

# **SUPERCARGE YOUR CAREER MODULES**

## **American Society of Civil Engineers Committee on Leadership and Management**

### **Program Overview**

The charge of the Leadership and Management Committee is to promote the development of, increase the expertise of, and recognize civil engineers as leaders and managers. To aid in fulfilling this charge, the committee has created leadership and management courses for younger ASCE members to enhance the development of their careers. Key objectives of this effort include:

- Offering guidance for engineers engaged in any civil engineering career path
- Providing training in “non-technical” core competencies for professional practice
- Reinforcing the importance of lifelong learning
- Highlighting practical leadership and management concepts for immediate application

This program is a response to key industry drivers outlined by ASCE in the following:

- **Vision for Civil Engineering in 2025** (commonly referred to as the “Vision 2025”)
- **Achieving the Vision for Civil Engineering in 2025; A Roadmap for the Profession**
- **ASCE Body of Knowledge**
- **Raise the Bar** Initiative

Supercharge Your Career is a member benefit that strengthens and enhances young engineers’ skills beyond course work and technical experience and exposes participants to the following core competencies:

- Structure and develop your career for success
- Manage and lead others
- Initiate, organize, and control projects
- Communicate effectively
- Be an agent of change and innovation

All modules contain original material based, in part, on experiences of civil engineering practitioners, with hands-on exercises to reinforce the presented content.

### **Program Format**

Supercharge Your Career has been developed to allow ASCE Section, Branch and/or YMF groups to host the training sessions locally. The modules are structured to allow the groups to present as a full day workshop or as three separate two-hour sessions. Program materials include:

- Program Syllabus
- Organizer Checklist
- Facilitator Checklist
- Facilitator Guide
- Attendee PowerPoint
- Facilitator PPT
- Exercises & Exercise Answers
- Support Materials
- Participant Feedback Form

ASCE offers this program at a minimal cost to Sections, Branches, and YMF groups, who may charge a participant fee to cover expenses such as:

- Meeting space
- Meals
- Audio/visual equipment rental
- Printing and reproduction cost for handouts and displays

# **SUPERCARGE YOUR CAREER MODULES**

## **1. Career Development**

### **1.1. Career Basics**

- 1.1.1. Mentoring
- 1.1.2. Work/Life Balance
- 1.1.3. Professionalism
- 1.1.4. Licensure
- 1.1.5. Life-Long Learning
- 1.1.6. Glass Ceilings
- 1.1.7. Job-Hopping
- 1.1.8. Lifetime Employability

### **1.2. Career Skills**

- 1.2.1. Self-Promotion
- 1.2.2. Job Search & Personal Marketing
- 1.2.3. Networking
- 1.2.4. Personal Coaching
- 1.2.5. Negotiating Compensation

### **1.3. Career Planning**

- 1.3.1. Career Misconceptions & Realities
- 1.3.2. Career Planning Steps

## **2. Leadership**

### **2.1. Knowing Yourself**

- 2.1.1. Personal Assessment
- 2.1.2. Personal Lifetime Planning
- 2.1.3. Personal Values
- 2.1.4. Personal Motivators
- 2.1.5. Self-Deception/Cognitive Bias

### **2.2. Managing Yourself**

- 2.2.1. Avoiding Over-Commitment
- 2.2.2. Exercising Judgment
- 2.2.3. Ethics
- 2.2.4. Prioritizing Effectively
- 2.2.5. Managing Expectations

### **2.3. Leading Others**

- 2.3.1. Understand your role as a leader
- 2.3.2. Traits of Effective Leaders
- 2.3.3. Understand Who You are Leading
- 2.3.4. Developing Winning Teams
- 2.3.5. Leading When Conflicts Arise

## **3. Project Management**

### **3.1. Initiation**

- 3.1.1. Project Life Cycle
- 3.1.2. Proposal Process
- 3.1.3. Scope of Services
- 3.1.4. Scheduling
- 3.1.5. Fees
- 3.1.6. Negotiations
- 3.1.7. Contracts & Procurements

### **3.2. Organization**

- 3.2.1. The Scope of Services
- 3.2.2. Developing the Work Plan
- 3.2.3. Team Development
- 3.2.4. Running Effective Meetings
- 3.2.5. Handling the Unexpected

### **3.3. Project Controls**

- 3.3.1. Project Progress
- 3.3.2. Invoicing
- 3.3.3. Scope Creep
- 3.3.4. Client Management

## **4. Communication Skills (IN DEVELOPMENT)**

- Peer-to-Peer
- Communication Strategies
- Listening
- Effective Speaking / Presenting
- Vertical Chain of Communication
- Intra-to-Inter
- Forms / Types
- Written / verbal,
- Electronic / non-electronic
- Personalities at Work

## **5. Change & Innovation (IN DEVELOPMENT)**

- Leading Change
- Creativity and Innovation
- Implementing Continuous Improvement
- Principles of Effective Design
- Quality in Engineering Design