



Canadian Society for Civil Engineering

Young Professionals Committee

The Canadian Society for Civil Engineering is the recognized voice of civil engineering in Canada. We are a not-for-profit, member-governed, learned society representing civil engineers.

The Young Professionals Committee is a network of young professionals (YPs) across the country working with their local sections to organize events for their peers and also working together to create and promote various initiatives for YPs across the entire country.

Mission: To develop programs that will engage and empower students and YPs, targeted to their specific career development needs.

If you would like more information, please contact Nigel Parker at:

nparker@rjc.ca

Influence Without Authority: Perceived Leadership

What we say, how much we say, and the way we say it reveal far more than just knowledge or industry experience. Every form of communication - presentations, project meetings, client interactions, emails, reports, and proposals are all telling indicators of our ability to communicate clearly, efficiently and persuasively. They show how well we can influence - dare we say 'how well we can lead.'

Your own ability to influence does not require authority, tenure, or even a particularly loud voice; it demands skill. The good news: this skill can be learned, and when twinned with strong technical knowledge, can be put to powerful effect. The not so good news: this skill requires patience and a long term approach to everything we do. On this skill alone, reputations have been built and dismantled, careers lost and found. This four-hour workshop will focus on what we need to do every time we communicate. Interested?

Workshop Content

- 1. The Context of Influence:**
 - Understanding and managing expectations in face-to-face communication.
 - Exploring why, how and when miscommunication occurs.
 - Assessing our own ability to influence.
- 2. The Process of Influence:**
 - Earning the right to be heard.
 - Combining **what** we say, **how** we say it and **when** we say it.
- 3. Communication Strategies:**
 - Pinpointing critical success factors for 'planned' and 'live' interactions.
 - Identifying opportunities and challenges of different communication tools.
 - Structuring communication to achieve buy-in and action.
- 4. Priorities in Decision Making:**
 - Underlining significance of personal values in critical thinking and decision making.
 - Appreciating opportunities and limitations of our own values.
 - Listening to meaning and probing for clarity.
 - Understanding our role in any interaction.
- 5. Difficult Conversations:**
 - Dealing with awkward client and colleague situations.
 - Simulating challenging situations with constructive feedback.



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Speaker



Giles Atkinson - Keystone Communications

Giles Atkinson is the owner of Keystone Communications an affiliate member of Consulting Engineers Ontario (CEO). Keystone Communications provides tailored training for companies seeking to improve the impact and quality of their written and spoken communications.

His areas of focus include sales, negotiations, presentations, communication excellence in project management, influence without authority, leadership, interview skills, and individual coaching.

Venue Chestnut Residence and Conference Centre, Lombard Room
University of Toronto, 89 Chestnut St
Toronto, ON M5G 1R1
Visitor parking available on site – charges apply
(not included in registration)

Time Tuesday April 8, 2014: Registration 12:00pm, Workshop: 1pm to 5 pm
• Lunch will be served at 12:00 pm

Cost	CSCE Members	\$150.00 + H.S.T. per person
	Non-Members	\$250.00 + H.S.T. per person

Register Attendees are required to pre-register. If you would like to participate, please send your completed registration form to Doug Salloum at Doug.Salloum@csce.ca.

The workshop has only 16 spaces available so please reserve your spot today to avoid disappointment.



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Registration Form for Influence Without Authority

Contact Name _____

CSCE Member # _____

Company _____

Billing Address _____

City, Province _____

Postal Code _____

Phone No. _____

E-mail _____

If you do not receive an email confirmation for your registration within 72 hours, please contact Doug Salloum (514) 933-2634. Confirmation for mailed forms will be upon receipt of cheque.

Cost	CSCE Members	\$169.50 (incl. \$19.50 HST) per person
	Non-Members	\$282.50 (incl. \$32.50 HST) per person

Payment Via:	Cheque*	Visa	MasterCard
Card #:	_____	Exp. Date (mm/yr):	_____
Name on the Card:	_____		
Signature:	_____		

Cancellation/Payment Policy: Cancellations received before March 25, 2014 will be subject to a \$50 processing fee. Cancellations received after March 26, 2014 and no-shows will be charged the full amount. For a registration to be valid/complete, CSCE must receive course registration fees by March 27, 2014 - no exceptions.

* Make cheques/money orders payable to "Canadian Society for Civil Engineering" and mail to CSCE National Office, Attention: Doug Salloum, 4877 Sherbrooke St. West, Montreal, QC H3Z 1G9

**There is a 16 person maximum for this workshop. Registrations will be accepted on a first-come, first-serve basis.