POSITION-BASED E-LEARNING TRACKS

TAKing THE GUESSWORK OUT OF TRAINING

With so many course options available, finding the perfect training for your team can be an overwhelming task – but not anymore! HARDI’s Position-Based E-Learning Tracks are an exciting option built to save you time and money.

HOW IT WORKS

HARDI’s Talent Team worked with its members to create position-based e-learning course bundles called tracks, which will change the way you think about e-learning. Looking to train your outside sales team? Enroll them in the Outside Sales track, which contains coursework on key account selling, negotiation skills, communication and time management. What about your Purchasing Manager? You’re just a few minutes away from expert training on evaluating supplier performance, managing supplier relationships, finding sources of supply, leadership skills and more.

Each track is composed of position-specific courses that increase from foundational knowledge to more advanced concepts, and contain a minimum of 20 credit hours of e-learning, with one set price per track, per learner.

Whether you are looking to train one employee or twenty, this is the most cost-effective e-learning solution ever offered by HARDI. Don’t wait to get started.
# TABLE OF CONTENTS

## POSITION-BASED TRACKS

<table>
<thead>
<tr>
<th>Track</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales &amp; Service</td>
<td>5</td>
</tr>
<tr>
<td>Purchasing</td>
<td>7</td>
</tr>
<tr>
<td>Marketing</td>
<td>9</td>
</tr>
<tr>
<td>Warehouse Operations &amp; Safety</td>
<td>11</td>
</tr>
<tr>
<td>Human Resources</td>
<td>13</td>
</tr>
<tr>
<td>Leadership &amp; Management</td>
<td>15</td>
</tr>
</tbody>
</table>

## ADDITIONAL INDUSTRY EDUCATION

<table>
<thead>
<tr>
<th>Education</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply Chain Management</td>
<td>19</td>
</tr>
<tr>
<td>HVACR Training</td>
<td>21</td>
</tr>
<tr>
<td>Hardi’s Independent Study Curriculum</td>
<td>23</td>
</tr>
<tr>
<td>Conference in a Course</td>
<td>26</td>
</tr>
</tbody>
</table>
HEAT.U
Your #1 resource for professional development and HVACR training.

HEAT.U is your #1 resource for professional development. As a HARDI member, you have access to a full featured LMS (Learning Management System) and discounted pricing on thousands of courses, from technical HVACR training all the way down to a refresher course on Excel. With 24/7 on-demand content, your team will never be without the support they need to give your company a competitive advantage.

Take a look around and, if you have any questions on how HARDI’s Talent Team can assist in your training initiatives, please don’t hesitate to contact us. We look forward to working with you.

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ABOUT HEAT.U

WHAT IS HEAT.U?
HARDI’s Education and Training University is an online learning platform providing thousands of courses carefully selected to fulfill the educational and professional development needs of any HARDI HVACR wholesale operation, as well as many employees within the HARDI supplier, service vendor and other membership categories.

HOW IS HEAT.U DIFFERENT FROM TAKING A COURSE AT A LOCAL INSTITUTION?
Research has demonstrated that a well-designed and properly executed e-learning program provides equal, if not better, results as a traditional training program would, but at a much lower cost.

WHAT COURSES ARE AVAILABLE ON HEAT.U?
HEAT.U’s vast capabilities provide a value-add for human resources and training professionals responsible for managing employee training records within a member’s organization.

HEAT.U features thousands of e-learning titles, spanning a range of topics including:

- Sales & Service
- Purchasing
- Marketing
- Leadership & Management
- Warehouse Operations
- Human Resources
- HVACR
- Supply Chain Management
- Personal Productivity
- Microsoft Office/Adobe CC

HOW MUCH DO COURSES COST ON HEAT.U?
There is no fee to access HEAT.U. Members are required to pay only for the courses they select. The courses are priced by the credit hour(s) spent learning and average between $25 and $50 per credit hour when purchased individually.

HOW DO I SIGN UP FOR COURSES ON HEAT.U?
Signing up and taking courses is easy! Everything needed is all in one place and can be accessed by visiting the Talent tab at www.HARDInet.org and clicking “More Info” under HEAT.U.

