



## ACEC/MA Request for Proposals

### Instructor for ACEC/MA Leadership Education Program – Genesis Course Session

**Topic:** Interpersonal communications in an Engineering, Land Surveying or A/E Firm

**Audience:** Young professionals with 3-5 years of work experience in an engineering, land surveying, or related design professional firm

**This Communications Session:**

- This session is part of the three-session Genesis Leadership course
- This session is one half-day session (3 hour), held twice per year in person in the Spring in Downtown Boston and in the Fall in the metro Boston area.
- The course is for a maximum of 30 students.

Since workplace communications have changed so much since the pandemic, ACEC/MA is seeking to address these workplace changes in the Genesis communications session. We seek an instructor with great ideas, an engaging session format, proven teaching methods, and practical examples to address how to build relationships, strengthen information exchange, and handle difficult conversations in tomorrow's business world.

**The Genesis Course:** Genesis is designed to introduce professionals with 3-5 years work experience to the business-side of working in a design firm by providing three introductory sessions in one course. Genesis is geared for those who see themselves advancing in the management and potentially the leadership in the firm. The three sessions are: 1) Marketing and Business Development, 2) Team and Internal communications, and 3) the Business and Finance of Running a Firm.

**About ACEC/MA:** The American Council of Engineering Companies of Massachusetts (ACEC/MA) is the business association of engineering, land surveying and a/e firms in Massachusetts. Our members are firms that design public and private sector infrastructure. Our Leadership Education Committee (LEC) development offers courses to design professionals for building leadership and business skills required to manage projects and lead their firms. LEC courses span the range of what engineers and land surveyors need to know from early career to seasoned executive positions. More about ACEC/MA: [www.acecma.org](http://www.acecma.org)

### Response Deadline: January 6, 2025

**To Respond to this RFP:**

- Please answer the questions below in a word document or pdf to: ACEC/MA Leadership Education Committee c/o Abbie Goodman at [acecma@engineers.org](mailto:acecma@engineers.org)
- For the email subject line: use **Genesis Instructor Application: Communications Session**
- Finalist applicants will be asked to participate in a 30 minute zoom interview after January 6.
- Please be specific in your responses. Succinct answers are preferred.

## **Proposal Response Format, in a word document:**

**Please list your contact information at the top of the first page.**

**Part 1: Teaching/Workforce Training Experience:** Please list and briefly describe any teaching/workforce/staff training experience, both inhouse at your firm and outside your firm, if applicable.

**Part 2: Response to Questions:** Please respond to the following questions succinctly, limiting your answers to 100 words for each question.

- 1. What do you consider to be the most pressing needs in interpersonal communications in today's workplace? In tomorrow's workplace?**
- 2. What communications skills do you think young engineering and land surveying professionals need to be better on the job and to advance in their careers?**
- 3. Name one topic you would include in a first level communications class and describe how you would teach it.**

### **Part 3: Proposed Session Design**

- This Genesis session would be a single three-hour class.
- In outline format, show how you would design the class and indicate time allocation along with your teaching methods/approaches for each segment (i.e., lecture, small group, game, etc.).  
Note: We provide light food and beverages for a separate 30 minute food break, usually halfway through the 3 hour session.

### **Part 4: Optional:**

- You may add any additional information to support this proposal response in no more than 100 words.

### **Part 5: References.**

- Please provide the names, emails, and phone numbers for two people who have knowledge of your expertise and your presentation ability.

### **Part 6: Resume:**

- Please attach your resume to the end of the proposal document with your Proposal Response.
- Please limit the length of your resume to no more than two pages.
- Be sure your resume includes: Your name, email, daytime telephone, company name, description of type of business, your role(s), your education: degrees and majors

### **Questions:**

- If you need additional information, contact Leadership Education Committee (LEC) Co chairs: Joanne Linowes [jlinowes@lxdi.com](mailto:jlinowes@lxdi.com) and Wing Wong [Wing.Wong@kimley-horn.com](mailto:Wing.Wong@kimley-horn.com)
- Thank you for your interest.