

Inside:

- 2024 Meets Update
- Stay on Top of Safety
- 5 things to be a better leader

2023

Meeting Dates

December –
No Meetings

2024

January 11th
Board Meeting Only
Preparing Meeting
Topics

February 8th
Board Meeting &
General Meeting
Topic: TBD
Meeting Place: TBD

ACCWPA
Air Conditioning Contractors Western Pennsylvania

The mission of the Air Conditioning Contractors of Western PA is to assist its members in managing their companies more efficiently, therefore becoming more profitable, together with increasing their exposure and credibility within the community.



ACCWPA WISHES YOU...



Merry Christmas

& HAPPY NEW YEAR



Coming soon -
2024 General Meeting Topics!

Staying on top of SAFETY at your Workplace – Federated Insurance

Without functional equipment or a clean, organized workplace, the risk for injuries and losses can increase. At the end of the day, **maintaining your tools and equipment**, along with tackling regular housekeeping, can help in the following areas by:

Equipment Maintenance:

- Increasing profits
- Enhancing employee safety
- Reducing the risk of accidents, especially fires
- Increasing product quality and customer satisfaction
- Avoiding regulatory issues and financial penalties
- Improving energy efficiency, helping to lower operational costs
- Extending equipment lifespan, saving replacement costs
- Reducing downtime and production disruptions

Housekeeping:

- Increasing efficiencies
- Increasing profits
- Reducing Experience Modification (Ex Mod) costs (used by insurers to describe both past injuries and future risks)
- Helping to prevent accidents and injuries
- Reducing fire hazards and claims risks
- Creating a safe and efficient work environment
- Minimizing potential pest infestations and damage
- Enhancing employee morale and productivity
- Improving the company's image and reputation

Federated® clients who are interested in learning more about these important topics can check out **mySHIELD®** for sample checklists, safety manuals, guides, and other resources. **Reach out to your local marketing representative** for additional information.

This article is for general information and risk prevention only and should not be considered legal or other expert advice. The recommendations herein may help reduce, but are not guaranteed to eliminate, any or all risk of loss. Examples shown are for illustrative purposes only. The information herein may be subject to, and is not a substitute for, any laws or regulations that may apply. Qualified counsel should be sought with questions specific to your circumstances. ©2023 Federated Mutual Insurance Company.

ACCWPA Corner



*Integrity is the
essence of
everything
successful.*

**PEACE, LOVE
and JOY
thru out 2023!**

**SmartWords
One Kind
Word can
change
someone's
entire day!**

Inspiration

**Work
HARD
Dream
BIG
Never
GIVE UP**



**Not a Contractor or Associate member?
We'd love to serve you, too.**

For additional information visit

www.accwpa.org

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Additional reasons for membership are:

- Company membership applies to all employees of your firm.
- **NEW!! Contractors Free Associate Membership in Service RoundTable!!**
- Networking!!!
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- Monthly newsletters and email communications filled with industry information and updates.
- Insurance for member's company discount.
- Social Outings that everyone can participate
- And much more to come!



Join today!

ACCWPA is the Professional Alliance designed exclusively for today's HVAC/R Contractor!

2023

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5 Things that will make you a better Leader!

By Suzi McAlpine

You don't need lots of time to practice good leadership. In fact, there are a number of super effective leadership practices that take less than five minutes. You might think that if something takes so little time, surely it can't have a super big impact. Not true. Practiced consistently, these speedy leadership initiatives pack a big punch when it comes to improved engagement, productivity, and the general performance of teams.

In short, they're quick wins to help you lead your team better. And at this time of year, who's not for that?

Here are five examples:

Give someone some positive feedback. Write, say, text or email a short note to a direct report, thanking them or giving them positive feedback on something they did. Be sure to make it specific. "Good job on the project workshop yesterday" is ok. But "Thanks for the way you planned and led the workshop yesterday. You really put lots of effort into the facilitation techniques and pre work and I could see everyone was really engaged as a result" is way better. Remember the SBI method of giving feedback -- outlining the situation you saw, the behaviour they did, and the impact that had -- is useful whether you're giving positive or redirectional feedback.

