



**CAREER PORTFOLIO
MANAGEMENT – CLASS #3**
Construction and Engineering Technology

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RIGHT & RESPONSIBILITIES

- You have the *right* to always be treated respectfully
- You have the *responsibility* to always treat others respectfully
 - Support each other
 - Positive, helpful, constructive feedback
- You have the *right* to share your thoughts, feelings, beliefs and opinions
- You have the *responsibility* to allow others to share their thoughts, feelings, beliefs and opinions
 - Actively participate in class



RIGHT & RESPONSIBILITIES

- You have the *right* to be listened to and heard
- You have the *responsibility* to listen and hear
 - Class is a device-free zone
 - No side conversations
 - Raise hand if want to respond/ comment

- You have the *right* to have your time respected
- You have the *responsibility* to respect others' time
 - Be back from break on time
 - Arrive on time (whenever possible)
 - If you arrive late, be as quiet as possible when getting settled



AGENDA

- 8:00 – 9:00 Transition to the workplace (group activity)
- 9:00 – 9:15 break
- 9:15 – 10:50 classwork



TRANSITION TO THE WORKPLACE

Table Group work:

- I want you to read the statement with those at your table, and identify the skills you would require to be able to do the activity well



TRANSITION TO THE WORKPLACE

- I want you to read each of these statements and tell me what skills you would require to be able to do the activity well

Budget Analysis & Cost Forecast:

Accurately projects total job costs by stipulating quantities and unit costs for labor, sub work, and materials, including the consideration of all factors (i.e. change orders, subcontractor's bond premium, etc.)



TRANSITION TO THE WORKPLACE

- I want you to read each of these statements and tell me what skills you would require to be able to do the activity well

Decision Making & Problem Solving:

Obtains adequate facts, evaluates them, and arrives at a sound conclusion in a timely manner; weighs consequences of actions in advance. Ability to correctly identify problem situations, evaluate alternative causes, and produce logical solutions that are of value



TRANSITION TO THE WORKPLACE

- I want you to read each of these statements and tell me what skills you would require to be able to do the activity well

Subcontractor Management:

Ability to organize, direct and assess subcontractor/vendor performance in a manner aligned with the company's values (e.g. Non-adversarial)



TRANSITION TO THE WORKPLACE

- I want you to read each of these statements and tell me what skills you would require to be able to do the activity well

Drawing Analysis:

Identifies, draws, and communicates sketch components such as hoisting layouts, form work layouts, and form work detail; this includes the ability to identify errors, omissions and conflicts in applicable drawings (i.e. architectural, structural, civil, and MEP).
(**Blueprint Interpretation** abilities prerequisite)



TRANSITION TO THE WORKPLACE

- I want you to read each of these statements and tell me what skills you would require to be able to do the activity well

Records Management:

Efficiently maintains and utilizes all applicable document management components and ensures all documents are accurately categorized



TRANSITION TO THE WORKPLACE

- I want you to read each of these statements and tell me what skills you would require to be able to do the activity well

Building Relationships:

The ability to quickly develop working relationships with a broad range of individuals, both internal and external to the company



WHY INVEST IN DEVELOPING A PLAN

- It can give you control

“You can and should shape your own destiny, because if you don’t someone else surely will”

Joel Barker – Futurist

- Will help with your decision making
 - right role, right company?
- Enables you to be proactive, be prepared

Know who you are
Where you want to go
Plan to get there
Start moving!



PERSONAL DEVELOPMENT PLAN

- Know yourself (honest reflection)
- Factor in the external environment
- Know the positions that you are interested in
 - Be open to interim positions that can help lead to your ultimate career goal/ role
 - Think long term and short term
- Link your skills, knowledge & capabilities to what's required for the role(s) you're striving for
- Identify the areas that you want to get stronger/ better in and/or **need** to get better in (any 'critical weaknesses', 'show stoppers', or career derailers)
- Build your plan & be prepared to modify it



FACTOR IN THE EXTERNAL ENVIRONMENT

- You understand yourself (personal insight):
 - Strengths
 - Weaknesses / Limitations
 - Personal Leadership Assessment Report
 - The opportunities that may be of interest to you

- Now look to the external market
 - Trends (Good and Bad)
 - New/ emerging requirements expected of the position(s) that you are looking at
 - Average Compensation – does it meet your basic financial needs?

- Based on the above, would you change the roles that you are interested in?



EXERCISE

- Understanding the language in job postings - what it is they're asking/ looking for and how you could demonstrate your capabilities is **critical!**

- I am going to break you into groups of 5 or 6
 - each group will have a copy of a job posting
 - read the posting and then fill out the exercise work sheet
 - be sure to focus on the critical elements/ requirements for the role

- You'll have 15 min. in your group – then you'll need to select a 'spokesperson' to share your group's work




JOB POSTINGS AVAILABLE


- Estimator
- Assistant Project Manager
- Assistant Supervisor
- Project Coordinator
- (Entry Level) Field Engineer
- Superintendent
- Scheduler



LINK

- UNDERSTAND what's required of a position – the expected deliverables/ results and how your skills, knowledge and capabilities are going to help the company be successful
 - ENSURE the role is aligned with what you want/ value/ is important to you & definitely leverages your strengths
 - Ideally you would like to be able to build around (minimize) any of your weaknesses
 - ENSURE you can talk **to your actual experience** to what the role requires
 - NOT just that you understand the theory
 - ESPECIALLY when answering interview questions or writing your resume
 - **TALK ABOUT YOUR RESULTS/ ACCOMPLISHMENTS!**
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WHEN CHOOSING POSITIONS YOU'LL RESEARCH

- Know what's important to you in a role and ultimately in a company – i.e. (un)structured work environment?
 - What's important for you to accomplish & why?
 - Do you feel like you could/ would make a significant contribution in the role or to the company?
 - Think long term and then think short term – consider if there's a role(s) that could be interim steps along the way to get you to your longer term goal?
 - When looking at interim roles determine what it is you would want to learn in each position
 - Ask yourself if there is something specific that you need to get experience in, a skill you need to develop, an area you need to know more about
 - How will it help you get closer to your long term career goal?
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POSITION RESEARCH EXERCISE WORKSHEET

Company Name: _____ **Position/ Role Title:** _____

Key Requirement(s) of the Position (What I would be expected to do if hired for that position/ role)	MY previous experience/ activities/ responsibilities and accomplishments/ results that would demonstrate that I have the capability to fulfill/ meet the position/ role requirement(s)	Is this one of MY top 3–5 strengths? If YES, list/ identify MY strength(s) I have that meet/ fulfill this requirement	If NO, what am I doing/ going to do (action item) to strengthen MY capability to meet/ fulfill this requirement?



NEXT WEEK AND SOME TAKE AWAYS

▣ Next Week:

- You will focus on goal setting for the skills, knowledge and capabilities that you think are a priority for you to address

▣ Take Aways:

- Before next class, make sure you have researched 5 – 7 positions and work through the exercise table (available on blackboard)
- Identify a minimum of 2 positions that you want to pursue that are aligned with your career goals
- When researching positions spend some time looking at different companies

