

“With the challenging economy, technology advancements, and the need to develop our future leaders, NECA members need to look to MEI for their continuing education and training needs. The courses, publications and programs are timely, topical and priced very competitively.”

—George Adams, President, E C Company
and Chairman, NECA Management
Development Committee



NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION

MEI COURSE CATALOG SUPPLEMENT 2011-2012



www.neca-mei.org

NEW BUSINESS MANAGEMENT COURSES

Alternative Energy Market for the Electrical Contractor

One-day course

0.6 CEUs

This seminar provides an overview of the alternative energy market and its future direction, including a look at the electrical infrastructure that will be needed to support the planned alternative energy production growth in the United States. This seminar will help the electrical contracting firm understand how the alternative energy market is evolving and where it is heading in the near future. The information provided can be used by both inside and utility electrical contractors to formulate strategies to profit from the emerging alternative energy market.

Instructor: Tom Glavinich, D.E., P.E., *The University of Kansas*

Building Successful Customer Relations

Half-day course

0.3 CEUs

Building great relationships with customers is critical to your company's success. By improving customer relationship-building skills, your team can more effectively represent your company and help you reach your goals and objectives. Many owner's ultimate decision to hire one contractor over another is based on the perceived synergy and working relationships among their team and yours. Learn how to develop an effective approach to customer relationships to ensure your team "wins". **Instructor: Michael J. McLin,** *Maxim Consulting Group, LLC*

Choice of Entity

Half-day course

0.3 CEUs

This program will assist participants in evaluating current and future business entities. The selection of which type of entity to conduct business is the most critical business decision that each owner must make, but often times the selection process is very limited and does not include relevant facts and considerations. This course presents a basic overview and considerations of five entities: Sole Proprietorship, Partnership, C Corporation, S Corporation, and Limited Liability Company (LLC). In particular, Formation of the Entity, Taxation, Compensation, Transactions with Owners, and Termination of the Entity or Owner Interest of each entity will be discussed. **Instructors: Dave O'Brien, CPA and Jim Weber, CPA,** *Weber O'Brien Ltd.*

Coaching Role

One-day course

0.6 CEUs

Coaching is how you manage an effective team and productive group. Put another way, coaching is a direct, personal undertaking by which a manager assists in removing the barriers to optimum work performance. In short, it's communicating the "what", the "why", and helping with the "how." A manager needs his people more than they need him, so he/she must do everything in their power to facilitate success for the team. That's the essence of effective coaching. **Instructor: Norb Slowikowski,** *Slowikowski & Associates*

How Contractors Can Immediately Improve Profitability

One-day course

0.6 CEUs

The construction industry is the only significant U.S. industry that hasn't increased productivity during the past several decades. This program shows managers and executives how to improve their company's processes to increase productivity. In addition, the program explains how contractors can add value through knowledge and experience in order to be more competitive even in a low bid award system. If you are forced to compete in the low bid award system then you must attend this program. **Instructor: Ted Garrison,** *Garrison Associates*

Succession Planning as a Management Strategy

One-day course

0.6 CEUs

As the term "planning" would suggest, dealing with leadership succession should not wait until the future of your business is threatened by the departure of key management personnel due to retirement, career/company changes, or some unexpected, catastrophic personal event. This workshop enables the participant to address the need and methods for integrating succession planning into the strategic plan of his/her business to achieve enhanced company performance and value. It includes envisioning the future needs and goals of the company and developing an action plan that aligns the selection and training of key management personnel with those future goals. **Instructor: Karl F. Borgstrom, Ph.D.,** *Training Consultant*

The Great Conflict in Construction—Office versus Field

One-day course

0.6 CEUs

In some companies, there is a mild war occurring each day between construction people working in the field on a project and the office workers administrating the project. Construction firms can improve organizational responsiveness by addressing the natural difference and aligning the company's people, restoring solid communication. Spend a day learning the unique personalities and processes that can hurt or help a construction firm in its never-ending quest to provide better craft quality, safety, cost and speed. **Instructor: Matt Stevens, Stevens Construction Institute, Inc.**

Inspiring Trust

Half-day course

0.3 CEUs

In Stephen M. R. Covey's best-selling book *The Speed of Trust*, the author points out that trust is a strong economic driver that ultimately impacts your bottom line. This workshop is designed to help leaders leverage the 13 Behaviors of High-Trust Leaders in order to increase engagement, transparency, and efficiencies. Participants will discover how character and competence are essential to trust and how these qualities ensure leaders get faster and significantly better results while at the same time reducing costs. **Instructor: J. Scott Hopkins, CAE, Oklahoma Chapter, NECA**

