

The Dayton Section of the American Society of Civil Engineers is hosting its Fall Seminar at The Learning Center at Miami Valley Research Park on Thursday, November 6, 2008.

The Dayton Section has sponsored an annual seminar for many years with excellent participation and results. This seminar will provide professionals who oversee and manage employees with timely information about topics relevant to becoming a more effective manager.

Highlights of this year's seminar include sessions on Employee Motivation, Effective Listening, Effective Speaking, and Meeting Management.

We sincerely hope you will take advantage of this business and networking opportunity.

Four Professional Development Hours will be earned by attending this seminar. Please see the agenda and registration form on the reverse, or visit the ASCE website at:

<http://sections.asce.org/dayton/index.html>

Who Should Attend

Project Managers

Group/Team Leaders

Individuals with a supervisory role in their organization

Individuals who have management aspirations

ASCE
DAYTON SECTION
140 L. MONUMENT AVE.
DAYTON, OH 45402



The American Society of Civil Engineers
Dayton Section

Becoming an Effective Manager

Tools and Tips for Public and Private Sector Engineering Managers

Earn 4 PDHs!!

Thursday, November 6, 2008

**The Learning Center
at Miami Valley Research Park
1900 Founders Drive, Suite 100
Kettering, Ohio 45420**

Agenda

- 8:00 – 8:30** Registration and Continental Breakfast
- 8:30 – 8:35** Welcome & Introductions
- 8:35 – 9:30** Motivation
- Leadership vs. Management
 - Your "Influence" World
 - What you need to persuade & lead
 - People as Project Managers
- 9:30 – 10:30** Effective Listening
- Power in listening
 - Cost of not listening
 - Active listening
 - How well do you listen?
- 10:30 – 10:35** Break
- 10:35 – 11:30** Effective Speaking
- "It's how you say it"
 - Avoiding ambiguity
- 11:30 – 12:30** Meeting Management
- Planning an agenda
 - Meeting roles & responsibilities
 - What to do before, during, & after the meeting
- 12:30 – 12:45** Wrap-up and Evaluation
- 12:45** Lunch

Speaker Affiliation:

All sessions will be conducted by Ann Bachman, of Ingle-Bachmann LLC, a Dayton, Ohio based full service human resource consulting and executive coaching firm.

Ann has worked with many local organizations on management training, including firms such as Woolpert, Reynolds and Reynolds, Kettering Medical Center, and the Miami Valley Communications Council.

November 6, 2008
The Learning Center
at Miami Valley
Research Park
1900 Founders Drive
Suite 100
Kettering, OH 45420



Make Sure to Register Early!

For more information contact:
Steve Bergstresser, P.E.
(937) 296-2436 (voice)
(937) 296-3242 (fax)
Steven.Bergstresser@ketteringoh.org

Fee Schedule:

Member \$90.00
Non-Member \$100.00
At the Door \$100.00
Discount: \$10/person for groups of 3 or more from the same organization

Registration by mail will be open through October 31, 2008. Registration includes learning sessions, continental breakfast, buffet lunch, breaks, and handouts. Please make checks payable to **Dayton Section - ASCE**.

Registration:

Name: _____

Organization: _____

Address: _____

Phone: (____) _____

Fax: (____) _____

E-mail: _____

Return to:

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City of Kettering
Engineering Department
3600 Shroyer Road
Kettering, OH 45429