BENEFITS OF USING HEAT.U
HEAT.U comes complete with an administration tool used to maintain training records. Human Resource and Training Managers are able to assign courses to employees, launch the courses and, most importantly, track and report learning outcomes. If an organization needs to know the number of courses completed per employee, or the test scores of every employee taking one course, HEAT.U offers dozens of reports designed to assist the member company and enhance its education and professional development training records.
Sales and service are key functions to every business. Whether you are behind the counter or on the road, the importance of a sales team firing on all cylinders cannot be overstated. HARDI’s Sales & Service coursework will equip your team with the knowledge they need to develop a customer-focused sales approach, manage their time effectively, and grow your company’s pipeline.

“"In my 17-year sales career these modules have proven to be the best training I’ve been privileged to take thus far. There is not a day that goes by where I don’t find myself using something I’ve learned from HEAT.U.

-Donnie Smith, Outside Sales Rep, ACR Supply Co."
SALES & SERVICE

OUTSIDE SALES TRACK, 27 CEs

- Introduction to Sales
- Preparing for Successful Sales
- Working within the Sales Culture of Your Organization
- Strategic Sales Planning
- Developing a Customer-focused Sales Approach
- Key Account Selling Video Training Package
- Time Management Tune-Up Series
- Negotiation Skills for Sales Professionals: Preparing to Negotiate
- Negotiation Skills for Sales Professionals: Reaching Agreement
- Negotiation Skills for Sales Professionals: Value Exchange
- Interpersonal Communication: Listening Essentials
- Interpersonal Communication: Targeting Your Message
- Interpersonal Communication: Communicating with Confidence
- Interpersonal Communication: Being Approachable
- Essential Selling Skills: Closing the Sale
- Essential Selling Skills: Mastering Cold Calling
- Essential Selling Skills: Qualifying Sales Prospects
- Solution Selling: Creating New Opportunities
- Solution Selling: Mastering the Essentials
- Solution Selling: Meeting an Active Need
- Succeeding in Account Management
- Customer Service Series

COUNTER/INSIDE SALES TRACK, 30 CEs

- Customer Service Confrontation and Conflict
- Customer Service Series
- Using Customer Knowledge to Advance Sales
- Interpersonal Communication: Listening Essentials
- Interpersonal Communication: Targeting Your Message
- Interpersonal Communication: Communicating with Confidence
- Interpersonal Communication: Being Approachable
- Working Well with Everyone
- Emotional Intelligence
- Finance for Non-Financial Employees Series
- Conflict Resolution Series
- Sales Support Roles for Better Customer Interaction
- Customer Advocacy: Enhancing the Customer Experience
- Negotiating Series
- Key Account Selling Video Training
- Time Management Tune-up Series
- DOT Hazardous Materials Series
- Selling at a Distance Series
- HAZWOPER Fire Prevention, Heat Stress and Safety Orientation
- Business Math

TRACK PRICING:

<table>
<thead>
<tr>
<th>Enrollment Range</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-9</td>
<td>$250</td>
</tr>
<tr>
<td>10+</td>
<td>$225</td>
</tr>
</tbody>
</table>

*Any combination of tracks will receive price break.
HARDI’s Purchasing coursework will help you ensure that your company is getting the best value and service from your suppliers. Learn how to develop supplier evaluation criteria and use tools designed to conduct a comprehensive and objective evaluation of supplier performance. Once you make your selection, learn how to effectively negotiate and familiarize yourself with common types of contracts that are used to meet different purchase requirements.

In 2015 Hercules Industries implemented our own Employee Development and Training Department. Building a training department and writing associated curriculum from scratch would have taken a long time, delaying employee enrollment. HARDI allows Hercules to start employees (30 enrollments in 2015) on sales and industry training with HARDI’s Counter Certification Program and ISC workbooks. HARDI courses give Hercules employees the ability to increase their industry knowledge today, as Hercules specific training is developed for the future. Thanks to HARDI for such a complete training program, and your professional and prompt response when questions arise.