Acknowledge and support your team when it's tough going. If it's a turbulent and challenging time for your team or you're in the midst of rough waters, take some time during your next team meeting to acknowledge that and let them know you're in it with them. Thank them for their ongoing efforts, resilience or persistence when faced with headwinds. It can be something as simple as, "I know it's been really tough over the last few months because of [insert challenges] and it may feel like [insert metaphor] So I wanted to let you know I see the hard work/resilience/persistence etc you're all putting in and I'm with you/sharing in this experience. I really wanted you to know how much I appreciate it etc." The relationship between a direct report and their manager plays a huge role when it comes to burnout too. The 2020 Cogo Workplace Wellbeing Survey found that those who feel that their direct manager genuinely cares about their mental wellbeing were less likely to show signs of exhaustion, isolation and lack of engagement. Importantly, they are also less likely to leave because of stress.

Identify your top three priorities for tomorrow. It sounds simple, but getting clear on your maximum three 'must do's' for your next day can help you prioritise the important, not just the urgent. Write down your three must do's for the next day before you shut up shop. And hold yourself to no more than three! (No sneaking ten items of importance onto your list -- this means you're no longer prioritising effectively!) Then, if possible, schedule those three things for as early in the day as possible.

Get clear on key messages from your next leadership meeting. At the end of your next leadership meeting where you're a participant, practice cascading communication. This is a great leadership team practice from Patrick Lencioni and it goes like this. At the end of every meeting, a team should explicitly review the key decisions made and agree on what needs to be communicated to employees or the teams led by the participants in the meeting.

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Misc. Info

Every Job is a
**SELF-
PORTRAIT**
Of the Person
who does it.
Autograph your
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with
Excellence!

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Air Conditioning Contractors Western Pennsylvania



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will continue to be your local industry partner,
as we have been since 1950.

Annual Membership Brings You the Following Benefits:

- Networking events
- Discounts on seminar
- Current info from local suppliers
- Legislative efforts
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- Technical training courses
- Apprenticeship program
State recognized
- Monthly newsletter
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changes within the industry
- Insurance for member's company discount
- Code enforcement updates
- ACCWPA Apprenticeship School
- Voice for the local contractors
- Golf Outing
- Education opportunities for your technicians
office staff
- Advocacy agenda promote contractor interest.
- Labor and HR legal advice before utilities
- Helping members to stay ahead of the curve
- 8 Monthly informative meetings



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In it, you ask:

- What three things would we tell people in the response to the question "so, how was the meeting?"
 - Is there anything we believe should *not* be shared?
 - What 3-5 items will we share with our teams?
5. **Connect and listen.** The next time you have a conversation with a direct report or colleague, ask them "how are you going today?" before jumping into task mode. Listen actively – with all your senses – to the answer, not interrupting or trying to fix anything. Just be fully present to the person as they answer. This feels like non-doing (uncomfortable probably) and excruciatingly simple (too good to be true perhaps) – but you'd be surprised at the power that lies in 4-5 minutes of active listening – for them and for you.

We often think that leadership is 'on top of' our day-to-day job. But, as a manager, this IS your job. It's not good enough to lament that "I just don't have time to do that leadership stuff".

Even five-minute actions like those I've listed above can be done when you're super busy.

So, this week, as well as reading this blog (which also took you less than 5 minutes, I suspect) do yourself and your team a favour and implement one or all of these ideas. I'd love to hear how you get on.

The post 5 things that take 5 minutes and will make you a better leader. first appeared on Suzi McAlpine | The Art of Leadership – Suzi McAlpine

Upcoming Meetings!

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Board Meeting
Preparing Meeting Topics

February 8th 2024

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Topic: TBD
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**Work Hard in
Silence,
Let Success
make the
Noise!**

Make Today Amazing



October 10th TRAP SHOOT!

Great weather – Loads of FUN – 3 Winners



**First Place
Justin Pichora**



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Rob Champe**



**Third Place
Bob Pelles**



2024

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Happy Holidays Everyone!!!!



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ACCWPA is the Professional Alliance designed exclusively for today's HVAC/R Contractor!

Membership Advantages:

Networking with other contractors. This source of information is invaluable in handling problems within your own company. ACCWPA members help fellow members to be successful!



ACCWPA distributes ACCWPA Newsletters monthly to members and selected non-members, so that all those in the HVAC/R industry can keep informed of issues regarding our trade, and Chapter activities. We hope the non-members will see this newsletter as an example of the quality services that ACCWPA provide.

Contributions or suggestions can be emailed to pforker@accwpa.org

ACCWPA is proud to be a Service Roundtable Affiliate Associate.



ACCWPA Upcoming Events

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February 8th 2024

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Air Conditioning Contractors Western Pennsylvania



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pforker@accwpa.org

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