

## Topics

- Strategic Planning
- Contracts & Risk Management
- Business Development
- Economics of Private Practice
- Ethics
- Government Affairs
- Human Resources
- Communications/  
Public Relations/  
Community Involvement
- Leadership
- Senior Leaders Roundtable

## Locations/Dates

- Tulsa  
February 1-2, 2018
- Oklahoma City  
March 1-2, 2018
- Tulsa  
April 5-6, 2018

# ACEC OKLAHOMA



# Leadership

# For

# Engineers



6 Half-Day Sessions, 10 Topics,  
26 Hours of Learning

Designed to prepare your firm's future leaders, principals, and owners.

  
**ACEC OKLAHOMA**  
***Leadership for Engineers***  
**Program Schedule**

**Thursday and Friday, February 1-2, 2018**  
**Post Oak Lodge, Tulsa**

**Thursday, February 1, 2018**

- **Orientation** **10:00am – Noon**  
**Jim Sullins, CAE, President & CEO, ACEC OKLAHOMA**

Do you think 15 engineers will be too shy to get to know each other in a short time? This high energy presentation and interactive sessions will have class members working, and laughing together in no time at all. This critical session sets the stage for class members to work together for the next six sessions.

- **Lunch** **Noon – 1:00pm**

- **Leadership** **1:00pm – 3:00pm**  
**Kelly Riggs, Business Locker Room**

Leadership is the process of influencing people by inspiring them to achieve, by communicating in a manner that they best understand and by building trust such that they will embrace risk. However, the power of leadership tends to distort a leader's perception. A good leader commits to a continual, brutal self examination to minimize this distortion and to maintain a realistic pursuit of the organization's vision.

- **Human Resources/Managing People** **3:15pm – 5:15pm**  
**Teri Aulph, Teri Aulph Consulting, LLC**

Human resource philosophy and functions are often the basis for company planning and meeting client needs. We'll examine systems for performance management and employee relations strategies. The strongest asset for any organization is its people. Maximizing that asset is essential to strong leadership.

- **Reception/Dinner as a Group** **6:00pm**

**Friday, February 2, 2018**

- **Strategic Planning** **8:00am – 10:00am**  
**Kevin Veit**

Strategic planning is an essential process for assessing and evaluating a business and creating a viable, flexible guide for future success. The critical components of a successful planning effort include preparation, establishing a plan baseline and creating the plan. We'll examine the major elements of a strategic plan, including: organizational vision, schedule, responsibilities, accountabilities and metrics

- **Ethics** **10:15am – 12:15pm**  
**Bruce Pitts, Oklahoma State Board of Licensure**

Being ethical is defined as “Being in accordance with the accepted principles of right and wrong that govern the conduct of a profession.” The core of ethics in the engineering profession include: public interest, truth, honesty, fairness and professionalism. Strong ethics are essential to leadership. Without the trust that ethical behavior promotes, an individual’s firm is destined to mediocrity.

## Thursday and Friday, March 1-2, 2018 **Hampton Inn - Bricktown, Oklahoma City**

### **Thursday, March 1, 2018**

- **Economics of Private Practice** **1:30pm – 5:30pm**  
**Lee James, CPA, Lee James & Assoc.**

Understanding the role and importance of financial project management is a critical attribute of emerging leaders. It is equally important that they understand fundamental metrics of successful firms, which financial indicators are important and what they mean for future growth. In this session, we will discuss these important financial management issues.

- **Dinner as a Group** **6:00pm**

### **Friday, March 2, 2018**

- **Communications, Public Relations,  
and Community Involvement** **8:00am - 10:00am**  
**Kristi Pempin, Redbud Marketing**

Formulating, building and implementing the right marketing strategy for your firm is the key to stronger profit margins. Learn how to stay ahead of your competition through clear and concise messaging. This discussion will focus on building your brand through the use of different marketing tools including promotional activity, community involvement, social media, project pursuits and supporting marketing materials. Walk away with measurement tools, templates and a clear understanding of the different marketing opportunities that are available for engineers.

- **Government Affairs** **10:15am – 12:15pm**  
**Steve Hall, ACEC**  
**Jim Dunlap, Dunlap Consultants**

The government’s leadership influences the overall business climate and an individual firm’s success. Business leaders need to know how to participate effectively in the public arena and build consensus. They also need to understand how government affairs activities can help their business succeed and how to encourage active participation at the grassroots level in the firm.

## **Thursday and Friday, April 5-6, 2018** **Hard Rock Hotel/Casino, Tulsa**

### **Thursday, April 5, 2018**

- **Risk Management/Contract Language** **1:30pm – 5:30pm**  
**Wyatt Hoch, Foulston Siefkin LLP**

Carefully wording contract provisions minimizes risk to design professionals. We'll discuss how contract provisions allocate risks between parties and the legal effect of specific contract provisions. Getting contracts right the first time can be the difference between a profitable project and incurring more liability than your firm can afford.