-Roy Plumisto, Training and Employee Development Manager, Hercules Industries
PURCHASING

PURCHASING AGENT TRACK, 22.5 CE s

- Purchasing: Finding Sources of Supply
- Evaluating Supplier Performance and Managing Supplier Relationships
- Fundamentals of Purchasing and Vendor Management
- Selecting Suppliers and Administering Contracts
- Developing the Capacity to Think Strategically
- Developing the Strategic Thinking Skill of Seeing the Big Picture
- Interpersonal Communication: Communicating with Confidence
- Interpersonal Communication: Listening Essentials
- Interpersonal Communication: Targeting Your Message
- Negotiation Essentials: Avoiding Pitfalls in Negotiations
- Negotiation Essentials: Communicating
- Negotiation Essentials: Persuading
- Negotiation Essentials: Planning for Negotiation
- Vendor Negotiations: Choosing the Best Approach
- Thinking Like a CFO: Making Financial Decisions
- Thinking Like a CFO: Managing Risk
- Thinking Like a CFO: Mind-set and Financial Priorities
- Thinking Like a CFO: Preparing and Presenting a Business Case
- Being an Effective Team Member
- Effective Team Communication
- Finance for Non-Financial Employees Series
- Time Management Tune-Up Series

Don’t miss this excellent professional development opportunity!

HARDI’s Supply Chain Excellence Focus Conference provides critical information for the purchasing professionals in HARDI’s membership to best leverage their ability to anticipate market trends, invest in inventory through real-world scenarios.

This is the Focus Conference of choice for distributors who want to achieve the optimum out of their vendors and employees.

Head to hardinet.org for more information.

TRACK PRICING:

- 1-9 enrollments: $250 each
- 10+ enrollments: $225 each*

*Any combination of tracks will receive price break.
MARKETING

How does your branding tie into your company’s strategy? What kind of social media presence do you have? Marketing is constantly evolving and now, more than ever, you need to stay ahead of the curve. HARDI’s Marketing coursework will help your marketing team develop a clear brand and focus that branding into the most effective channels to connect with your customers.

“HARDI’s education programs in HEAT.U are an incredible resource. HARDI has saved us hundreds of hours of work by providing extensive, top notch training programs for every level of our business. I personally have completed several counter training modules, the branch manager certification program and several of the new marketing courses. We’ve also had many employees take various courses in HEAT.U and we have experienced amazing results. We plan to continue to use HARDI’s education programs as a key part of our employee development going forward. I highly recommend that HARDI member companies take advantage of this excellent turnkey resource.”

-Lauren Roberts, Vice President, cfm Distributors, Inc.
MARKETING SPECIALIST TRACK, 20.5 CEs

- Marketing Essentials: Intro to Marketing
- Marketing Essentials: Marketing & Ethics
- Marketing Essentials: Place
- Marketing Essentials: Planning & People
- Marketing Essentials: Product & Price
- Marketing Essentials: Promotion
- Competitive Marketing Strategies: Analyzing Competitors
- Competitive Marketing Strategies: Conducting an Internal Analysis
- Competitive Marketing Strategies: Selecting & Implementing Strategies
- Developing a Brand Internally
- Global Brand Management
- Brand Management for Social Media and Wireless Technologies
- Creating Brand Evangelists: Turning Strangers into Friends and Friends into Customers
- Social Media Business Plan
- 10 Mistakes in Marketing
- Sales and Marketing: Two Sides of the Same Coin?
- Building Lasting Customer-brand Relationships
- Different Types of Buyers Calls for Different Calls to Action
- Adobe Photoshop CC Fundamentals
- Adobe InDesign CC Essentials
- Adobe Illustrator CC Fundamentals
- Effective Team Communication
- Writing under Pressure: Preparing for Success
- Writing under Pressure: The Writing Process
- Time Management Tune-Up Series

Don’t miss this excellent professional development opportunity!

Marketing and sales professionals attending HARDI’s Marketing & Sales Optimization Focus Conference learn from joint sessions that help them align their strategies and improve synergy between the departments. Attendees also expand their core skills through concurrent sessions tailored to either marketing or sales. Topics range from leveraging emerging technologies and utilizing various marketing channels to executive sales planning and other sales boosting techniques.

Head to hardinet.org for more information.
Proper safety procedures are often disregarded in favor of methods that will “save time.” But the reality is that there are tremendous benefits to following proper safety procedures, including increased productivity, higher employee satisfaction, and—most notably—fewer injuries. With an emphasis on OSHA compliance, teamwork, time management and communication, HARDI’s Warehouse Operations & Safety coursework will equip your warehouse team with all of the skills necessary to work to their full potential.

Our company strongly believes in continuing education for our employees; we think that we can take better care of our customers and compete with a knowledgeable team.

