Adapt Today to Shape Tomorrow'.



DAN J. LEDUC

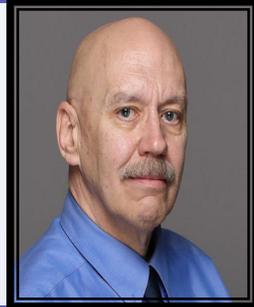


Dan Leduc practises primarily construction law and dispute resolution. He is frequently called upon to advise and represent owners, subcontractors, suppliers and builders in such front-end services as contract review, tender issues and general construction matters, as well as in litigation and arbitration. Mr. Leduc has over 25 years of experience in negotiating, mediating, arbitrating and litigating construction disputes including construction liens, trust claims, delay claims, construction insurance claims, and architect's and engineer's errors and omissions.

GARY DUNLOP

Gary Dunlop has been a Microsoft trainer since 1997. He is based in Winnipeg, Manitoba and is currently employed as a Solutions Architect at Broadview Networks. He has worked as a speaker and lab proctor at Microsoft Tech-Ed and is a contributing author for more the 12 Microsoft Official Curriculum titles including the soon to be released, Windows Server 2019 Administration. He has been the lead technician responsible for planning and implementing multiple projects focusing on operating system upgrades, email, and Office 365 migrations for small and medium businesses. He also provides orientation and training for companies post migration.

Focus: Migrating clients over to Microsoft Office 365, Microsoft Teams Training, Office 365 and application training and Cyber Security.



BILL BORIS



Bill has almost three decades of experience in the technology training industry. His background includes both traditional classroom and web-delivered training. Off stage, Bill has created dozens of printed training manuals and hundreds of web-delivered video training productions.

Fun fact... Bill was a performer in an Improv Comedy troupe. "I need a location, a profession, and a dangerous household item."

Focus: Microsoft Office including Excel, Word, PowerPoint, Access, Project, Outlook, and Visio. His expertise in other worlds includes Crystal Reports, Adobe PhotoShop, and Adobe Captivate.

KAREN MALLET

Karen has worked for 35 years developing and facilitating programs that provide clients with tools and strategies to interact positively, impart respect and improve communication with confidence. Her facilitation style is engaging, entertaining and highly interactive. She has always believed that to learn you must, "challenge your thought process and understand your unique potential". Along with her speaking engagements throughout North America, work has taken her all over the world to countries such as Lebanon, Syria, and China. These experiences have contributed to her diverse sociocultural perspective. She thrives on the genuine connection and inclusivity of participants and the positive response to their learning. Her experience in managing the change process and having her clients see an immediate improvement in their workplace has built her reputation as an insightful and effective instructor and facilitator.

Previous work history includes 22 years as a consultant and an instructor at Winnipeg Technical College. She has also worked as the President of Civility Works: Etiquette training for children and adults. This involved providing guidance and encouragement for handling oneself positively in various social settings, providing social and business etiquette, building productive and confident communication skills and developing leadership.

Focus: Workplace Skills specializing in Leadership, Coaching/Mentoring, Communication, and Business Etiquette.



Building Capacity from Within — Identifying Tomorrow's Foremen

Instructed by Prof. Tim Wentz, this 8-hour course is designed for journeymen who want to explore the possibility of moving to the foreman position, journeymen the company thinks may have the potential to become a foreman, and newly appointed foremen. The course offers a high-level, broad brush view of the techniques and strategies used by foremen to successfully manage all aspects of field labor and project productivity. Topics include:

- Participating effectively in a handover meeting
- Identify and protect project scope
- Understand performance metrics generated by estimating
- Reading and interpreting project schedules
- Applying a company's safety program
- Implement a project documentation strategy
- Manage the crew and the project
- Fundamental negotiating skills
- Identify and manage changed conditions

Offered over four - 2HR Sessions * Tuesday - Friday, April 6 - 9, 2:30 - 4:30 *** Virtual Happy Hour Friday 4:30 - 5:30**

Building Capacity from Within — Developing Foremen into Project Managers

Instructed by Professor Tim Wentz, this 8-hour course will expose the experienced foreman to the roles and responsibilities of a project manager. This exposure will help the foreman decide whether or not to pursue the management position of project manager or assist them in making that transition. The course explores many of the management techniques and strategies employed by project managers to effectively organize and manage a project to achieve optimal productivity and comply with company policy. Topics include:

- Difference between a wage and a salary position
- How to organize and run a handover meeting
- Developing a risk management program for a project
- Using labor and cost tracking to monitor productivity
- Assembling and interpreting project schedules
- Managing changed conditions to protect scope
- Conduct feedback meetings to promote continuous improvement
- Project close-out techniques and strategies
- Negotiating techniques to create win/win environments
- Pricing change orders to recover all costs

