

# Mechanical Contractors Association of Kansas

MECHANICAL CONTRACTORS  
ASSOCIATION

# MCAK

OF KANSAS



## Project Manager Training Series

### Essential Management Skills

Learn the unique, basic management skills of the mechanical project manager. Gain an understanding of the essential traits, skills, and behaviors that allow effective management. Topics include:

- Leadership and management skills (how are they different, how are they similar?)
- Management ability vs. technical savvy
- Understanding the relationship between personality profile and managing yourself and other people
- Developing a flexible but consistent management style
- The importance of organization and standardization
- Motivating others to perform
- Managing the boss
- Delegation skills
- Communication skills
- Working with difficult people

#### WHEN:

Saturday  
Sept. 16, 2017  
Register: 7:30 a.m.  
Class: 8 a.m. - noon

#### WHERE:

Washburn Tech  
5724 SW Huntoon St.  
Topeka, Kansas  
66604

#### WHO:

Project Managers  
No prerequisites are required for this education opportunity.

#### COST:

\*Contributing member: **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](mailto:Tim.Clothier@washburn.edu)  
Find a registration form at [washburntech.edu/business-industry/training](http://washburntech.edu/business-industry/training).

Washburn Tech . 5724 SW Huntoon St. . Topeka, Kan., 66604 . 785.670.2240 . [www.WashburnTech.edu](http://www.WashburnTech.edu)



# Mechanical Contractors Association of Kansas

Saturday, Sept. 16, 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