HARDI Education is a great value, and delivers content that is designed to improve our business knowledge foundationally and with specific skills. We enroll all of our front-line people in some kind of HARDI Education program. The consensus among our folks is that HARDI Education courses have helped them do their job better!

-Matt Kelley, Manager of Training & Development, Geary Pacific Corporation
WAREHOUSE OPERATIONS & SAFETY

WAREHOUSE PERSONNEL TRACK, 22.5 CEs

- Forklift Operation 1: Safety Inspection and Maintenance
- Forklift Operation 2: Stability and Capacity
- Forklift Operation 3: Load Handling
- Forklift Operation 4: Traveling and Maneuvering
- PPE: Body Protection
- PPE: Eye and Face Protection
- PPE: Foot and Leg Protection
- PPE: Hand Protection
- PPE: Head Protection
- Workplace Inspections
- Workplace Safety Orientation
- Workplace Security Awareness
- Time Management Tune-Up Series
- Being an Effective Team Member
- Effective Team Communication
- HAZWOPER Fire Prevention, HEAT Stress and Safety Orientation
- DOT Hazardous Materials Series
- First Aid Series
- Hazardous Material Handling and Storage
- Hazardous Materials in the Workplace
- Heat and Cold Exposure Management (HAZWOPER)
- Ladder Safety
- Powered Industrial Truck Safety
- Slips, Trips, and Falls
- Sprains and Strains
- Warehouse Safety
- OSHA Recordkeeping for Employees and Managers
- Meeting Team Performance Challenges
- Problem Solving, Process, Tools, and Techniques
- Interpersonal Communication: Listening Essentials
- Interpersonal Communication: Targeting Your Message
- Interpersonal Communication: Being Approachable

Looking for additional courses? We have thousands more. Head to hardinet.org for the full course catalog.

TRACK PRICING:

- 1-9 enrollments: $250 each
- 10+ enrollments: $225 each*

*Any combination of tracks will receive price break.
Whether it’s making sure your organization is complying with state and federal regulations or creating and deploying strategies to ensure maximum employee performance, the Human Resources function is critical for any business. HARDI’s Human Resources coursework will equip your human resources team with critical education and skills to perform at their peak.

Our branch managers that participated in the Branch Manager Certification course have loved the training. I measure the success of training by the responses of the recipients and our Branch Managers are clamoring for even more training from this program because they have gotten so much out of the training. The Phase 3 training in Chicago was a motivating reward that provided excellent information and empowered the managers with both knowledge and goals for their branches. The HARDI Branch Manager training program is now required training for all our branch managers and I would highly recommend it to any distributor.

-Michelle Shearer-Rodriguez, President, Shearer Supply, Inc.
HUMAN RESOURCES TRACK, 22.5 CEs

- Sexual Harassment Prevention for Employees
- Workplace Harassment Prevention for Employees
- Workplace Harassment Prevention for Managers
- Bullying and Violence in the Workplace
- Business Ethics
- Code of Conduct Awareness
- EEO and Lawful Hiring
- FMLA Leave and More: An Overview of Legally Protected Leave
- Record Retention
- The AODA: Customer Service and Accessibility Standard
- The AODA: Integrated Accessibility Standards
- Wage and Hour Awareness for Managers
- Wage and Hour for Employees
- A Manager’s Guide to Discipline and Documentation
- A Manager’s Guide to Diversity, Inclusion, and Accommodation
- Conflicts of Interest in the Workplace
- Financial Integrity
- Government Contracting Essentials
- Independent Contractors and Temporary Employees
- Interviewing and Hiring Practices Simulation
- Interviewing: Doing it Right
- Promoting a Substance-free Workplace
- Rightful Employment Termination
- The Internet, Social Media, and Electronic Communication
- Workplace Diversity Awareness Simulation
- HR as Business Partner: From Cost Center to Strategic Partner
- HR as Business Partner: Linking HR Functions with Organizational Goals
- HR as Business Partner: Managing Talent for Organizational Success
- HR as Business Partner: Using Metrics and Designing Strategic Initiatives

TRACK PRICING:

1-9 enrollments: $250 each
10+ enrollments: $225 each*

*Any combination of tracks will receive price break.
Having great leaders is essential to the success of any company – and understanding how successful teams function is essential to being a great leader. HARDI’s Leadership and Management coursework will ensure that your management team is equipped with the skills to build a cohesive team culture, communicate effectively, and take their teams’ performance to the next level.

