



## **Project Management for Electrical and Mechanical**

Date: April 8 – 15, 2010

Venue: Banff Centre, Banff, AB

This course, developed by electrical and mechanical contractors and Purdue University faculty in Indiana, is designed specifically to meet the needs of electrical and mechanical contractors.

Owners, project managers, estimators, superintendents and any employee involved in managing projects will receive an in depth look at how to successfully execute all aspects of electrical and mechanical projects. Class content specifically focuses on real examples and case studies provided by contractors in both trades.

Participants will obtain management tools that will help improve productivity, profitability, increase quality and customer satisfaction.

### Course content includes:

|  |                                  |
|--|----------------------------------|
| Budgeting                              | Team Building                    |
| Profitability in planning & scheduling | Project turnover                 |
| Labour costs                           | Estimating                       |
| Technology and profit                  | Effective project correspondence |
| Negotiation strategies and Techniques  | Materials management             |
| Managing vendors and subcontractors    | And much more...                 |

Recommended pre-requisites: Principles of Health & Safety Management and Leadership for Safety Excellence.

Gold seal accredited for 10 points.

Fees: Merit Members \$3,300 incl gst, Non-members \$4,500 incl gst.

Fees include instruction, course materials, meals, accommodation and certificates and are due in full at time of application.

A course schedule and other pertinent information will be sent at a later date.

Enroll online at [www.meritalberta.com](http://www.meritalberta.com) go to training, calendar, April courses, or contact Tracey Rose @ 780-455-5999, 1-888-816-9991 for a registration form.



## Project Management – Electrical/Mechanical

### Registration Form April 8 – 15, 2010 - Banff, AB

*Please use one form per registrant (duplicate if necessary)*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Title: ( ) \_\_\_\_\_ Yrs in Position: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Company Fax: \_\_\_\_\_

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#### **Please remit:**

\$3,300.00 (includes GST) member  Cheque  Invoice (members only)

\$4,500.00 (includes GST) non-member  M/C  VISA

Mastercard/Visa Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

**Fees due at time of registration.** Cheques should be made payable to Merit Contractors Association. Places are guaranteed once payment has been processed.

- **CANCELLATIONS: 60 days prior to April 8, 2009 75% refund  
30 days prior to April 8, 2009 50% refund  
15 days prior to April 8, 2009 No refund**

***Please return registration form by mail or fax to:***  
**Merit Contractors Association**  
**103, 13025 St Albert Trail, Edmonton, AB T5L 5H4**  
**Fax: (780) 455-2109**

**Merit Contractors Association reserves the right to cancel programs with low enrolment up to five days prior to start date.**



### **Kirk Alter - Instructor**

Kirk Alter, Associate Professor in Purdue University's Department of Building Construction Management (BCM) and president of Fast Management, Inc., has been a full-time participant in the mechanical & electrical construction industries since the early 1970s. His career path includes working as an apprentice, journeyman, foreman, superintendent, estimator, project manager, designer, operations manager, vice president, and owner.

The past fifteen years Professor Alter has been teaching electrical and mechanical courses which he helped develop into unique specialization programs within Purdue's BCM curricula. Upon graduation his students work for ABC electrical and mechanical contractors, and for ABC general contractors as MEP coordinators. He has won many departmental, college, and national teaching awards since he left industry to pursue his passion for teaching.

Professor Alter was instrumental in developing the ABC Electrical and ABC Mechanical Project Management Programs that have been held at Purdue University now for more than eleven years. He is the program coordinator and primary instructor for those programs.

He has been an active participant in the annual ABC Mechanical Electrical Education Conference, last year collaborating with ABC to produce a very successful educational CD available to members. He is active teaching and consulting with ABC firms and chapters throughout the country on a regular basis.

He brings a uniquely well-rounded perspective to the training & education he offers, and always delivers on his promise to provide tangible tools and skills to help improve the profitability and productivity of program participants and their firms.