



PROJECT MANAGER LEADERSHIP SERIES (PML)

Leah Gutmann



Mechanical Contractors Association of America, Inc.

1385 Piccard Drive Rockville MD 20850 T 301 869 5800 F 301 990 9690 MCAA.ORG



Project Manager Leadership Series (PML)

The Mechanical Industry's best Project Managers focus on skills that go beyond budgets and schedules. Top tier Project Managers know that our industry is people driven.

PML 100: 4 hours

Core Leadership Skills for the Project Manager

- Analyze the difference between being a manager and a leader.
- Discover what it means to be a situational leader and learn how to match the right leadership approach with individual skill levels.
- Apply core leadership principles and know what it means to lead "above the line."

PML 101: 4 hours

Leveraging Strengths to Achieve Your Goals

- Learn how to set actionable and achievable goals that are motivating and drive performance.
- Own your individual strengths and apply them strategically to achieve your goals.
- Know how to leverage the strengths of those around to you accomplish team and project goals.
- Required Strengths Finders Assessment

PML 102: 4 hours

Keys to Communication as a Project Manager

- Identify critical stakeholders and understand that they often go beyond the project.
- Learn to ask great questions in order to achieve great results.
- Know your communication style and leverage your natural style to increase personal performance.
- Required DISC Assessment

PML 103: 4 hours

Project Management the EQ Way

- Understand that emotional intelligence is the foundation to success in all other leadership areas.
- Identify and discuss the five emotional intelligence skills.
- Apply individualized strategies to increase emotional intelligence and build better relationships.
- Required Emotional Intelligence Assessment

PML 104: 4 hours

Conflict Management

- Embrace conflict as an opportunity to get better results.
- Improve trust skills in order to better manage conflict situations.
- Implement a process to drive one-on-one conflict conversations to positive outcomes.
- Become accountable for handling conflict situations with respect for ourselves and others.

PML 105: 4 hours

The Critical Project Decision Maker

- Apply critical thinking strategies to improve the quality of decisions.
- Know what drives us to make poor decisions.
- Practice a variety of decision-making tools to solve problems objectively and strategically.

PML 106: 4 hours

Successful Project Teams

- Learn your team style approach and identify when it works well for you and when it may be a barrier to success.
- Know what it means to be an Ideal Team Player.
- Gain input and buy-in from team members to make better team decisions.
- Align project teams to agreed-upon goals and project objectives.

PML 107: 4 hours

Change Management: How to get Change to Stick

- Discuss why change is so difficult to implement effectively.
- Learn a model for change and be able to apply steps ensure success and sustainability.
- Drive motivation and know how to have critical conversations around change.
- Measure implementation success and be able to modify and flex your approach as needed.



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PML 108: 4 hours

Managing Key Stakeholder Relationships

- Identify and categorize important relationships vital to individual and organizational success.
- Learn how to build trust and improve communication in key relationships.
- Learn to listen and solve problems important to critical stakeholders.
- Be able to take steps to build back a broken relationship.
- Know when a relationship is no longer the best investment of your energy and time.

PML 109: 4 hours

Presentation Skill

- Learn to communicate your thoughts and ideas clearly and confidently in any situation.
- Project review meetings
- Team meetings
- Project Interviews
- Practice impromptu speaking in a safe environment and get feedback from peers.
- Conduct effective team meetings.
- Communicate your expertise so that others will listen and understand.

PML 110: 4 hours

1:1 Coaching Option

Select four or more topics to create a series and add individual coaching sessions.

- Set Goals.
- Establish focus improvement areas.
- Create an action plan.
- Follow-up on implementation.



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**About the Instructor:**

Leah Gutmann, owner of First Forward Consulting, LLC, specializes in a wide variety of training, program development, and consulting services. Leah is certified to deliver training on a wide variety of leadership and financial topics with a focus on the direct application of skills and abilities unique to the mechanical construction

industry. She has over 12 years of experience in the design, implementation and facilitation of educational programs, classes and seminars.

Her 20-year career as a CFO and Finance Manager in the mechanical construction industry has given Leah the unique ability to offer training and consulting from a hands-on, in the trenches perspective. Leah currently sits on the Board of Education for the Mechanical Contractors Association of Western Washington (MCAWW) where she offers her expertise on specific industry training needs and cutting-edge trends. She has been an integral part of building complete educational programs and specialized industry classes from the inception phase all the way through delivery. In addition to the MCAWW, a few of Leah's clients include Microsoft, the MCA of Kansas City, the Colorado Association of Mechanical and Plumbing Contractors, MacDonald-Miller Facility Solutions, The Seattle Pipe Trades, Hermanson Company, Dawson Construction, Colorado UA Local 58, and Lexington Plumbing. Being at the forefront in Instructor Training and Design, Leah has helped her clients create and deliver training that is engaging, relevant and impactful to their organizations. She is able to leverage client expertise on any technical or leadership topic and develop content that the instructor is motivated and confident to deliver to their employee groups.

Contact Information:

Contact Leah at **425-985-1787** or lgutmann@firstforward.biz.

To Schedule a Course:

1. Visit mcaa.org/initiatives/nei
2. Find the seminar/course you want to schedule.
3. Click "SCHEDULE A COURSE".
4. Fill out the form and select the specific course you are interested in.

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MCAA will bring lifelong learning directly to you! The National Education Initiative Seminars are our best MCAA/MSCA programs—brought to your local association or even your company. Our goal is to provide ongoing and advanced education and training in support of individual and association growth across the mechanical contracting industry. We offer standard and custom-designed classes exclusively for your association or company's unique needs and challenges. If you need training quickly or have a large group, we are here to help!