The [Sales Manager Certification] program taught me key ways to develop and set clear expectations with my reps such as showing them how to define and improve professional sales calls and creating a plan to grow each territory using quantifiable measurements, allocating time efficiently and selling the right products to the right customers.

- Mark Meier, Regional HVAC/R Sales Manager, Meier Supply Co., Inc.
LEADERSHIP & MANAGEMENT

SALES MANAGER TRACK, 31 CEs
- Effective Sales Coaching
- Aligning Your Business Case to Customer Priorities
- Developing a Customer-focused Sales Approach
- Developing Strong Customer Relationships
- Solution Selling: Creating New Opportunities
- Strategic Sales Planning
- Key Account Selling Video Training Package
- Solution Selling: Mastering the Essentials
- Solution Selling: Meeting an Active Need
- Working within the Sales Culture of Your Organization
- Leading Teams: Building Trust and Commitment
- Leading Teams: Dealing with Conflict
- Leading Teams: Developing the Team and its Culture
- Leading Teams: Managing Virtual Teams
- Leading Teams: Motivating and Optimizing Performance
- Leading Teams: Establishing Goals, Roles, and Guidelines
- Leading Teams: Fostering Effective Communication and Collaboration
- A Manager’s Guide Series
- Follow the Leader
- Coaching Your Team to Higher Performance
- Performance Payout Plans
- Interpersonal Communication: Listening Essentials
- Interpersonal Communication: Targeting Your Message
- Interpersonal Communication: Being Approachable
- High Impact Communications
- Customer Service Series
- Negotiation
- Time Management Tune-Up Series

BRANCH MANAGER TRACK, 29 CEs
- Management Essentials: Caring about Your Direct Reports
- Management Essentials: Confronting Difficult Employee Behavior
- Management Essentials: Treating Your Direct Reports Fairly
- Management Essentials: Developing Your Direct Reports
- Management Essentials: Directing Others
- Management Essentials: Managing a Diverse Team
- Coaching Your Team to Higher Performance
- Workplace Conflict: Strategies for Resolving Conflicts
- Communicating Vision
- Motivating Employees
- Leadership Best Practices
- Building Your Influence as a Leader
- A Manager’s Guide Series
- Delegation Essentials: An Introduction to Delegating
- Delegation Essentials: The Delegation Process
- Delegation Essentials: Overcoming Delegation Problems
- Finance for Non-Financial Employees Series
- DOT Hazardous Materials Series
- Workplace Conflict: Recognizing and Responding to Conflict
- Reviewing and Rewarding Performance
- Effective Performance Review
- Teambuilding Series
- Introduction to Sales
- Developing Strong Customer Relationships
- Customer Service Series
- Forklift Safety Series
- HAZWOPER Fire Prevention, HEAT Stress and Safety Orientation
- Time Management Tune-Up Series

TRACK PRICING:

1-9 enrollments: $250 each
10+ enrollments: $225 each*

*Any combination of tracks will receive price break.
Don’t miss this excellent professional development opportunity!

HARDI’s Strategic Leadership & Finance Focus Conference is intended to provide top-level executives with a wealth of knowledge to help their companies excel in our industry. We’ve meticulously designed the content to help guide executive-level decision making throughout the short term and long term. Covering topics from acquisitions and investment strategies to company culture, the Strategic Leadership Focus Conference helps position our industry leaders to maximize their companies’ success.

Head to hardinet.org for more information.
Are you operating at peak efficiency? Optimizing supply chain operations can simultaneously improve margins, reduce operating costs and improve service to your customers. HARDI’s Supply Chain Management courses ensure that you are equipped with the tools necessary to forecast demand, manage inventory, and integrate your operations with marketing and sales functions.
SUPPLY CHAIN MANAGEMENT

OPERATIONS MANAGEMENT, 8 CEhs, $175
- Operations and Supply Chain Management
- Operations Management and the Organization
- Operations Management: Facilities Planning and Management
- Operations Management: Forecasting and Capacity Planning
- Operations Management: Inventory Management
- Operations Management: Management of Quality
- Operations Management: Operations Scheduling
- Operations Management: Product and Service Management

COUNCIL OF SUPPLY CHAIN MANAGEMENT PROFESSIONALS PACKAGE, 12.5 CEhs, $225
- Demand Management
- Financial Fundamentals
- Inventory Management
- Materials Requirements Planning
- Operations Environments
- Performance Measurements
- Physical Distribution Systems - Part I
- Physical Distribution Systems - Part II
- Quality: An Introduction
- Reverse Supply Chain Management
- Sales and Operations Planning
- Supply Chain Risk Mitigation
- Supply Management Master Planning & Capacity
- Management (Parts I & II)

Don’t miss this excellent professional development opportunity!