Understanding Construction Accounting

Half-day course

0.3 CEUs

This program provides an understanding of construction accounting, including: which revenue recognition methods are generally accepted and under which circumstances it is appropriate to use each method; definition of the components of contract costs; the methods of measuring percentage of completion; how to calculate revenue earned; which balance sheet accounts are unique to contractors and what they mean; how to calculate and understand key financial ratios for contractors. **Instructors: Dave O'Brien, CPA and Jim Weber, CPA, Weber O'Brien Ltd.**

NEW TECHNICAL MANAGEMENT COURSES

Lighting Retrofits: Benefits Beyond Energy Efficiency

Half-day course

0.3 CEUs

In addition to energy savings, lighting retrofits also result in improved lighting quality that can improve the customer's bottom line through increased employee productivity, increased job satisfaction, improved customer satisfaction and increased sales. This seminar will focus on the benefits of lighting retrofits beyond energy efficiency and how the electrical contracting firm can convey these benefits to the customer. **Instructor: Tom Glavinich, D.E., P.E., The University of Kansas**

Project Delivery Systems and the Changing Role of Electrical Contractors Including Integrated Lean Project Delivery

One-day course

0.6 CEUs

For a construction projects to get off on the right track, it is important to select the right project delivery system. There is a wide range of construction project delivery systems, each of which has advantages and disadvantages to consider before the project begins. This course provides a comprehensive analysis of each of these delivery systems along with the risk involved. **Instructor: Dr. Awad Hanna, University of Wisconsin-Madison**

Schedule Compression Concept File

One-day course

0.6 CEUs

This seminar presents the development of the planned schedule compression concept file for electrical contractors. Each concept attempts to provide a significant, distinct, and executable objective for enhancing the construction process and minimizing the impacts of schedule compression. Twenty-nine different concepts are presented, and seven concepts have been selected from the concept file and are presented in their entirety. **Instructor: Dr. Awad Hanna, University of Wisconsin-Madison**

Surviving the Changes to the Crane Standard

One-day course

0.6 CEUs

The new 29 CFR part 1926 Crane and Derrick Standard requires your company to have qualified signal person, riggers and operators. This overview will show you how to achieve overall compliance without breaking a sweat. With suggestions on training programs, materials, teaching strategies and recordkeeping you will have the knowledge and skill to lead your company into compliance today. **Instructors: Mary M. Germershausen and Wilson Yancy Jr., Quanta Services Inc.**

Surviving Today's OSHA

Half-day course

0.3 CEUs

This session provides insight to OSHA enforcement activity from the most frequently cited standards in electrical construction and emphasis programs through OSHA's new formula for penalty calculation. It will also review pending regulations, including the Injury and Illness Prevention Program (I2P2), offering insight into the future of safety under the current administration and offer suggestions on dealing with OSHA's methods and the many changes. **Instructor: Joe O'Connor, INTEC**

The Future Is Now—BIM

One-day course

0.6 CEUs

Building Information Modeling (BIM) is becoming a widely used tool in the construction industry, and it is critical that electrical contractors become fluent in its technology and software. Learn how BIM can bring efficiency to the current practice of daily operations, criteria for choosing and implementing BIM solutions, learning how it can facilitate sustainable practices and provide opportunities for new services. **Instructors: Thomas Korman, Ph.D. and Lonny Simonian, Cal Poly State University San Luis Obispo**

Thermography

One-day course

0.6 CEUs

Learn how to perform basic thermal imaging in order to solve or eliminate electrical, motor, or building envelope issues. In addition, participants will learn about how thermal imaging can be used to find bad/loose connections, overloads, imbalance issues, excessive friction, misalignment, large infiltration, and moisture issues in insulation. **Instructors: Mark Toda and William T. Paletski, PE, PennTAP**

What You Don't Know About LED Lighting Can Hurt Your Business

Half-day course

0.3 CEUs

LED lighting differs greatly from other lighting technologies. While many of these differences provide major advantages to specifiers, contractors and end users, some characteristics can cause serious installation and performance issues. This seminar will provide contractors with a basic understanding of key LED performance characteristics as well as installation points where project failures can occur. **Instructor: Dr. John W. Curran, LED Transformations, LLC**

NEW PROJECT MANAGEMENT COURSES

Alternative Energy Projects—Rules and Regulations You Must Know to Assess Business Opportunities

