

CAM Young Executives talk - May 21, 1992 - d298

1. CAM Young Executives program 92:28 - May 21, 1992 d298
2. Title of talk - Creating Career Opportunities by Developing Key Contacts
 - 2.1. Project number - 92:29
 - 2.2. Disk number - 298
 - 2.3. Sub topics from Denise Metivier
 - 2.3.1. Networking skills
 - 2.3.2. My personal networking experiences as an ESD Young Engineer
 - 2.3.3. The importance of a group like the CAM Young Executives and its impact on the construction industry
3. Name of Organization - CAM Young Executives
4. In charge - Denise Metivier - CAM Staff Liaison for CAM Young Executives
5. Nature of the organization
 - 5.1. Mission statement
 - 5.1.1. Objective
Introduce members of the association who are age 35 or under to one another, network within the industry, develop leadership skills, and play a more active role in the association. Possible activities for this group will be to organize charity functions and civic projects. Also to work in consort with the Institute for Construction Management and the Social Committee.
 - 5.1.2. Steering Committee
A small task force who will work to present their ideas and organize projects to achieve the objective of the CAM Young Executives. Their duties will include:
Recommend appropriate activities
Research cost and contract arrangements for proposed activities
Decide on promotions and publicity of activities
Evaluate over-all effectiveness and cost efficiency of activities
 - 5.2. Possible activities of organization
 - 5.2.1. Organize charity functions
 - 5.2.2. Organize civic projects
 - 5.2.3. Have educational luncheons
 - 5.2.4. Sponsor social outings
6. Occasion of meeting - First meeting of new group
7. Location of meeting - Diane's Pointe Bar-B-Q
 - 7.1. Diane's Pointe Bar-B-Q
 - 7.2. 611 W. 12 Mile Road - just off I-75 at 12 Mile exit
 - 7.3. Madison, Michigan
 - 7.4. ph 313 541 5244
8. Size of audience - about 58+ people
9. Nature of audience
 - 9.1. Young men and women 35 or under
 - 9.2. Executives in member companies belonging to CAM
 - 9.3. Kick off meeting of new CAM organization
10. Meeting agenda
 - 10.1. 06:30 to 07:30 pm - Get acquainted reception - cash bar & hors-d'oeuvres
 - 10.2. 07:30 to 08:30 pm - Program
 - 10.3. 08:30 pm - Adjournment
11. Equipment available
 - 11.1. Overhead projector
 - 11.2. Screen
12. CREATING CAREER OPPORTUNITIES BY DEVELOPING KEY CONTACTS

12.1. Ways by which to manage your career - adapted from card by Right Management Consultants - Dave Braun

- 12.1.1. *Establish positive work relationships with those around you.*
- 12.1.2. *Take the initiative in initiating and maintaining positive work relationships.*
- 12.1.3. *Know your organization's mission in the work place.*
- 12.1.4. *Know your mission in the work place.*
- 12.1.5. *Know your organization's goals and objectives.*
- 12.1.6. *Know your goals and objectives.*
- 12.1.7. *Set a program or work for yourself to help your organization achieve their goals and objectives.*
- 12.1.8. *Build & maintain a network of constructive, successful people in your work place.*
Communicate regularly with those people in your work place network.
- 12.1.9. *Build & maintain a network of constructive, successful people outside your work place*
Communicate regularly with those people in your outside network.
- 12.1.10. *Build relationships with your boss on genuine mutual interests, abilities, goals and objectives.*
- 12.1.11. *Establish a reputation for reliability by completing assignments well and on time.*
- 12.1.12. *Record and communicate your contributions and achievements.*
These are the building blocks of your career
- 12.1.13. *Recognize the contributions of others.*
- 12.1.14. *Always suggest a constructive solution when presenting a problem,*
- 12.1.15. *Construct your career around your greatest strengths.*
Your greatest strengths are your passport to career fulfilment.
- 12.1.16. *Practice your strengths and build on them.*
Always build from a position of strength.
- 12.1.17. *Continue your personal and professional growth.*
- 12.1.18. *Never be without a goal and the accompanying objectives.*
- 12.1.19. *Remember - there is always a next step!*

