

Instructors:

Members of the Civil and Environmental Industrial Advisory Board and other industry leaders.

Suggested Text:

TBD

Course Schedule:

Wednesdays, 6:30 PM - 8:30 PM

LECTURES

- 1. Introduction/Public Speaking I (September 17th – Maurice Rached)**
 - a. Introduction of instructors
 - b. Introduction of students
 - c. Purpose of course
 - d. Overview of the Civil Engineering market

- 2. Public Speaking 2 (September 24th – Maurice Rached)**
 - a. Types of public speaking activities
 - b. Body language
 - c. Conducting a professional meeting
 - d. Choosing the right language/terms/vocabulary
 - e. Engaging the audience
 - f. How to start and end your presentation
 - g. Dealing with difficult people
 - h. Presenting difficult cases
 - i. Testifying

- 3. Group Dynamics (October 8th – Amy Castillo)**
 - a. What is Group Dynamics?
 - b. Verbal and non-verbal communication
 - c. Roles and activities in a group
 - d. Conflict management
 - e. Understanding different cultures
 - f. Building consensus

- 4. Time Management (October 22th – Gareth Middleton)**
 - a. Setting goals and priorities
 - b. Eradicating procrastination
 - c. Proper planning
 - d. Getting organized
 - e. Delegating effectively

5. Emotional Intelligence and Interview Skills (November 5th – Jaimie Giurintano)

- a. Self-awareness
- b. Self-regulation
- c. Motivational values
- d. Empathy and leadership
- e. Building relationships
- f. Resume and cover letter
- g. Personal appearance
- h. Body language
- i. How to stand out
- j. How to answer difficult questions
- k. Questions to ask

6. Basics of Business Writing (November 19th – Al Mellini)

- a. Introduction to “Why Write is Right”
- b. Importance of good technical writing
- c. Hierarchy of Communication role play with one student participant
- d. Basic rules of Technical Writing
- e. Email writing
- f. Resume writing
- g. Examples of documents

7. Power Point Skills (December 3rd – Aine O’Dwyer)

- a. Preparation
- b. Know your audience
- c. Style and content
- d. Optimal length of a presentation
- e. Verbal delivery
- f. Mechanics of presenting

8. Presentations by Students (December 10th – Advisory Board)

The class will be divided into 3 to 5 groups of students who will make 15 to 20-minute presentations showcasing the skills they have learned throughout the course. The presentations will be attended by members of the Civil and Environmental Industrial Advisory Board. As part of the efforts leading to the final presentation, students are expected to practice and exhibit the skills that they have learned throughout the course.