



Sponsored by the Minnesota Society of Professional Engineers

Sessions At-A-Glance

- ◆ Ice Breaker/Understanding Your Communication Style
- ◆ Effective Communication
- ◆ Project Management and Teamwork
- ◆ Effective Business Leadership
- ◆ Ethics, Responsibility and Leadership
- ◆ Minnesota Government and Community Involvement
- ◆ Contracts, Negotiations and Liability
- ◆ Outstanding Customer Service

2010-2011 Engineers Leadership Institute



...Building Engineering Leaders and Community Professionals...

HERE'S WHAT ENGINEERS HAD TO SAY ABOUT THE LEADERSHIP INSTITUTE...

"I highly recommend this program. The highly qualified speakers bring variety and depth to the topics covered that will strengthen you as a professional. The open forum and discussions held reveal many perspectives and shared experiences that you can utilize in your profession."

*Steve Dodge, PE
City of Inver Grove Heights*

"Our company has sent at least one engineer to the Engineers Leadership Institute each year. Every one, including me, has come away with a very positive experience – we will continue to send our employees to participate! This program has reaped professional and financial benefits for our organization."

*Joel Ray, PE, SE
Larson Engineering, Inc.*

This program would benefit any engineer! The breadth of information was very beneficial in that it exposed us to unique schools of thought and different approaches that engineers aren't typically accustomed to."

*Andy Johnson, EIT
Capitol Safety – USA*



THE MSPE ENGINEERS LEADERSHIP INSTITUTE is an eight session program that features a curriculum focusing on right-brain thinking - the soft/people skills associated with business management and the creative, visionary skills required of effective leaders. Prominent, accomplished presenters will provide personal insights, factual information and useful tools that will enable participants to think on a broad-based level about the advancement of their engineering employer, the engineering industry and their respective roles in the development of Minnesota. Graduates will be well-rounded engineers and community leaders who are not only capable technical professionals, but who also effectively and comfortably exhibit the soft/people skills that separate them from the majority. The 2010-2011 institute meets one day per month beginning in September 2010. See page two for session highlights.

WHO SHOULD PARTICIPATE: The Engineers Leadership Institute is open to all engineers who practice in Minnesota, with the sessions focused on engineers with 4-15 years of experience. Participants should be interested in and willing to participate in class discussions and should be interested in promoting the image of the engineering profession, community involvement and in business and/or community leadership. Participants should have the support of their employer and supervisor and are expected to attend all eight sessions. However, when the registered participant is unable to attend a session, s/he is invited to send someone to participate in that session in his/her place. The Engineers Leadership Institute is limited to 25 participants.

PROFESSIONAL DEVELOPMENT HOURS: Attendance at all institute sessions will provide participants with approximately 50-55 professional development hours (PDHs).

COST: Take advantage of the early bird registration discount! Paid registrations received by August 13, 2010 will receive \$100 off the cost for the first attendee (\$1400) and \$50 off for each additional attendee (\$700) from the same company. After August 13, the cost of the program is \$1,500 for the first participant from an organization and \$750 for each additional participant from that same organization, which equals approximately \$30 per PDH for the first participant and \$15 per PDH for each additional participant from the same organization. MSPE platinum level sustaining firms receive a 10% discount for all participants – [click here](#) for a listing of MSPE sustaining firms. Fees include all classroom instruction, materials and meals. It is not necessary to be an MSPE member in order to participate.

HOW TO REGISTER: Each participant should complete the registration form on page two and return it to the MSPE office by **FRIDAY, SEPTEMBER 10**. Note that the institute is limited to 25 participants and that registration will be confirmed on a first come, first served basis.

PARTICIPANTS ENJOY A FUN GROUP ENVIRONMENT



SESSION TOPICS AND SCHEDULE: An outline of the 2010-2011 Engineers Leadership Institute topics and sessions appears below. Each session will feature experienced, knowledgeable speakers on relevant topics, as well as class discussion, work groups and/or friendly competition. Sessions will generally begin at approximately 8:00 a.m. and conclude at approximately 4:00 p.m. Specific locations are to be determined, but all will be held in the Twin Cities metropolitan area with the exception of the customer service session in April 2011 (to be held at the Mayo Clinic in Rochester).

