

Registration Form

Registration Deadline October 14, 2019

Name _____ Position _____

Discipline (i.e. engineering, environmental, structural, electrical, mechanical, civil, survey, marketing) _____

Firm _____ Years with Firm _____

Work Address _____

Email _____ Work T _____

Cell Phone _____ Direct Supervisor Name _____

Supervisor Email _____

Dietary Restrictions? _____

Payment Options Visa MC Amex or Checks payable to: ACEC/MA

Card# _____ Exp Date _____

Name on Card _____

Card Billing Address _____

Email for Receipt _____

Signature _____

Participation limited to 30. Registration is first-come first-served, but there will be a wait-list.

Fax or email completed forms to 617/227-6783 or acecma@engineers.org

Make checks payable to ACEC/MA, mail to: One Walnut St, Boston, MA 02108

Cost: \$500/person from ACEC/MA Member Firm; \$750/person/Non-member firm.

First session will be held on a Thursday, remaining two sessions will be on Tuesdays.



Genesis Program

**ACEC/MA Leadership
Education Program**
3 Sessions: October 17, 22 & 29, 2019

*Building your successful career in the
design professions*

ACEC/MA

Leadership Education Program

Building Blocks for Professional Development

Building a professional career requires you to develop expertise in more than technical skills. In Genesis, learn about a range of appropriate protocols, values, ethics, reputation and relationship-building strategies to help you advance your career.

ACEC/MA's Genesis Program provides a foundation for moving forward.

Three carefully designed instructional sessions address key topics identified by firm leaders as vital for the professional with 3-5 years experience. These engaging sessions will give you new techniques and insights through discussion and instructional exercises.



CONNECT. LEARN. GROW.
Important seminars feature ways to refine skills necessary for building your career. Designed for professionals with 3 to 5 years experience.

Session 1:
Thursday, Oct. 17, 2019
How a Firm Makes a Profit—the Business Side of Engineering

Instructor:
Bruce E. Beverly, PE
Managing Director, Beverly Management Consulting, LLC

Focus on how and why an engineering firm makes a profit. Mr. Beverly covers project and firm economics, overhead, how billing rates are established, utilization importance, the difference between project and firm profits, and how and why managers benchmark economic indicators against other firms. Key concept: to keep an engineering firm afloat, you need to know more than just engineering.

Session 2:
Tuesday, Oct. 22, 2019
How Firms Get Business

Instructor:
Genevieve Cahill
Associate Vice President/
Business Development
Michael Baker International, Inc.

Ms. Cahill will introduce the role that marketing plays in running a successful firm. Topics will include what a go/no-go decision is and how it is made, how marketing is achieved at every level in a firm, the proposal process, and the role of marketing as part of project delivery.

Session 3:
Tuesday, Oct. 29, 2019
Personal Communication Effectiveness

Instructor:
Paul D. Weisman, PE
President, SMART Conversations

Skill-building in key communication areas that will improve your ability to work successfully with colleagues, supervisors and in teams. Topics include: Personal Mastery, Professional Conversation, and Interpersonal Collaboration. The goal is to build confidence in your ability to exchange information while enhancing rapport and working-relationships.

Questions?

617/227-5551 or acecma@engineers.org

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ACEC

AMERICAN COUNCIL OF ENGINEERING COMPANIES
OF MASSACHUSETTS

Class Details:
Three 3-hour sessions
Oct. 17 (Thurs), 22 (Tues)
& 29 (Tues), 2019
3:00—6:00 PM
All sessions held at:
CDM Smith
75 State St, Suite 701
Boston, MA 02109

Cost:
• **\$500/person from ACEC/MA Member Firms**
• **\$750/person from Non-Member Firms**

Refund Policy:
Cancellations made by 10/14/19 will receive a refund. No refunds after 10/14/19. If you need to change the name of attendee, call us at 617/227-5551.