

SUPERCARGE YOUR CAREER SERIES: COMMUNICATION

PURPOSE AND BACKGROUND

It is not uncommon for young professionals or emerging engineers to find themselves lacking the leadership and management skills required to help them through the initial phases of their career. The Supercharge Your Career Series is a self-facilitated program that is designed to remedy this by providing a meaningful education experience for developing engineers working towards licensure as professional engineers, and also for those actively engaged in their professional development as practicing professional engineers. The program focuses on engineers with less than ten years experience, and is suitable for engineers following a variety of career paths. It touches on many of the core competencies as stated in the ASCE Body of Knowledge, and provides content that addresses the issues facing young engineers including globalization and advanced technology.

In the **first module**, Fundamentals, you will learn about the different types of communication as well as how to recognize your own communication style. You will be able to apply strategies in order to communicate with those with other communication styles. You will be able to interpret common nonverbal communication cues and apply good listening techniques.

In the **second module**, Conveying Information, you will learn about common workplace document templates. You will be able to list characteristics of effective technical illustrations. You will be able to differentiate between different audience types as well as learn tips for giving effective prepared oral presentations. Last, you will be able to describe strategies for giving effective impromptu speeches.

In the **third module**, Workplace Interaction, you will learn about proper email use as well as how to alternatively communicate workplace discrepancies. You will be able to describe approaches to improve project team interactions. You will be able to recognize proper client interaction techniques and be able to apply positive ways to interact with peers. Finally, you will be able to outline strategies to give and receive feedback.

SEMINAR BENEFITS

- This highly interactive program format includes several practice exercises and materials to provide an on the spot review of the new understandings
- The material will help you gain confidence and understanding on what it takes to practice effective leadership in your career
- Learn the key basics of career development, and become aware of simple tools available to help keep your career on track
- Enhance your ability to assess and make positive changes in your career

TOPICS COVERED

- Types of Communication
- Communication Styles
- Nonverbal Communication
- Listening
- Document Templates
- Knowing Your Audience
- Graphics and Illustrations
- Oral Presentations
- Email Protocol
- Project Expectations
- Feedback

LEARNING OUTCOMES

- Introduce the student to concepts of lifelong learning
- Provide practical career advice and information that can be put into immediate action
- Understanding career-building principles
- Mastering career change techniques

ASSESSMENT OF LEARNING OUTCOMES

- This program includes not less than 6 formal self-exercises situated at critical learning
- The presentation format is highly interactive, encouraging participants to share and discuss experiences as well as share thoughts and ideas
- The program module can be presented separately in short sessions in a seminar format, or can be combined to provide a half day or full day continuing education seminar.
- Allows participants to obtain PDHs at a minimal cost
- Provides a quality training program at a low cost.

WHO SHOULD ATTEND?

The material presented has primary application for emerging professional engineers with 0 – 10 years of experience, but will also serve as a useful guide for all actively engaged engineers. The tools provided in this self-facilitated seminar will assist engineers to establish or realign their career goals for an optimal career path.

SEMINAR AUTHORS

The mission of the Committee on Leadership and Management (CLM) of the American Society of Civil Engineers is to advance the engineering profession by increasing civil engineers' awareness of, and expertise in leadership and management. To help fulfill this mission, CLM is developing the Supercharge Your Career Program for younger ASCE members that will target the development of professional practice skills. Contact the committee at professional@asce.org for information and assistance on this module.

SEMINAR FACILITATION

This program is structured such that it can be presented at the local level by local instructors. It is packaged to incorporate all materials including instructor's guides, participant guides, workshop materials, presentations, and feedback forms. Prospective facilitators can obtain the material by contacting ASCE. Specific program delivery guidance can be obtained at professional@asce.org

SUMMARY OUTLINE

Session I – FUNDAMENTALS

- Types of Communication
- Communication Styles
- Nonverbal Communication
- Listening

Session III – WORKPLACE INTERACTION

- Email Protocol
- Project Expectations
- Feedback

Session II – CONVEYING INFORMATION

- Document Templates
- Knowing Your Audience
- Graphics and Illustrations
- Oral Presentations

SUPPLEMENTARY COURSE MATERIALS INCORPORATED