

**CAM Young Executives & ESD Young Engineers talk**

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2. **Title of talk: Networking - Now and Beyond**
3. **Audience: CAM Young Executives and ESD Young Engineers**
4. **Objective of the CYX**

To 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. **Size of audience: Probably about 50 people**
6. **Location: Ford Motor Company World Headquarters**
  1. American Road, Southfield & Michigan Avenue, Dearborn, Michigan
  2. Executive Dining Room
7. **Date of talk: June 29, 1994**
8. **Time of talk: 6:30 to 7:30 P. M.**
9. **Agenda**
  1. 6:00 P. M. - Registration
  2. 6:30 P. M. - Presentation
  3. 7:30 P. M. - Hors d'oeuvres and open bar

**CAM Young Executives & ESD Young Engineers talk**

1. Networking - Now and Beyond - Wednesday, June 29, 1994 - Ford World Headquarters - Dearborn, Michigan
2. The networking concept.
  1. **"Ability is of little account without opportunity"** - Napoleon Bonaparte
  2. Network definition:

A physical, intellectual, or graphic system of communication relationships in which the parts, passages, lines, and routes cross, branch, and interconnect.
  3. The network we are speaking of in this discussion is one that is used to sharpen yours and other's abilities, and to create opportunities to use these abilities.
  4. Types of networks
    1. Vocational - those that provide opportunities for exchange of job related technical information with others having similar interests.
    2. Personal - those that encourage us and assist us to exchange information with others about the non vocational and personal system in place and being built around us.
    3. Professional - those that enable us to meaningfully participate in the non technical information exchanges about the vocational system in which we work.
  5. The product of networking is a system used as a basis for action. Action is an end product of networking.
  6. Care must be taken that the network you build is not self serving, and not merely used to exist in a world of words. The results of networking must be an improvement to the benefit of all participating in the system.
3. The mechanistic tools of networking.
  1. Voice.
  2. Computers.
  3. Phone systems.

4. Newspapers.
5. Magazines.
6. Books.
7. And a million more that keep coming.
4. Elements of importance in networking
  1. Positive attitudes.
  2. Genuine interest.
  3. Knowledge of things important to you.
  4. Knowledge of things important to others in your network.
  5. Credentials.
  6. Reliability.
  7. Consistency.
  8. Sincerity.
  9. Loyalty.
  10. Value-added by the networking experience for you and others.
  11. Honesty.
  12. Ethical behavior.
  13. Mentoring.
  14. Constructive involvement.
  15. Empathy.
  16. A workable mechanistic system by which your networking is done
5. Four words of importance in networking.
  1. **Analyze** - To separate into parts or basic principles so as to determine the nature of the whole.
  2. **Articulate** - To express in coherent verbal form. To get ready to communicate.
  3. **Communicate** - To express yourself in such a way that you are readily and clearly understood by others.
  4. **Act** - To do something in the world of non words.
6. How to use networking as a tool in your career and personal life.
  1. Define your mission, your goals, and your objectives for your work life.
  2. Define your mission, your goals, and your objectives for your personal life.
  3. Build good work relationships with your subordinates, peers, and superiors.
  4. Build & maintain people and information networks in your work-place.
  5. Communicate regularly with those in your work-place networks.
  6. Build and maintain people and information networks with those outside your work-place.
  7. Communicate regularly with those people outside your work -place.
  8. Include at least three generations in your network of people - yours, the one ahead and the one coming up.
  9. Build your relations with people - use the corporate structure to define these relation as they are now.
  10. Keep your guiding missions, goals and objectives consistent and constant.
  11. Keep your working missions, goals, and objectives flexible
7. Examples of networking.
  1. Entertainment complex.
  2. City engineering department operations.
  3. Decision on water plant improvements.