Offered over four - 2HR Sessions * Tuesday - Friday, April 13 - 16, 2:30 - 4:30 *** Virtual Happy Hour Friday 4:30 - 5:30**

Building Capacity from Within — Growing Project Managers into Senior Leadership

Instructed by Professor Tim Wentz and guest speaker Dan Leduc, this 8-hour course describes the evolution of a project manager into senior leadership within a company. This leadership-centric course focuses on corporate policies and strategies that define how a company develops a competitive advantage to acquire projects, creates a high-performance culture, and promotes a common ethical foundation. Corporate policies on standardization, risk management and performance indicators are woven into a company-wide policy that flows through all of its projects. Topics include:

- Risk/ethical boundaries and decision making
- Risk allocation and mitigation strategies
- Project Delivery Systems – Liability, Risk and Leadership
- Developing a competitive advantage
- Benchmarking performance strategies
- Protecting cash flow
- Create feedback loops to inspire continuous improvement
- The future of our industry and potential opportunities

Offered over two - 4HR Sessions * Tuesday, April 27 & Thursday, April 29, 1pm - 5pm *** Virtual Happy Hour Thursday 5pm - 6pm**

Time Management

Instructed by Karen Mallet - Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. We also deal with a constant barrage of technology, people, and tasks that can contribute to that disorganization. Many people find they flit from one task to another, trying to get everything done, but often falling short. In this two half-day workshop, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively, and delegating some of your work to other people.

Offered over two - 4HR Sessions * Thursday, April 22 & Friday, April 23, 10am-2pm *** Virtual Happy Hour Friday 2pm - 3pm**

Microsoft PowerPoint 2013/2016 Level 2

Instructed by Bill Boris - In this course, you will learn how to use more advanced tools and features of Microsoft PowerPoint 2013 / 2016, in order to create professional-looking, complex and engaging multimedia presentations. The course includes topics such as using PowerPoint templates to ensure consistent formats, applying entrance, emphasis, exit and motion path animation effects, collaborating with others in updating / revising a PowerPoint presentation, and rendering your presentation into various formats in order to distribute it online, by email, on CDs, etc.

Offered over two - 4HR Sessions * Monday, April 5 & 12, 10am-2pm**

Microsoft OneNote 2016

In our fast-paced digital world, the need to capture ideas, meeting notes, and to-do items is ever present. Microsoft OneNote 2016 provides a way for you to efficiently create and collect your notes in an electronic notebook. This course will introduce you to using OneNote notebooks to store a wide variety of content in an organized structure, access the content from anywhere, and also share it with others. Additionally, learning how OneNote and the other applications in the suite are integrated increases your productivity with Microsoft Office.

One 4HR Session * Wednesday, April 28, 10pm - 2pm**

REGISTRATION & FEES

... SPACE IS LIMITED!!
COMPANY REGISTRATION WILL BE LIMITED
TO 5 ATTENDEES PER SESSION

MCAM EDUCATION MONTH - BUILDING CAPACITY FROM WITHIN

| | MCAM MEMBER (per attendee) | MCAM FUTURE MEMBER & INDUSTRY PARTNERS (per attendee) |
|------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------|
| IDENTIFYING TOMORROW'S FOREMEN - Session Code # 211 | \$750 | \$850 |
| DEVELOPING FOREMEN INTO PROJECT MANAGERS - Session Code #212 | \$750 | \$850 |
| GROWING PROJECT MANAGERS INTO SENIOR LEADERS - Session Code #213 | \$750 | \$850 |
| TIME MANAGEMENT - Session Code #214 | \$500 | \$550 |
| MICROSOFT POWERPOINT 2013/2016 Level 2 - Session Code #215 | \$400 | \$450 |
| MICROSOFT ONENOTE 2016 - Session Code #216 | \$325 | \$375 |

Cancellation Policy - Full refund 2 weeks prior to event, 50% thereafter. Attendee Substitutions allowed at any time. You may complete the form below and email to illyssa@mcamb.ca or CLICK THE REGISTRATION BUTTON to submit online.

COMPANY NAME: _____

PHONE: _____ CONTACT NAME: _____

| ATTENDEE NAME | EMAIL | SESSION CODE | FEE |
|-------------------------------------------|--------------------------------------|---------------|-----|
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| ADDRESS FOR PARTICIPANTS COURIER PACKAGE: | | | |
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| <input type="checkbox"/> SEND INVOICE | <input type="checkbox"/> CREDIT CARD | SUB-TOTAL | |
| CREDIT CARD NUMBER: | | ADD GST 5% | |
| EXPIRY: | | TOTAL | |