

# The Mechanical Contracting Industry Council of New Jersey

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To: MCIC Education Participants  
Date: October 27, 2020  
From: Marty Drobny  
Re: Supervisors **Virtual** Training Program - (6) Sessions

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The Mechanical Contracting Industry Council of New Jersey is pleased to announce that it will host a Virtual Supervisors Training. This intense (6) class program is for project managers, foreman, superintendents, and estimators.

The Virtual Supervisors Training Program (details to follow as the seminar approaches) will consist of six half-day seminars, from **8:00 am – Noon**, on the following Tuesdays:

Tuesday, March 2, 2021	Tuesday, September 14, 2021
Tuesday, April 6, 2021	Tuesday, October 5, 2021
Tuesday, May 4, 2021	Tuesday, November 9, 2021

This six-day program will be taught by John Koontz, the Director of Project Management Education for the Mechanical Contractors Association of America (MCAA). John has many years of experience with supervisory training. The seminar will cover the following topics:

Planning skills for the project team	Change order management
Productivity improvement for mechanical projects	Basic negotiating skills
Fundamentals of job cost (Managing Project Labor Costs)	Critical leadership skills
Contracts: Using the contract as a tool for project management	Time management skills
Effective project documentation	Successful survival for project closeout

## Eligibility and Certificate of Completion

- ✓ Any Foreman, Project Manager, Superintendent and Estimator presently in the employ of a contributing contractor, in good standing, to the Mechanical Contracting Industry Council of New Jersey.
- ✓ **Participants must attend all (6) sessions to receive a Certificate of Completion.**

## Registration – There are two easy ways to register

- ✓ Online: <http://www.mccnj.org/supervisors-training-application-form/>
- ✓ Email: Send your completed registration form by email to [pshaughnessy@mcanj.org](mailto:pshaughnessy@mcanj.org)

*Representing the plumbing, heating, piping, and air-conditioning industry*

# MCICNJ Virtual Supervisors Training 2021

Tuesdays 8 am-12 noon: March 2, April 6, May 4, September 14, October 5, November 9

## REGISTRATION FORM

One applicant per registration form – All fields **MUST** be completed

Name of Applicant: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email Address (for registration confirmation): \_\_\_\_\_

Cell Phone (in case of inclement weather): \_\_\_\_\_

Employer: \_\_\_\_\_

Employer Contact (Full Name): \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Employer's Phone#: \_\_\_\_\_

✓ Applicant's Total Years of Field Experience:  
(Include Apprentice, Journeyman, Foreman and Supervisor Years) \_\_\_\_\_

✓ Applicant's Total Years as a Supervisor: \_\_\_\_\_

✓ How Long Has Applicant Been Employed By You? \_\_\_\_\_

✓ Applicant's Local Union Affiliation(s):  
(List UA Local Number(s)) \_\_\_\_\_