One-day course

0.6 CEUs

This course will focus on wind, solar and other alternative energy business opportunities for electrical contractors, providing an overview of federal and state rules, regulations and incentives that apply to alternative energy projects and how those rules, regulations and incentives affect contractors. This course is for contractors who are currently involved with or planning to perform work on alternative energy projects. **Instructors: Allen W. Estes, III and J. Craig Rusk, OLES Morrison Rinker & Baker, LLC**

Effective Fleet Safety Practices

Half-day course

0.3 CEUs

Do your employees make driving their number one priority when they are behind the wheel of your company vehicle? Motor vehicle accidents are the leading cause of death on the job and driving distractions are the leading cause of motor vehicle accidents. From eating to talking on the cell phone, there are too many causes for mental interruption for your employees. This presentation addresses solutions to effectively managing your driver's risks. **Instructor: Nathan S. Oland, Federated Insurance**

ONLINE COURSE HIGHLIGHTS

Register for this course at www.necanet.org/store

Contractor 101

\$49 NECA Members

Two-hour course

0.2 CEUs

Contractor 101 is a basic introductory-level overview of key topics in construction contracting designed specifically for persons who are either new to the industry or for contractors who are experienced at the project operations level of construction and are moving, or have moved, into higher levels of management responsibility in the firm. In this course, you will develop a understanding of the construction industry with the overall goal of developing a strategic management perspective and knowledge base regarding the design and construction industry.

MEI COURSE CATALOG SUPPLEMENT 2011-2012

This brochure contains brief descriptions of new courses in project, technical and business management as well as our newest online course. Additional information included in this supplement:

- Course fee
- Course length
- Number of Continuing Education Units (CEUs) awarded for each course
- Name of the instructor(s) teaching the course(s)

These courses are available NOW!

The complete catalog can be viewed online at
<http://www.necanet.org/PortalTools/RegMEI>

HOW TO REGISTER FOR AN MEI COURSE

MEI strongly recommends that all individuals who register for an MEI course register via the website. It is the fastest, easiest and least expensive way to register. When an individual registers for an MEI seminar via the MEI website, the individual must pay by credit card.

COURSE REGISTRATION FEES

Registration fees published in this Catalog are the standard NECA member fees for each course. A chapter may charge their members a discounted fee for a seminar. Chapter members should check for this discount with their chapter manager before registering for any course hosted by their chapter.

Individual chapters announce their course schedules through local brochure mailings to their members. NECA members interested in particular courses listed in this catalog should contact their chapter.

Standard fee (per-person) for a half-day (0.3 CEUs) course:
\$235 Online Registration

Standard fee (per-person) for a one-day (0.6 CEUs) course:
\$295 Online Registration

Standard fee (per-person) for a two-day (1.2 CEUs) course:
\$550 Online Registration

CONTINUING EDUCATION UNITS (CEUs)



Participants in MEI courses can earn Continuing Education Units (CEUs) needed to satisfy local and state licensing requirements. NECA is an authorized CEU provider and complies with continuing education guidelines and requirements established by the International Association for Continuing Education and Training (IACET). All NECA seminars listed in this catalog offer CEUs. However, we encourage participants to check with their local and state licensing authorities prior to taking an MEI class to determine what, if any, information needs to be provided to the local or state licensing authorities in advance.





THE MANAGEMENT EDUCATION INSTITUTE

The Management Education Institute (MEI) is the principal resource for management development for the National Electrical Contractors Association, its members, and their employees. The Institute provides a professional development curriculum that is both comprehensive in scope and focused on the needs of its training constituency. All NECA members and their employees are eligible to enroll in MEI courses.

THE PURPOSE OF MEI

The purpose of the NECA Management Education Institute (MEI) is to provide cost-effective leading edge educational programs for NECA member firms to maintain and expand their market share in the electrical construction industry. The Management Education Institute provides NECA members and chapters with education and training services focused on the business and project management knowledge and skills required for the success and continuous improvement of the electrical contracting industry in the 21st century. In today's fast-changing business and technical environments, management decisions and strategic thinking must occur at all levels of the company. MEI is here to meet the management development needs of NECA's electrical contracting community.

MEI CONTACTS

Gregory Mankevich, Executive Director

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- MEI program planning
- Curriculum and instructional resources development
- Executive Management Institute
- Continuing Education Units
- Electrical Project Supervision and Line Construction Foreman
- Project Supervision Programs

Jiela Mansouri, MEI Administrative Services Manager

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- Course scheduling and production coordination
- Instructional resources liaison and evaluation
- Program financial accounting
- Assistant to the Executive Director
- Program promotion and public relations

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- Course registration and fees processing
- Course materials and logistics
- Student records
- Online coordination



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