4. Airport renovation.
5. Local, district, regional and national teaching.
6. Media interviewing.
7. Partnering.
8. Truck terminal.
9. Other.
8. Analyses of network approaches.
  1. Networking depends on the individual memory to a greater extent than the corporate memory.
    1. Corporations generally do not have a judgmental memory - it is statistical in nature. It is often unreliable since it uses current human inputs and evaluations of past human inputs and evaluations.
    2. Individuals within corporations have the continuing memory vital to successful networking.
  2. Networking is generally a one-on-one relation that is made more extensive by unit communications. Build on one-on-one efforts.
  3. Build a network in the world of words, and validate it in the world of non words.
  4. Interact with individuals, and individuals in groups when you are networking.
  5. Work now in the environment in which you now are.
  6. Show genuine interest in others and generate their interest in you.
  7. Remember - networking must add value to all interactions to be successful.
9. Closing.
  1. Networking is difficult at first, but gets easier as you see the continuing benefits it brings you and those whom you affect.
  2. "The wind and the waves are always on the side of the ablest navigators" - Edward Gibbon
10. NOTES:
10. **Topic reference outline**
  1. Types of networks
    1. Technical
    2. Personal
    3. Professional
  2. How to use networking as a tool in your career and personal life.
    1. Build good work relationships with your peers.
    2. Define your mission, your goals, and your objectives in your work life.
    3. Define your mission, your goals, and your objectives in your personal life.
    4. Keep your guiding missions, goals and objectives consistent and constant.
    5. Keep your working missions, goals, and objectives flexible
    6. Build & maintain a people and information network in your work place.
    7. Communicate regularly with those people in your work place network.
    8. Build & maintain a people and information network outside your work place.
    9. Communicate regularly with those people in your work place network.
  10. Include at least three generations in your network of people - yours, the one ahead and the one behind.
  11. Build your relations with people - use the corporate structure to define these relation as they are now.

3. Definitions

1. Act  
The process of doing something.
2. Analyze  
To separate into parts or basic principles so as to determine the nature of the whole.
3. Articulate  
To express in coherent verbal form.
4. Attitude  
A state of mind or feeling with regard to some matter.
5. Communicate  
To express oneself in such a way that one is readily and clearly understood.
6. Consistency  
Compatibility or agreement among successive acts, ideas, or events.
7. Credentials  
Evidence or testimonials attesting one's right to credit, confidence, or authority.
8. Empathy  
Identification with and understanding of another's situation, feelings, and motives.
9. Ethics  
The study of the general nature of morals and of the specific moral choices to be made by the individual in his relationship with others.
10. Honesty  
Characterized by integrity and truth; not false.
11. Loyal  
Faithful to a person, ideal, or custom.
12. Mechanistic  
Of or pertaining to the philosophy of mechanism, especially tending to explain phenomena only by reference to physical or biological causes.
13. Mentor  
A wise and trusted counselor or teacher.
14. Mission  
A statement of the most important result to be achieved by what you are engaged in being successfully completed.
15. Network  
Something resembling a net in consisting of a number of parts, passages, lines, or routes that cross, branch out, or interconnect.
16. Objectives  
Quantified targets derived from established goals. The most commonly used resources in converting goals to objectives are money, time, human abilities, human actions, equipment, and space.

17. Philosophy  
Love and pursuit of wisdom by intellectual means and moral self discipline. The critique and analysis of fundamental beliefs as they come to be conceptualized and formulated.
  18. Ratcheted system  
A method of adding resources to a system in large, medium or small quantities and having these resources retained safely while still allowing them to be revised, retrieved or deleted.
  19. Reliable  
Dependable.
  20. Sincere  
Not feigned or affected; true. Presenting no false appearance; honest
  21. Value-added  
The improvement in the worth of anything that results from the efforts, contribution and involvement of specific people, processes, materials and ideas.
  
  22. Vulnerable  
Liable to censure or criticism; assailable.
4. Elements of importance in networking
1. Knowing your missions
    1. Professional
    2. Technical
    3. Personal
  2. Communication - what is this?
  3. Positive attitudes
  4. Genuine interest
  5. Knowledge
  6. Credentials
  7. Reliability
  8. Consistency
  9. Sincerity
  10. Loyalty
  11. Value-added by the networking experience
  12. Vulnerability
  13. Honesty
  14. Ethical standards
  15. Mentoring
  16. Goals
  17. Objectives
  18. Constructive involvement
  19. Time management
  20. Written histories
  21. Empathy
5. Tools by which key contacts are developed and maintained
1. Networking tools you can use
    1. Phone directories
    2. Project records

3. Group work
  4. Working in external efforts related to your business
  5. Working in external efforts indirectly related to your business
  6. Working in external efforts unrelated to your business
  7. Others
2. Organizations within which you can work
    1. Work place associations - such as
      1. Associated Builders & Contractors
      2. Associated General Contractors
      3. Carpenter Contractors Association
      4. Construction Association of Michigan - CAM
      5. Glazing Contractors Association
      6. Great Lakes Fabricators & Erectors Association
      7. Mason Contractors Association
      8. National Electrical Contractors Association
      9. Plumbing, Heating & Cooling Contractors
      10. Sheet Metal and Air Conditioning Contractors
      11. etc.
    2. Technical societies - such as
      1. America Society of Mechanical Engineers
      2. American Institute for Concrete Construction
      3. American Institute of Steel Construction
      4. American Society of Civil Engineers
      5. American Society of Heating, Refrigerating & Air Conditioning Engineers
      6. Construction Specifications Institute
      7. Masonry Institute of Michigan
      8. Society of Automotive Engineers
      9. Society of Fire Protection Engineers
      10. etc.
    3. Professional societies - such as
      1. American Institute of Architects
      2. Engineering Society of Detroit
      3. Michigan Society of Professional Engineers
      4. National Association of Women in Construction
      5. Society of American Military Engineers
      6. Society of Association Executives
      7. etc.
    4. Personal activities - such as
      1. Church groups
      2. Service clubs
      3. Alumni associations
        1. High school
        2. College
      4. School boards
      5. Political office