Supply Chain Excellence Focus Conference attendees advance their supply chain management skills through a series of sessions that emphasize efficient, scalable and profitable operations. Key content applies best practices from various industries to streamline the supplier/distributor transaction and help members best position themselves for growth while mitigating unnecessary cost and risk.

Head to hardinet.org for more information.
HARDI’s HVACR Training is the perfect complement to our position-specific coursework. Utilize these courses to get your team up to speed in all things HVACR.
FUNDAMENTALS OF HVAC SYSTEMS PACKAGE, 24 CEs, $225.00
- Introduction to HVAC Design
- HVAC Systems: An Introduction
- HVAC Systems: Thermal Comfort
- HVAC Systems: Ventilation & IAQ
- HVAC Systems: Introduction to Zones
- HVAC Systems: Single Zone Handlers & Unitary Equipment
- HVAC Systems: Multiples Zone Air Systems
- HVAC Systems: Hydronic Systems

FUNDAMENTALS OF HVAC CONTROLS PACKAGE 24 CEs, $225.00
- HVAC Controls: Introduction to HVAC Control Systems
- HVAC Controls: Basics of Electricity
- HVAC Controls: Control Valves and Dampers
- HVAC Controls: Sensors and Auxiliary Devices
- HVAC Controls: Self- and System Powered Controls
- HVAC Controls: Electric Controls
- HVAC Controls: Pneumatic Controls
- HVAC Controls: Analog Electronic Controls

AIR CONDITIONING FUNDAMENTALS PACKAGE, 20 CEs, $225.00
- Introduction to Basic System Operation
- Basic Structure of Matter
- Heat Energy
- Gas Laws I
- Gas Laws II
- Pressure-Temperature Relationships
- Compression Cycle I
- Compression Cycle II
- Refrigerant Tables
- Refrigerant Properties

ELECTRICITY FOR HVAC TECHNICIAN PACKAGE, 36 CEs, $225.00
- Terminology and Units of Measurement
- Electronics—History and Concepts
- Series Circuits, Parallel Circuits, and Power
- Magnetism and Transformers
- Magnetic Attraction, Repulsion, and Shielding
- Transformers
- Relays, Contractors and Starters
- Fundamentals of Alternating Current
- Alternating Current: Reactance, Impedance & Power Factor
- Circuit Protection Devices: Fuses
- Circuit Protection: Circuit Breakers & Overload Protection
- Understanding Electrical Schematics
HARDI’S INDEPENDENT STUDY CURRICULUM

These courses are a perfect way to equip your non-technical workforce, such as counter or warehouse personnel, with enough of a technical background to allow them to work smarter and serve your customers better. Since these courses are available outside the confines of a physical classroom, they can be studied any time, any where.

COURSE OFFERINGS

**Electrical: Practical Concepts** – Covers basic electrical circuits and Ohm’s law. Recommended for anyone who has had no formal training in electrical concepts. Includes a workbook on constructing residential ladder (elementary) wiring diagrams.
2.0 CEUs | $60 per student

**Counter Sales & Service** – Overall objective of this distance learning course is to explain the non-technical duties and basic responsibilities of a heating-cooling-refrigeration wholesale counter sales person.
2.5 CEUs | $60 per student

**Controls: Principles** – Learn how controls work and how to troubleshoot heating and cooling control problems. Fundamental knowledge of electricity assumed, and a first chapter review provided.
3.0 CEUs | $60 per student

**Small HVAC Systems: Installations** – Provides background information on most common installation requirements for small heating and single-phase air-conditioning systems.
2.0 CEUs | $60 per student

**Small HVAC Systems: Servicing** – A follow-up course to installing. Covers diagnosing poor performance, furnace checkout, fundamentals of evacuation and dehydration, refrigerant recovery, motors, checking & replacing compressors, serving cooling towers, the ‘psyche’ chart, solving specific problems and safety.
2.0 CEUs | $60 per student

