

MCAWW Board of Education Mission:

Providing MCAWW Members innovative,
meaningful learning opportunities

Knowledge ~ Growth ~ Respect

MCAWW Board of Education:

Maria Boyer (Chair), *MacDonald-Miller Facility Solutions*
Stephen Hengl (Vice-Chair), *Hermanson Company*
Jay Danner, *Hermanson Company*
Sheri Keeley, *McKinstry Co.*
Rory Olson, *MacDonald-Miller Facility Solutions*
Kelly Peterson, *Holmberg Mechanical*
Steve Russo, *University Mechanical Contractors, Inc.*
Ty Baldi, *Ferguson Enterprises*
Leah Gutmann, *First Forward Consulting*



Mechanical Contractors Association
WESTERN WASHINGTON

MCA of Western Washington
1100 Olive Way, Suite 1250, Seattle, WA
Tel. (206) 442-9029 ~ Fax (206) 442-9364 ~ www.mcaww.net

MCAWW educational programs are open to Western Washington
Mechanical Contracting Industry Improvement Fund contributors

Mechanical Contracting Leadership (MCL) Program for the Individual & Team Contributor*



September 26 - November 21, 2019
(class meets every Thursday)
12:00 - 4:00 pm

*The individual and team contributor: someone who does not lead by title,
yet has great potential and opportunity to influence in their organization.
This person is part of a team, but not the team leader.

presented by



Mechanical Contractors Association
WESTERN WASHINGTON

What is the Mechanical Contracting Leadership (MCL) Program for the Individual Contributor?

There is no lack of leadership opportunities in the mechanical contracting industry. However, it is often misunderstood that to be a leader, one must be in charge of a team or a department. The MCL-IC program is designed to develop the leadership skills of the individual and team contributor, someone who does not lead by title, yet has great potential and opportunity to influence in their organization.

Why Should I Enroll My Staff in this program?

By providing a path for the individual contributor to develop their leadership skills, the MCL-IC program contributes to motivating, retaining, and developing your organization's leaders early on. The result is a strong leadership base across your organization.

What Makes the MCL Program Unique to Mechanical Contracting?

While many competencies and topics are common to other leadership programs, MCA of Western Washington's MCL program focuses on scenarios specific to what our employees encounter in our industry. Using interactive case studies, students will learn how to apply their leadership skills to embrace challenges and opportunities that are common in the industry.



The MCL-IC program is a highly interactive, competency-based program with a strong emphasis on practical application of knowledge. Participants will gain valuable information and tools, without being required to share proprietary information about their firms.

Where Are Classes Held?

Classes will take place at MCAWW's Training Center, located at 1100 Olive Way, Suite 1250, Seattle, WA.

Space in the program is limited to 20 participants.

DESCRIPTIONS (continued)



CHANGE: LIVE IT, LOVE IT, LEAD IT!

Why is change in an organization both necessary and inevitable? In this session, participants will explore an integral and unavoidable part of business - change.

Specific Objectives:

- Understand Change Models.
- Recognize resistance to change - and how to overcome it.
- Understand your role in the change process and how to manage the change accordingly.
- Determine how to leverage change within the organization.
- Learn how to recognize the signs of change so you can be prepared for it.

YOUR ROLE IN A MECHANICAL CONTRACTING UNION ENVIRONMENT

What effect does being a "Union" Contractor have on leadership? Upon completion of this module, participants will have a broad understanding of the players and functions of a MCAWW mechanical contracting firm, and will be able to develop their role as a leader within their company and the industry.

Specific Objectives:

- Identify industry stakeholders, their relationships and their impact on leadership.
- Gain an overview of the make-up and functions of a typical MCAWW mechanical contracting firm and how they impact leadership.
- Practice applying leadership skills in a challenging union employer environment.
- Identify and share your opportunities for leadership as an individual contributor in your company.

DESCRIPTIONS (continued)

SETTING REALISTIC GOALS

Determining goals can be a very difficult and often frustrating process. It is, however, the first important step in planning your life's preferred future. This program is intended to help participants clarify goals, both business and personal. Establishing goals provides a yardstick to measure performance.

Specific Objectives:

- Gain an understanding of how your life's core influencers in earlier development years helped shape who you are today.
- Articulate your own personal values and analyze their alignment with your company's values.
- Develop an understanding of the goal setting process using SWOT and SMART.
- Walk through the 5-Step Decision Making model.
- Draft your recent accomplishments and set intentions for the next 12 months.
- Articulate personal & business goals for the next 1 - 3 years.

EFFECTIVE TEAMS IN THE WORKPLACE

For a team to perform at an optimum level, it takes more than just a team leader, it takes an entire team! There are numerous examples in sports, politics, work and otherwise where a great team performs at a higher level than anticipated and above all expectations. This module will help participants identify key components of building a team, performing as a team and being a key team contributor.

Specific Objectives:

- Acknowledge the power of a great team versus a group of individual contributors
- Understand the makeup of a successful team using the DISC personality profiles as a guide
- Learn about effective means and methods of giving and receiving valuable feedback within a team
- Learn essential skills and requirements of being a successful key team contributor



When are Classes Scheduled?