12.2. Tools by which key contacts are developed and maintained

12.2.1. Networking tools you can use

- Phone directories
- Project records
- Group work
- Working in external efforts related to your business
- Working in external efforts indirectly related to your business
- Working in external efforts unrelated to your business
- Others

12.2.2. Organizations within which you can work

- Work place associations - such as
 - Associated Builders & Contractors
 - Associated General Contractors
 - Carpenter Contractors Association
 - Construction Association of Michigan - CAM
 - Glazing Contractors Association
 - Great Lakes Fabricators & Erectors Association
 - Mason Contractors Association
 - National Electrical Contractors Association
 - Plumbing, Heating & Cooling Contractors
 - Sheet Metal and Air Conditioning Contractors
 - etc.

Technical societies - such as

- America Society of Mechanical Engineers
- American Institute for Concrete Construction
- American Institute of Steel Construction
- American Society of Civil Engineers
- American Society of Heating, Refrigerating & Air Conditioning Engineers
- Construction Specifications Institute
- Masonry Institute of Michigan
- Society of Automotive Engineers
- Society of Fire Protection Engineers
- etc.

Professional societies - such as

- American Institute of Architects
- Engineering Society of Detroit
- Michigan Society of Professional Engineers
- National Association of Women in Construction
- Society of American Military Engineers
- Society of Association Executives
- etc.

Personal activities - such as

- Church groups
- Service clubs
- Alumni associations
 - High school
 - College
- School boards
- Political office

12.2.3. Registrations

- Contractor
- Residential builder
- Professional engineer
- Architect
- Land surveyor

12.2.4. Certifications & credentials

- Post graduate degrees
- Continuing education
 - CAM
 - WEX
 - AGC
 - NECA
 - PHI

13. Material to take to meeting

13.1. Handouts - 40 copies

- 13.1.1. Talk outline**
- 13.1.2. Address list format**
- 13.1.3. Project list format**

13.2. Transparencies

- 13.2.1. Manging your career - summary of handout points**
- 13.2.2. Address list format**
- 13.2.3. Project list format**

- 13.2.4. Goals and objectives**
- 13.3. Directories to show**
 - 13.3.1. Buyers guide**
 - 13.3.2. ESD roster**

Ralph J. Stephenson P.E. P.C.
Consulting Engineer

May 18, 1992

CAM Young Executives Kick-Off meeting - Thursday, May 21, 1992

Subject: Creating Career Opportunities by Developing Key Contacts

Speaker: *Ralph J. Stephenson, P. E. - Consulting Engineer*

A. 12 STEPS TO CREATING CAREER OPPORTUNITIES THROUGH KEY CONTACTS

01. Establish & maintain good work relations with those around you.
02. Know your mission, your goals & your objectives.
03. Know your organization's mission, goals & objectives.
04. Set a work program for yourself to help you & your organization achieve mutual goals & objectives.
05. Build & maintain a network of constructive, successful people inside & outside of your workplace.
06. Communicate regularly with those people in your network, both inside & outside of your workplace.
07. Build relationships based on genuine interests, abilities & goals.
08. Recognize the contributions of others.
09. Practice using your strengths & build on them.
10. Continue your personal and professional growth.
11. Never be without a goal.
12. Remember - there is always a next step!

B. SOURCES THROUGH WHICH KEY CONTACTS ARE CREATED & MAINTAINED

- Directories
- Project lists
- Address lists
- Mentors
- Teachers
- Sponsors
- Publications
- Work place associations
- Technical societies
- Professional societies
- Friends
- Alumni groups

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- Business associates
- Relatives
- Political associates
- Service organizations
- Church organizations
- School organizations
- Social organizations
- Others?

**C. ORGANIZATIONS THROUGH WHICH KEY CONTACTS ARE CREATED
& MAINTAINED**

Work Place Associations - such as

- Associated General Contractors
- Carpenter Contractors Association
- Construction Association of Michigan - CAM
- Glazing Contractors Association
- Great Lakes Fabricators & Erectors Association
- Mason Contractors Association
- National Electrical Contractors Association
- Plumbing, Heating & Cooling Contractors
- Sheet Metal & Air Conditioning Contractors
- Others?

