

Registration Form

(Please use one form per person)

Name: _____

Firm: _____

Direct Phone: _____

Email: _____

Referred By: _____

Supervisor: _____

What do you hope to gain from
this course?

Registration will be limited to the first 20 who sign up. **Upon receipt of your registration, acknowledgement and assignments for the first class will be sent to you.**

**REGISTRATION DEADLINE
March 1, 2012**

RETURN TO:
ACEC/CO
800 Grant Street, Suite 100
Denver, CO 80203
T: 303-832-2200 F: 303-832-0400
Email: julieann@acec-co.org

Objective

To provide a certified series of supervisory skills training courses in a professional, yet comfortable environment. Workshops allow participants to learn, share and apply techniques which are the basis of good communication and **'people-management.'**

Who Should Attend

These skill-building courses are designed for newly promoted managers and/or those with up to 5 years of supervisory experience. Also valuable for traditional style managers or those who have never received formal training in the art and science of management.

Instructor

Nancy Whitsel
Performance Resources
Consulting

Nancy Whitsel is a human resource professional who specializes in training engineering supervisors and managers. Her skill-building programs are designed to get participants energetically involved in exchange of ideas. Nancy has been presenting the **ACEC/CO Future Leader program** for over thirteen years.

Registration Fee:

(No price increase for the last 3 years!)

- 1st Registration from Member Firm
\$999 Late \$1250
- Subsequent Registration from Member Firm
\$925 Late \$1175
- Non-Member Registration
\$1999

(Includes series of eight 4-hour courses, training materials and refreshment breaks, PLUS you will have a reserved seat at the January 2013 recognition luncheon!)

Amount of \$_____ enclosed.

Bill my account for \$_____.

**REGISTRATION DEADLINE
March 1, 2012**


FUTURE LEADERS COLORADO


FUTURE LEADERS COLORADO

2012

Supervisory Skills I
Certificate Program
'People-management'
for Engineering
Project Managers

**Identify your
future leaders today and enroll
them in this fast track
to success!**



Benefits

This program and its approach will strengthen the newly developing supervisor's competence and confidence by providing the following:

* Methods to set goals, manage time and be more productive in all daily activities.

* Enlightened management tools for coaching, delegating and enhancing staff performance toward higher productivity.

* Strategies for cooperation and teamwork through improved communication skills.

* Appropriate way to facilitate meetings, reward people, create crisp business documents and write clear e-mail messages.

* Methods of using feedback as a motivational tool that encourages positive changes in individual efforts and attitudes.

* Interpersonal techniques to be more comfortable dealing with clients and coworkers and improve the daily completion of projects.

* Opportunities to network and exchange ideas with other project managers.

* Strategies for providing superior service, and creating long term client loyalty.

2012 Supervisory Workshops

Fundamentals of Mgmt - March 13

Explores the wide scope of management responsibility. Discusses 5 basic principles: **Planning, Organizing, Staffing, Coaching and Leading**. Learn how to set SMART Goals and priorities. Practice how to plan and control your time, energy and effort to contribute to organizational success.

Business Communication - April 10

Introduces the concept of taking **100% Responsibility** when sending and receiving messages to gain verbal clarity in business exchanges. Emphasis on feedback and active listening techniques.

Coaching for Results - May 8

Provides feedback methods to encourage effective employee behavior and handle difficult or challenging situations. Course presents five solid steps of coaching process. You will role play and evaluate two coaching situations in class.

Orientating & Training - June 12

Examine strategies to plan, organize and design a successful new employee orientation and an ongoing program. After this session you can comfortably enable new employees to move toward being more knowledgeable and productive faster.

Delegation Skills - September 11

Use delegation to accomplish organizational goals while investing trust, responsibility and authority to develop staff skills. Discover the steps in the **Delegation Cycle**: who, how, when and why to use delegation. Consider appropriate follow-up

and low cost rewards to make delegation a positive experience.

Business Correspondence - October 9

This is NOT a grammar class. Learn to organize and compose clear, concise, effective written documents. Focus is on pre-planning, identifying audience needs, editing for a crisp message that has desired impact. In-class practice enforces client centered writing to persuade reader follow-up.

Client Relationships - November 13

Gain an appreciation of superior client service activities, which are necessary to gain loyal business associations. Practice client-friendly business principles and learn how to handle complaints appropriately. The meeting facilitation section identifies how to plan, organize and direct effective sessions. Leave with many tips to make your client #1.

Client Maintenance - December 4

Marketing is both the most difficult and the most necessary activity for any consulting firm. You will create and practice using 10-second introduction and 30-second advertisement to promote yourself and your company services. Produce a personal business plan for networking, collecting valuable information and explaining benefits of hiring your firm.

Recognition Luncheon - January 22, 2013 at Lakewood Country Club

Your attendance is included in the registration fee.

2012 Schedule

ACEC/CO
800 Grant Street, 6th Floor Boardroom
Denver CO 80203

Tuesdays, 8 am - 12 noon

March 13

April 10

May 8

June 12

July - August: Summer Break

September 11

October 9

November 13

December 4

Recognition Luncheon: January 22, 2013

ACEC/CO offers 32 Professional Development Hours (PDH) for this course.

Quotes from Participants

"These beneficial seminars help build confidence and increase productivity. Attending was time well spent."

"Great framework for the development of management skills. Enjoyed networking and getting to know how other firms operate."

"Planning at the beginning of each day is so important. Thanks to this program I have made this a daily routine."

"A fantastic tour through the tool room of personal skills and people management ideas. Good resources."