

## Registration Form

|   |                           |
|---|---------------------------|
| Name of Participant _____                 | Position _____            |
| Firm _____                                | Years with Firm _____     |
| Address _____                             | Work Phone _____          |
| City _____                                | State _____ Zipcode _____ |
| Cell No. _____                            | Home Tel. No. _____       |
| Email _____                               |                           |
| Mastercard/Visa/Amex (circle one) # _____ | Exp Date _____            |

**Note:** Participation is limited to 20. Firms may only enroll one participant unless the program is not fully enrolled by January 9, 2012. Registration is first-come first-served but there is a wait-list.  
Fax or Email Completed Forms: 617-227-6783, [etyminski@engineers.org](mailto:etyminski@engineers.org).



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ACEC/MA  
The Engineering Center  
One Walnut Street  
Boston, MA 02108-3616



## Genesis Program

A New ACEC/MA  
Educational Program

*To assist new professionals transitioning  
from the university to the  
professional environment*

# ACEC/MA Educational Program



Developed for new professionals, this program helps the participant understand the transition from the university to the professional environment. Basic fundamentals are presented with a direct application to our industry.

## CONNECT. LEARN. GROW.

The sessions will focus on business consulting, what it takes to be a professional, and effective communication skills.

## Building Blocks for Professional Development

Building a professional career requires acquiring expertise in more than just technical and design skills. In order to advance, it is important to be comfortable with the range of appropriate protocols, values, ethics, reputation and relationship-building strategies that characterize our profession.

**The Genesis Program offered by ACEC/MA provides this foundation for moving forward.**

Three carefully designed instructional sessions address the key topics identified by firm leaders as vital for making the transition from recent graduate to emerging professional. Using a classroom style with a mentoring approach, these sessions allow for gaining new information, techniques, and insights through conversation, discussion, and instructional exercises.

### Session 1, February 15. **The Business of Design Consulting 101.**

*Instructor:* Jean L. McCluskey, P.E.  
President, Mission-Focused Alliance, LLC

The opening session establishes the essential foundation for how firms thrive. Topics concentrate on developing a competent and solid understanding of what it takes to make an engineering firm be successful and how you fit in as you launch your career: roles and responsibilities within a firm, components and management of projects, the necessity of setting standards and goals, and how firms acquire work.

### Session 2, February 29. **What Does It Take to Be a Successful Professional.**

*Instructor:* Jean L. McCluskey

In this session, Ms. McCluskey moves into a second vital area of development, focusing on the individual. Topics include professional ethics, expectations of an effective professional, and personal characteristics that contribute to professionalism of the entire firm.

### Session 3, March 7. **Personal Communication Effectiveness.**

*Instructor:* Paul D. Weisman, P.E. President, SMART Conversations

Continuing on in the personal development area, the third session provides skill-building in the key communications areas that will improve your ability to work successfully with colleagues and supervisors as well as in teams. Topics are: Personal Mastery, Professional Conversation, and Interpersonal Collaboration. The goal is to build confidence in the ability to exchange information while enhancing rapport and working-relationships.



#### Class Details:

- Three 2-hour sessions.
- Time: 4:00-6:00 p.m.
- February 15, 29 and March 7, 2012
- If any session is postponed due to weather, it will be held on March 14, 2012
- All sessions will be held at The Engineering Center One Walnut Street, Boston.

#### Cost:

- \$500 per person from an ACEC/MA Member Firm
- \$750 per person from a Non-Member Firm

**For Additional Information,  
please contact:**

Elizabeth Tyminski, 617.227.5551, [etyminski@engineers.org](mailto:etyminski@engineers.org)