**Modern Hydronic Heating: Introduction** – Comfort principles, heat loss calculations, and system components - boilers, pumps, terminal units – are covered.
2.5 CEUs | $60 per student

**Modern Hydronic Heating: Advanced** – A follow up course in pipe layout & sizing, installation & service. One-pipe, through two-zone systems covered.
2.5 CEUs | $60 per student

**Commercial Refrigeration** – Servicing equipment found in supermarkets, convenience stores and restaurants. Starts with The Basic Refrigeration Cycle workbook (included) plus text and study guide.
3.0 CEUs | $60 per student

**Wholesaling 101 for HVACR Distributor Personnel** – This course introduces all the key facets of HVACR wholesale distribution - from marketing to business ethics.
2.5 CEUs | $60 per student

**Materials Handling: Fundamentals** – The object of this course is to provide a materials handler with an overview of equipment, safety procedures, shipping and receiving practices and the importance of the job to the overall company.
2.5 CEUs | $60 per student
NEW TO HARDI’S INDEPENDENT STUDY CURRICULUM

HARDI partnered with the HVAC training professionals at Real World HVAC to offer six training modules that aim to provide additional value to your non-technical workforce in terms of understanding HVAC technology more thoroughly, and in a manner that allows them to provide high-level technical support associated with equipment and component sales. These brand-new courses are now part of HARDI’s Independent Study Curriculum!

OVERVIEW OF COMFORT AND HOW THAT RELATES TO MANUALS J, S, D AND THE QI INITIATIVE | 11.5 CEs | $60
- Defining Comfort
- Manual J – Load Calculations Basics
- Manual S – Equipment Selection Process
- Manual D – Duct Design Overview
- Manual T – Air Distribution and Air Terminal Device Performance and Selection
- ANSI/ACCA 5QI and 9QI - Quality Installation Specification and Protocol

BUILDING SCIENCE | 5CEs | $60
- Introduction to Building Science
- Why Energy Efficiency Is So Important Today
- Home Construction Standards and Techniques
- Structural and Mechanical System Compatibility
- Evaluating the Thermal Enclosure, Water Management and HVAC Systems Within the Home
- Indoor Air Quality (IAQ) And Volatile Organic Compounds (VOCs) & Health Risks
- Radon Sources, Health Risks and Mitigation Techniques
- Controlling and Managing IAQ
- Filtration Standards and Options
- Humidification and Dehumidification Standards
- Home Moisture and HVAC Impact
- Liquid Moisture Movement
- Moisture Vapor Movement
- Capillary Moisture Movement
- Home Air Pressure Forces
- Air Leakage Sources
- Stack Effect
- Wind Pressure
- Air Distribution and System Ventilation Pressures
- Where and Why Homes Leak
- How Home Construction Quality Impacts HVAC Diagnostics
- Overview of Ventilation Systems and Compliance with ASHRAE Standard 62.2 - 2013
- Exhaust-Only Systems
- Supply-Only Systems
- Balanced Systems (ERVs and HRVs)
- Control Strategies
- Continuous and Intermittent Operation
- Calculating Ventilation Requirements

AIR DISTRIBUTION | 5.5 CEs | $60
- Air Distribution Terminology
- Air-Side Formulas and “Standard Air”
- Air Duct Static, Velocity and Total Pressure
- Air Testing and Diagnostic Tools and Limitations
- How to Use Duct Friction Chart and Air Duct Calculators as Diagnostic Tools
- Fan Capacity and Operating Characteristics & Performance
- Performance Impact of Secondary Components and Air-Side Devices
- Filters
- Duct Geometry and Aerodynamics of Air Flow
- Dealing with Air Distribution System Noise
- Home Structural Systems Impact on Supply and Return Air Flow
- Duct System Types and Options
- Air Terminal Devices, Air Patterns and Performance Data
- Duct Sealing and Duct Leakage Testing
- Duct System Operating Characteristics and Performance
- Why Duct Systems Fail
- Duct Leakage Impacts on Load and Performance
- Defining CFM Requirements
- Ways to Measure Air Flow
- ANSI/ACCA 5 QI Standards for Duct Systems