Each class will run 12:00 - 4:00 pm, with lunch served at 11:30 am. With the exception of October 3rd, which will be from 7:30 - 11:30 am. Class dates are scheduled as follows*:

DATE	MODULE	INSTRUCTOR(S)
Sept 26, 2019	The Foundations of Leadership	Maria Boyer & Leah Gutmann
Oct 3, 2019	Setting Realistic Goals	Gary Polain
Oct 10, 2019	Communication & Influence	Rory Olson
Oct 17, 2019	Effective Teams in the Workplace	Troy Aichele
Oct 24, 2019	Emotional Intelligence (EQ)	Leah Gutmann
Oct 31, 2019	Managing Yourself to Peak Performance	Leah Gutmann
Nov 7, 2019	The Building Blocks of Relationships	Maria Boyer & Rory Olson
Nov 14, 2019	Change: Live It, Love It, Lead It!	Maria Boyer & Leah Gutmann
Nov 21, 2019	Your Role in a Mechanical Contracting Union Environment	Ed Kommers

*MCAWW will make every effort to follow the published schedule, but reserves the right to make modifications if necessary.

See next page for a detailed description of classes.

To Register:

Complete the registration form and submit to MCAWW no later than Sept 5, 2019, along with a paragraph of interest from the participant and the requested letter from their supervisor (see registration form for details). Candidates will be notified of their acceptance by early August. Payment is due upon acceptance into the program.

Cost:

Tuition for the program is \$1,500. Tuition includes all class materials, books, and lunch for each session.



MODULE DESCRIPTIONS:

THE FOUNDATIONS OF LEADERSHIP

It starts with “I”... participants will develop an awareness of the key foundational attributes of leadership and how those skills of an Individual Contributor can be influential within their organizations.

Specific Objectives:

- Analyze the difference between management and leadership.
- Identify key attributes of successful leadership in others and self.
- Understand the importance and awareness that leadership is an integral asset at all levels in today’s organizations.
- Be able to determine dynamic leadership situations within groups.

COMMUNICATION AND INFLUENCE

The Communication and Influence module presents proven and effective practices for strengthening communication and influence competencies, building effective and productive work relationships, increasing communication skills, and helping others succeed.

Participants will identify their own personal communication style, as well as the communication styles of others.

Specific Objectives:

- Understand the communication process and recognize the impact of our “filters” on the communication process.
- Identify barriers to effective communication.
- Explore the appropriate application of writing vs. oral communication.
- Gain insight into non-verbal communication.
- Discuss how communication skills play a role in how leaders influence.
- Demonstrate how to communicate more effectively in the workplace.

*“Leadership
is action, not
position.”*

John C. Maxwell

Topics continued on next page

DESCRIPTIONS (*continued*)

EMOTIONAL INTELLIGENCE (EQ)

In this module, participants will explore emotional intelligence (EQ) and what makes it foundational to leadership success. Each participant will take the online assessment to discover their own level of EQ.

Specific Objectives:

- EQ vs. IQ - what is emotional intelligence and why does it matter?
- EQ and its impacts on your career.
- The EQ Assessment - interpreting your results.
- Review Personal Competence and Social Competence.
- Review Strategies for improving each competency.

In this module, each participant will receive a copy of the book *Emotional Intelligence 2.0* by Jean Greaves and Travis Bradberry.

MANAGING YOURSELF TO PEAK PERFORMANCE

What does it mean to “manage” yourself? In this session, participants will assess where they currently stand and explore areas for improving performance through self-management.

Specific Objectives:

- How to manage your personal and professional growth.
- Techniques for managing time, projects and tasks.
- Setting goals and aligning your values with your company’s.
- How to develop habits for success.
- How EQ, confidence and self-awareness can lead to a growth mind-set.

THE BUILDING BLOCKS OF RELATIONSHIPS

Using the relationship model, students will explore workplace relationships and learn the value of building and maintaining industry relationships and how they are the foundation of sustainable success.

Specific Objectives:

- How to clearly define relationships.
- Review the relationship model and understand the importance of character and competence within the model.
- Learn how to evaluate and measure relationships.
- Learn key relationship killers at work and how to avoid them.
- Gain insight on repairing bent or broken relationships.

Topics continued on next page

REGISTRATION FORM
MECHANICAL CONTRACTING LEADERSHIP (MCL-IC) #901-19

(All fields are required. Incomplete applications will not be processed)

Contact Information

Name: _____ Title: _____

Firm: _____ Email: _____

Work Phone: _____ Cell: _____

Experience

Number of Years in the industry: _____ Number of Years in Your Current Role: _____

Education: _____

Check here if you require special accommodations under the American with Disabilities Act. *Check here to opt out of the MCAMW E-newsletter, which allows you to stay current on all upcoming classes and events.*

Indicate if you have dietary restrictions or food allergies: _____

Supervisor Contact Information

Name: _____ Email: _____

For the application to be processed, it must include a "paragraph of interest" written by the participant that indicates why the participant wants to enroll in the program and a letter from the applicant's supervisor that addresses the following:

- Why the supervisor wants the applicant to enroll in the program
- What the supervisor hopes the applicant will gain from the program
- Why the applicant is critical to the organization

Registration Instructions:

1. Submit this completed form, along with paragraph of interest and supervisor's letter via email, mail or fax (see contact information below).
2. Applications must be received by **September 5, 2019**.
3. Class size is limited; number of attendees per firm may be limited.
4. **You will be notified of your acceptance into the program by early August.**
5. Upon notification of your acceptance into the program, you will receive an invoice in the amount of \$1,500.

Registration Deadline: September 5, 2019

Via Email amuoiio@mcaww.net	Via Mail MCA of Western Washington 1100 Olive Way, Suite 1250 Seattle WA 98101	Via Fax (206) 442-9364 Attn: Alyssa Muoio
--------------------------------	---	---

For questions, please contact Alyssa Muoio at 206-442-9029 or via email amuoiio@mcaww.net

MCA of Western Washington occasionally videotapes, records or photographs events for the purpose of responsibly promoting the association and/or attendance at future events. By registering for this event you agree to allow us to use your name and likeness for such purposes.