- **Dinner as a Group** **6:30pm**

### **Friday, April 6, 2018**

- **Business Development** **8:00am - 10:00am**  
**Brad Thurman, Wallace Engineering**

A business development culture is critical to maintaining a healthy and growing company. Developing such a culture requires understanding what business development is and is not, as well as how it fits into the overall marketing program for your firm. This session will outline the basics of business development, how it integrates into marketing strategy and how it can help differentiate a firm.

- **Senior Leaders Roundtable** **10:15am – 12:15pm**

Take the opportunity to network with a diverse panel of leading industry professionals. This session will culminate the Leadership for Engineers experience. The facilitated session gives participants a chance to ask industry leaders questions concerning the industry, practices, and management.

- **Graduation Celebration Luncheon** **12:15pm – 1:45pm**

# ACEC OKLAHOMA

## *Leadership for Engineers*

### Registration Information

**6 Half-Day Sessions, 26 Hours of Learning Covering 10 Topics  
Designed to Prepare Your Firm's Future Leaders, Principals, and Owners.**

ACEC OKLAHOMA's *Leadership for Engineers* program is **targeted to all rising industry professionals** who are committed to developing their leadership and management skills and abilities, and identified by your firm as a "future leader" of your business. **This may include design firm new principals, middle managers, business and administrative coordinators, marketing managers, HR managers, project managers.....anyone interested in developing solid management skills.**

**The program was created to provide professional and personal leadership development for Oklahoma's most promising professionals in the design community. The program launches up-and-coming professionals on a development track leading to successful general management, project management, and principal positions within design firms.**

This program imparts specific skills and competencies identified as critical for leadership success. These highly interactive sessions are taught by experts in the field of business administration and people management in professional services firms.

**SPACE IS LIMITED TO THE FIRST 15 REGISTRANTS. No exceptions.**

Firms nominating an individual are making a commitment of that person's time to attend ALL sessions regardless of work conflicts. For that reason, the application **MUST BE SIGNED** by a firm Principal to verify the firm's commitment to the individual as well as the program.

Please carefully read the following information carefully.

- **Registration Deadline: December 8, 2017**
- **Participation: Participation is limited to 15 (first come, first serve).** You may only register one member from your firm.
- **Cost: \$1,395.00** per person. Tuition includes all meeting materials, breakfasts, dinners and lunches where applicable. **Tuition does not include lodging or travel expenses.** ACEC OKLAHOMA has negotiated favorable rates at each location. Participants will be responsible for making their hotel reservations. Hotel information will be provided upon registration.
- **Registration:** Return the completed registration form as soon as possible to reserve a spot. **A deposit of \$700.00 or Payment in Full MUST ACCOMPANY THE REGISTRATION.**
- **Payments/Cancellations/Refunds:** Full payment must be received by December 8, 2017 or registration will be cancelled. Cancellations received from December 9, 2017 to January 12, 2018 will forfeit the \$700 deposit, or, if already paid in full, will receive a 50% refund of the total registration fee unless another registrant can be confirmed, in which case a full refund will be made. The firm's "slot" may be transferred to another member of the same firm. **No refunds after January 12, 2018!** Please make checks payable to ACEC OKLAHOMA, 220 N.E. 28<sup>th</sup> Street, Suite 135, Oklahoma City, OK, 73105.
- **Attendees: MUST BE PRESENT FOR ALL SESSIONS!!!!**
  - If more than half of one session is missed, that session must be attended the following year to graduate.
  - Only the attendee registered may attend the sessions. Substitute attendees will not be accepted.
  - Attendees **MUST** participate in all planned events, including staying overnight at the program hotel/location.
  - Attendees must provide picture (jpeg) and full personal and professional biography by January 13, 2017.
- **Professional Development Hours:** 26 PDHs will be earned, and certificates will be provided at the completion of the program.

# *Leadership for Engineers*

## Nomination Form

Date: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: State Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Nominee Certification: I have read the requirements in "Attendees" above, and agree to the participation provisions set forth.

Nominee's Signature: \_\_\_\_\_

\* \* \* \* \*

### Firm Certification of Nominee

On behalf of the nomination above, I do hereby certify that I have read all of the above requirements, and that I fully support the nominee's participation in ACEC OKLAHOMA's "*Leadership for Engineers*" program.

I further certify that our firm will assure that the nominee will fully participate in the program as required above, and that accommodations will be made to assure that nothing interferes with the nominee's attendance and participation in the program.

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Send completed form and payment/deposit to:

**ACEC OKLAHOMA**  
**220 N.E. 28<sup>th</sup> Street, Suite 135**  
**Oklahoma City, OK 73105**