3. Registrations
  1. Contractor
  2. Residential builder
  3. Professional engineer
  4. Architect
  5. Land surveyor
4. Certifications & credentials
  1. Post graduate degrees
  2. Continuing education
    1. CAM
    2. WEX
    3. AGC
    4. NECA
    5. PHI
6. Four basic elements of effective management
  1. Analysis
  2. Articulation
  3. Communication
  4. Action
7. Examples of networking being used in our business world
  1. Chip E. C.
  2. Kalamazoo
  3. Flint
  4. Minneapolis/St. Paul
  5. ICM
  6. Dewey Little
  7. WEX partnering
  8. Yellow Freight
8. The corporate memory
9. The individual memory
10. Working with the next generation
11. **Miscellaneous**
  1. Ways by which to manage your career - adapted from card by Right Management Consultants - Dave Braun
    1. Establish positive work relationships with those around you.
    2. Take the initiative in initiating and maintaining positive work relationships.
    3. Know your organization's mission in the work place.
    4. Know your mission in the work place.
    5. Know your organization's goals and objectives.
    6. Know your goals and objectives.
    7. Set a program or work for yourself to help your organization achieve their goals and objectives.
    8. Build & maintain a network of constructive, successful people in your work place.
      1. Communicate regularly with those people in your work place network.
    9. Build & maintain a network of constructive, successful people outside your work place
      1. Communicate regularly with those people in your outside network.

10. Build relationships with your boss on genuine mutual interests, abilities, goals and objectives.
  11. Establish a reputation for reliability by completing assignments well and on time.
  12. Record and communicate your contributions and achievements.
    1. These are the building blocks of your career
  13. Recognize the contributions of others.
  14. Always suggest a constructive solution when presenting a problem.
  15. Construct your career around your greatest strengths.
    1. Your greatest strengths are your passport to career fulfillment.
  16. Practice your strengths and build on them.
    1. Always build from a position of strength.
  17. Continue your personal and professional growth.
  18. Never be without a goal and the accompanying objectives.
  19. Remember - there is always a next step!
2. quotes to use:
1. A foolish consistency is the hobgoblin of little minds - Ralph Waldo Emerson
  2. If you respect your job's importance, it will probably return the favor. - L.D. Turner
  3. Difficulties are meant to rouse, not discourage. The human spirit is to grow strong by conflict.— William Ellery Channing
  4. What you do speaks so loud that I cannot hear what you say. — Ralph Waldo Emerson
  5. The wind and the waves are always on the side of the ablest navigators. - Edward Gibbon
  6. There is something that is much more scarce, something finer far, something rarer than ability. It is the ability to recognize ability. - Elbert Hubbard
  7. Ability is of little account without opportunity. - Napoleon Bonaparte
  8. Life affords no higher pleasure than that of surmounting difficulties, passing from one step of success to another, forming new wishes and seeing them gratified. - Samuel Johnson
  9. Do not attempt to do a thing unless you are sure of yourself; but do not relinquish it simply because someone else is not sure of you. - Stewart E. White
  10. Action may not always bring happiness; but there is no happiness without action. - Benjamin Disraeli
  11. The actions of men are the best interpreters of their thoughts. - John Locke
  12. Let us not be content to wait and see what will happen, but give us the determination to make the right things happen. - Peter Marshall
  13. Periods of tranquility are seldom prolific of creative achievement. Mankind has to be stirred up. - Alfred North Whitehead
  14. Think like a man of action and act like a man of thought. - Henri Bergson
  15. Positive anything is better than negative nothing. - Elbert Hubbard
  16. I do not believe in a fate that falls on men however they act; but I do believe in a fate that falls on them unless they act. - Gilbert K. Chesterton
  17. It is by acts and not by ideas that people live. - Anatole France
  18. When a man asks himself what is meant by action he proves that he isn't a man of action. Action is a lack of balance. In order to act you must be somewhat insane. A reasonably sensible man is satisfied with thinking. - Georges Clemenceau
  19. Advice is like castor oil, easy enough to give but dreadful uneasy to take. - Josh Billings
  20. Advice is like snow; the softer it falls the longer it dwells upon, and the deeper it sinks into the mind. - Samuel Taylor Coleridge