Ice Breaker/Understanding Your Communication Style

Date: Thursday, September 23, 2010

- Meet the other participants, team building activities
- Personality type indicator
- Identifying others' personality types
- Understanding how you interact and communicate with others

Effective Communication

Date: (tentative) Thursday, October 14, 2010

- Persuasive and clear verbal and written communication
- Nonverbal communication
- Negotiation and conflict resolution
- Effective presentations

Project Management and Teamwork

Date: Thursday, November 4, 2010

- Characteristics of effective project managers
- Project planning
- Creating a corporate culture of innovation
- Developing a team environment
- Maximizing client acceptance and project success
- Team exercise: Design under constraints

Effective Business Leadership

Date: Thursday, December 16, 2010

- Traits of a successful business leader
- What to expect as a business leader: surprises, responsibilities, non-engineering duties
- Perspectives of successful engineering business leaders
- Professionalism and teambuilding, leadership, conducting effective meetings

Ethics, Responsibility and Leadership

Date: Thursday, January 20, 2011

- Ethics and the Code of Conduct
- Responsibilities and ethical obligations of the licensed Professional Engineer
- Blending ethical leadership with technical professionalism
- Group discussion: Ethics case studies

Minnesota Government and Community Involvement

Date: Thursday, February 17, 2011

- Overview of the Minnesota political process
- How to be politically influential
- Observations from a Minnesota legislator
- Community leadership perspectives and case studies (including the 2007 floods in southern MN)
- Tour of the Minnesota State Capitol

Contracts, Negotiations and Liability

Date: Thursday, March 24, 2011

- The importance of documentation and communication
- Effectively handling claims
- Contract provisions: Changes, additions, conditions
- Risk Management
- Project observation and site safety

Outstanding Customer Service

Date: Thursday, April 14, 2010

- Understanding the customer's needs
- "Mapping" high level customer service
- Identifying intangibles that make the difference
- Developing skills to attain high level customers
- Behind-the-scenes tour of Mayo Clinic

REGISTRATION FOR THE 2010-2011 MSPE ENGINEERS LEADERSHIP INSTITUTE

Company Name _____
 Street Address _____ City _____ State _____ Zip _____

Participant(s)
 Name _____ PE EIT Title _____ Discipline _____ # Yrs. Experience _____
 Email _____ Phone _____ Supervisor Name _____
 Name _____ PE EIT Title _____ Discipline _____ # Yrs. Experience _____
 Email _____ Phone _____ Supervisor Name _____
 Name _____ PE EIT Title _____ Discipline _____ # Yrs. Experience _____
 Email _____ Phone _____ Supervisor Name _____

Registration Fee (please make checks payable to MSPE or complete credit card section):
 _____ BY AUG. 13: \$1400 ~~\$1500~~ (One participant) (-10% for platinum sustaining firms)
 _____ BY AUG. 13: \$2100 ~~\$2250~~ (Two participants from the same company)
 _____ BY AUG. 13: \$2800 ~~\$3000~~ (Three participants from the same company)

To pay by credit card please complete the section below:
 Credit Card Type: Visa Mastercard Am. Express
 Card #: _____ Exp. _____
 Billing Address: _____
 Cardholder Name: _____
 Cardholder Signature: _____
 Cardholder Email: _____
 Security Code: _____

Questions? Contact Mary Detloff at MSPE at 651/457-2347 or mdetloff@mnspe.org
Return this completed registration form with payment to:
 MSPE, 20 E. Thompson Ave. #206, West St. Paul, MN 55118

To the best of our knowledge, programs receiving professional development hours meet the requirements of continuing education as outlined by the MN Board of Licensure.