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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?