21. Anger blows out the lamp of the mind. - Robert Green Ingersoll
22. Keep cool; anger is not an argument. - Daniel Webster
23. A long dispute means both parties are wrong. - Voltaire
24. The best way I know of to win an argument is to start by being in the right. - Lord Hailsham
25. Poverty wants some things, luxury many, avarice all things. - Abraham Cowley

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    1. Corporations generally do not have a judgmental memory - it is statistical in nature. It is often unreliable since it uses current human inputs and evaluations of past human inputs and evaluations.
    2. Individuals within corporations have the continuing memory vital to successful networking.
  2. Networking is generally a one-on-one relation that is made more extensive by unit communications. Build on one-on-one efforts.
  3. Build a network in the world of words, and validate it in the world of non words.
  4. Interact with **individuals**, and individuals in groups when you are networking.
  5. Work **now** in the environment in which you now are.
  6. Show genuine interest in others and generate their interest in you.
  7. **Remember** - networking must add value to all interactions to be successful.

9. Closing.

1. Networking is difficult at first, but gets easier as you see the continuing benefits it brings you and those whom you affect.

2. "The wind and the waves are always on the side of the ablest navigators" - Edward Gibbon

10. NOTES:

## THE NETWORKING CONCEPT

### **Definition:**

**A network is a physical, intellectual, and graphic system of communication and relationships in which the parts, passages, lines, and routes cross, branch, and interconnect.**

**Networking is the process of using this system to sharpen yours and other's abilities, and to create opportunities to use these abilities.**

## TYPES OF NETWORKS

1. Vocational - those that provide opportunities for exchange of job related technical information with others having similar interests.
2. Personal - those that encourage and assist us to exchange information with others about the non vocational and personal systems in place, and being built around us.
3. Professional - those that enable us to meaningfully participate in the non technical information exchanges about the vocational system in which we work

## CAVEAT

Care must be taken that the network you build is not self serving, and not merely used to exist in a world of words. The results of networking must be an improvement to the benefit of all participating in the system.

Networking is a system used as a basis for action. Action is an end product of networking.

## **ELEMENTS OF IMPORTANCE IN NETWORKING**

01. Positive attitudes.
02. Genuine interest.
03. Knowledge of things important to you.
04. Knowledge of things important to others.
05. Credentials.
06. Reliability.
07. Consistency.
08. Sincerity.
09. Loyalty.
10. Value-added for you and others in the network.
11. Honesty.
12. Ethical behavior.
13. Mentoring.
14. Constructive involvement.
15. Empathy.
16. A working mechanistic network system.

## **FOUR WORDS OF IMPORTANCE IN MANAGEMENT & NETWORKING**

1. **Analyze** - To separate into parts or basic principles so as to determine the nature of the whole.
2. **Articulate** - To express in coherent verbal form. To get ready to communicate.
3. **Communicate** - To express yourself in such a way that you are readily and clearly understood by others.
4. **Act** - To do something in the world of non words.

## HOW TO USE NETWORKING AS A TOOL IN YOUR CAREER AND PERSONAL LIFE

- 01. Define your mission, your goals, and your objectives for your work life.
- 02. Define your mission, your goals, and your objectives for your personal life.
- 03. Build good work relationships with your subordinates, peers, and superiors.
- 04. Build & maintain people and information networks in your work-place.
- 05. Communicate regularly with those in your work-place networks.
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- 08. Include at least three generations in your network of people - yours, the one ahead and the one coming up.
- 09. Build your relations with people - use the corporate structure to define these relation as they are now.
- 10. Keep your guiding missions, goals and objectives consistent and constant.
- 11. Keep your working missions, goals, and objectives flexible.

## NETWORK COMMENTS

•1. Networking depends on the individual memory to a much greater extent than the corporate memory.

A. Corporations generally do not have a judgmental memory - it is statistical in nature.

B. Individuals within corporations have the continuing memory vital to successful networking.

•2. Networking is generally a one-on-one relation that is made more extensive by unit communications. Build on one-on-one efforts.

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- **Networking is difficult at first, but gets easier as you see the continuing benefits it brings you, and those whom you affect.**

- **Keep in mind "The wind and the waves are always on the side of the ablest navigators" - Edward Gibbon**