



Request for Proposal:

Engineering Leadership Education Instructor for a Single Session: Leading People in a Professional Services Firm

Respond by **October 11, 2019** to ACEC/MA Leadership Education Committee, c/o Elizabeth Tyminski at The Engineering Center: etyminski@engineers.org

Purpose and current Learning Objectives of this session:

- Identify key leadership traits and skills you want to incorporate and practice
- Delegate for success
- Develop staff and provide feedback in a nonjudgmental and descriptive manner
- Understand what emotional intelligence (EQ) is and how to enhance your EQ

Statement of Purpose: To help participants become more effective leaders by understanding leadership skills and competencies, including presence, effective communications, developing staff and emotional intelligence.

Background:

The American Council of Engineering Companies/Massachusetts (ACEC/MA) is the business association for engineering, land surveying and A/E firms doing design and planning work in the built environment – building, water, transportation, infrastructure, land development, urban development, etc. You can learn about us at www.acecma.org

ACEC/MA offers continuing education for engineering and land survey professionals. Courses are geared from entry level to senior executive level. ACEC/MA/s Leadership Education Committee oversees this initiative.

The Emerging Leaders Program provides professionals with 8 to 15 years of experience the opportunity to gain additional knowledge and skills for leadership success, highlighting the business aspects. The program consists of seven sessions running from late February/March 2020 through April 2020. **Emerging Leaders** is the ACEC/Massachusetts flagship program with 20 years of successful graduates. For more on the Emerging Leaders Program, see: <https://www.acecma.org/events/leadership-education-programs> and scroll to Emerging Leaders.

Instructor Opening

At this time, **The Emerging Leaders Program is seeking a new instructor** to deliver the four- hour session in **Leading People in a Professional Services Firm**. This session is held annually in March at a meeting facility in the greater Boston area. There are approximately 25 participants in the course.

This Leading People session is intended to provide skills for those *moving from management into leadership*.

It is one four-hour **interactive** seminar and is usually the second or third session of the seven-week Emerging Leaders Program. **Leading People in a Professional Services Firm** focuses on important people-skills, management, and communications strategies vital for those who are assuming greater

leadership roles in their firms, such as **project team and colleague relationship issues**; how people interact, work positively, listen, show and garner respect, speak-up; ways to embrace diversity and inclusion; group dynamics; motivation; authority; giving and receiving feedback; etc.

Apply for the Instructor Position

If you would be interested in developing and conducting the Leading People session for the Emerging Leaders Program, please apply to be the Instructor by responding to the questions below. **Submit your response no later than 4:00pm on October 11, 2019** to:

ACEC/MA Leadership Education Committee, c/o Elizabeth Tyminski at The Engineering Center, etyminski@engineers.org

Thank you for your interest!

Please reply succinctly. Note: longer replies are not better – a shorter proposal is preferred.

1. **Given the session topic, Leading People in a Professional Services Firm, please make a bulletpoint list of the specific content you would cover.**
2. **Review the Learning Objectives above. List four (4) objectives of your proposed session that reflect your proposed approach. Complete the statement:**
At the conclusion of this session, participants will be able to:
3. **What do you think is the most effective means for instruction of soft “people skills” to technical and engineering professionals?**
4. **How will you make this four-hour classroom experience interactive? (Limited pre-work or homework is fine)**
 - a *We require an engaging classroom approach. Participants desire interactive learning sessions rather than one 4-hour lecture. Interactive group activities, problem solving, role-playing, etc. mixed into the presentations are most well received.*
5. **Description: Describe your session, its application to engineers in the building professions, and your unique skills to teach this in a mini essay of 250 words max.**
6. **Please attach a short bio, website link, or resume.**
7. **Please indicate your fee for time and materials to develop and run the session.**

The selection process includes proposal review, a phone or in person interview, and request for references. We expect to make our decision promptly.

Thank you. We look forward to hearing from you!

ACEC/MA Leadership Education Committee
Joanne Linowes and Ed Baumann, Co-Chairs