AIR CONDITIONING | 7 CEs | $60
- Energy Efficiency and Controlling Future Energy Costs
- Analysis of the Refrigerant Cycle and All AC System Components
- Filters
- Latent and Sensible Heat Exchange
- Simplifying Superheat and Subcooling
- Performance and Efficiency Impact of Selecting and Installing AHRI Matched Systems
- Diagnostic Reference Points for Peak Performance
- AC Capacity and Performance Testing
- Overview of the AC Capacity and Performance Verification Process.
- Pre-Verification System Inspection
- In-Depth Review of the Total Heat Capacity Formula
- Standard Air and Altitude Adjustment Impact on Air Flow and Equipment
- Target and Actual Superheat and Subcooling Measurement and Adjustment
- Enthalpy (Total Heat) Conversion and Equipment Capacity Calculations
- ANSI/ACCA 5 QI Standards for AC Systems
GAS FURNACES | 7.5 CEₜₜ | $60
- Basic Combustion Overview
- Efficiency
- Fuels
- Air Requirements
- Combustion Byproducts
- Ignition Systems
- Ventilation and CO Testing
- Venting Categories
- CO Background, Thresholds and Combustion Testing
- Sequence of Events
- Natural Draft
- Induced Draft
- Sealed Combustion
- Furnace Inspection Process
- Filters
- Burners
- Gas Pressure
- Heat Exchangers
- Fans
- Electrical Inspection
- Safety Controls
- System Control Devises
- Electrical Phasing and Polarization Requirements
- Flame Rectification Process
- Troubleshooting
- Fall Start-Up and Performance Testing
- Airflow Analysis
- Furnace and System Temperature Rise
- Capacity Calculations
- ANSI/ACCA 5 QI: Standards for Furnace Systems

HEAT PUMPS | 8 CEₜₜ | $60
- Heat Pump Options
- Matched Systems and AHRI
- Heat Pump Balance Point - Thermal and Economic
- Performance Data as a Diagnostic Tool
- Impact of Future Code and Regulation
- Heat Pump-Specific Components and Controls
- Metering Devices
- Check Valves
- Reversing Valves
- Accumulators
- Defrost Controls Options
- Understanding Heat Pump Refrigerant Circuits
- Sequence of Operation
- Refrigerant Physics and Performance - Sensible and Latent Heat Transfer
- System Inspection - External Influences
- Psychrometrics – Overview of Air Properties
- Superheat & Subcooling as Performance & Diagnostic Tools
- Performance Analysis
- Equipment Performance Measurement
- System Performance Measurement
- Enthalpy Analysis for Cooling
- Sensible Analysis for Heating
- ANSI/ACCA 5 QI: Standards for Heat Pump Systems
CONFERENCE IN A COURSE
Did you look at our Focus Conference lineup this past year and couldn’t attend because of a calendar conflict? Or maybe you’re still on the fence on believing in the value a HARDI Focus Conference can bring to you or your business? Introducing the Conference In A Course Series by HARDI Talent. Through this brand new service, you can access some of the content you missed from past Focus Conferences:

SUPPLY CHAIN EXCELLENCE COURSE
Sessions included:
• Jim Tompkins “The ABC’S of the Impact of Digital Disruptions to Distributors’ Supply Chains”
• Randy Maclean “Analytics & Metrics for Supply Chain & Operations”
• Shelly Row “Go with Your Gut: Effective Decision-Making in an Over-Thinking World”

STRATEGIC LEADERSHIP & FINANCE COURSE
Sessions included:
• Jim Crocker “Best Practices for Board of Director Governance in Private Business”
• Ken Serwinski “Ownership Transition Alternatives & Exploring ESOPs”
• Barbara Trautlein “You Know Your IQ, but What’s Your CQ? Develop Your Change Intelligence to Lead Organizational Change”
• Joe Ellers “Pay for What You (Really) Want: Sales Compensation Strategies That Drive Business Goals”

MARKETING & SALES COURSE
Sessions included:
• Jamie Turner “7 B2B Consumer Behavior Secrets to Help You Improve the Impact of your Next Sales and Marketing Campaign”
• David Richardson “B2B Branding – Be Better than your Industry”
• Paul Reilly “Value-Added Selling”

PRICE PER COURSE:
Free for all in-person attendees
$50 for each additional license for attending companies
$150 per license for non-attendees