Technical Societies - such as

- America Society of Mechanical Engineers
- American Institute for Concrete Construction
- American Institute of Steel Construction
- American Society of Civil Engineers
- American Society of Heating, Refrigerating & Air Conditioning Engineers
- Construction Specifications Institute
- Masonry Institute of Michigan
- Society of Automotive Engineers
- Society of Fire Protection Engineers
- Others?

Professional Societies - such as

- American Institute of Architects

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- Engineering Society of Detroit
- Michigan Society of Professional Engineers
- National Association of Women in Construction
- Society of American Military Engineers
- Society of Association Executives
- Others?

D. LICENSES & REGISTRATIONS THROUGH WHICH KEY CONTACTS ARE CREATED & MAINTAINED

- Contractor
- Residential builder
- Professional engineer
- Architect
- Land surveyor
- Land planner
- Others?

E. CREDENTIALS THROUGH WHICH KEY CONTACTS ARE CREATED & MAINTAINED

- Apprentice schools
- Trade schools
- Technician certification
- Baccalaureate degrees
- Post graduate degrees
- Continuing education
 - CAM
 - WEX
 - AGC
 - NECA
 - PHI
- Others?

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**12 STEPS TO CREATING
CAREER OPPORTUNITIES
THROUGH KEY CONTACTS**

- 01. Establish & maintain good work relations with those around you.**
- 02. Know your mission, your goals & your objectives.**
- 03. Know your organization's mission, goals & objectives.**

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- 04. Set a work program for yourself to help you & your organization achieve mutual goals & objectives.**
- 05. Build & maintain a network of constructive, successful people inside & outside of your workplace.**
- 06. Communicate regularly with those people in your network, both inside & outside of your workplace.**

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- 07. Build relationships based on genuine interests, abilities & goals.**
- 08. Recognize the contributions of others.**
- 09. Practice using your strengths & build on them.**
- 10. Continue your personal and professional growth.**
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SOURCES THROUGH WHICH
KEY CONTACTS ARE CREATED
& MAINTAINED

Typical Networking resources

- Directories
- Project lists
- Address lists
- Mentors
- Teachers
- Sponsors
- Publications
- Work place associations
- Technical societies
- Professional societies
- Friends
- Family members

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- **Alumni groups**
- **Business associates**
- **Political associates**
- **Service organizations**
- **Church organizations**
- **School organizations**
- **Social organizations**
- **Others?**

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ORGANIZATIONS THROUGH
WHICH KEY CONTACTS ARE
CREATED & MAINTAINED

Work Place Associations - such as

- Associated General Contractors
- Carpenter Contractors Association
- Construction Association of Michigan - CAM
- Glazing Contractors Association
- Great Lakes Fabricators & Erectors Assoc.
- Mason Contractors Association
- National Electrical Contractors Association
- Plumbing, Heating & Cooling Contractors
- Sheet Metal & Air Conditioning Contractors
- Others?

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ORGANIZATIONS THROUGH
WHICH KEY CONTACTS ARE
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Technical societies - such as

- America Society of Mechanical Engineers
- American Institute for Concrete
Construction
- American Institute of Steel Construction
- American Society of Civil Engineers
- American Society of Heating, Refrigerating
& Air Conditioning Engineers
- Construction Specifications Institute
- Masonry Institute of Michigan
- Society of Automotive Engineers
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ORGANIZATIONS THROUGH
WHICH KEY CONTACTS ARE
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Professional societies - such as

- American Institute of Architects
- Engineering Society of Detroit
- Michigan Society of Professional Engineers
- National Association of Women in
Construction
- Society of American Military Engineers
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- Others?

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LICENSES & REGISTRATIONS
THROUGH WHICH KEY
CONTACTS ARE CREATED &
MAINTAINED

Licenses & Registrations - such as

- Contractor
- Residential builder
- Professional engineer
- Architect
- Land surveyor
- Land planner
- Others?

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CREDENTIALS THROUGH
WHICH KEY CONTACTS ARE
CREATED & MAINTAINED

Credentials - such as

- **Apprentice schools**
- **Trade schools**
- **Technician certification**
- **Baccalaureate degrees**
- **Post graduate degrees**
- **Continuing education**
 - **CAM**
 - **WEX**
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 - **PHI**
- **Others?**

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- Construction Specifications Institute
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- Others?

Professional Societies - such as

- American Institute of Architects

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- Engineering Society of Detroit
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