

A blurred, black and white photograph showing the silhouettes of two people walking on a transit platform. The platform has a railing and curved overhead structures. The background is out of focus, suggesting an outdoor or semi-outdoor transit station.

MARTIN-SIMONDS ASSOCIATES

Managing People

Curriculum for the A/E/C Industry

The following curriculum is designed to enhance the skills of technical professionals in managing people through a series of highly-focused programs. Each program is offered in 1-day and 1½-day versions.

MODULE ONE:

HIRING THE RIGHT PEOPLE



Through lecture, video, discussion and practice, participants will learn the key skills of behavioral interviewing, including key predictors of future performance, interview preparation, question design, and decision-making techniques for improved hiring decisions.

MODULE TWO:

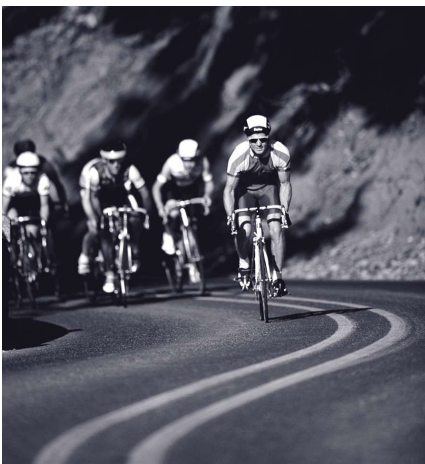
INTERPERSONAL SKILLS AND COMMUNICATIONS



Participants will learn and practice the skills of active listening and enhanced communications. This module also focuses on learning to clarify expectations and to give constructive and meaningful feedback.

MODULE THREE:

MOTIVATION AND COACHING



Participants will identify and analyze key motivators for themselves and others, discuss generational differences in motivation and values, and understand the impact of motivation and values on performance. This module also presents models of coaching for performance and coaching for development with opportunities for practice.

MODULE FOUR:

PERFORMANCE PROBLEMS



Participants will discuss obstacles to performance, learn how to properly diagnose performance problems and develop the proper interventions, and apply skills to address specific, real-life examples of performance problems in their workplace. This module provides the opportunity in small groups to practice performance management techniques.

MODULE FIVE:

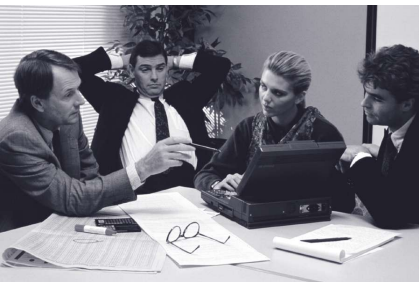
DEALING WITH CONFLICT



Through role-play and discussion, participants will learn and practice methods of resolving conflict through understanding of their personal conflict styles

MODULE SIX:

EFFECTIVE MEETINGS AND TIME MANAGEMENT



Using video, lecture, and practice sessions, participants will learn new techniques for conducting effective meetings as well as skills for personal time management. Special attention will be focused on the effective use of meetings for building teams.

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