



Planning and Development



The goal

- Where do we want to be?
- What is the goal?

- What do we need to get there?





Personal, Professional & Business Development

Getting ourselves ready for business!

Construction skills

Financial skills – personal and business

Business and management skills

Professional skills

Personal skills





How to maximise the impact of the programme

- Positive outlook
- Attendance
- Maximise your time (prioritise & manage it well)
- Ask questions
- Read – use and share resources
- Share – ideas, challenges, opportunities
- Celebrate each other's achievements
- Get online!
- Set time aside for your development (studying, reading, researching, etc)



Personal leadership in the construction industry

- Know yourself
- Know the industry
- Have the knowledge and skills that are required
- Have a positive attitude and lots of energy
- Understand your strengths and development areas, and set realistic goals
- Be realistic about the challenges and opportunities



Professionalism

Professionalism

The term used to describe the internationally accepted standards or expectations that society has of people's conduct and levels of competence in the workplace.



Professionalism

What Does It Mean to Act Professionally in Construction?

- Behaviour...
- Positive Attitude
- Reliability
- Punctuality
- Integrity
- Respect for others
- Patience
- Teachable spirit
- Tolerance
- Good listener
- Communication
- Image/presentation of self
- Language



Business etiquette

- What impression do we want to make?
- We want to be taken seriously
- Project confidence
- Ready and prepared
- Mature
- First impressions last





Little reminders

- Be prepared
 - Get back to people on time
- Professional Appearance
- Reliability – keep to your commitments
- Be someone your clients and employees can trust
- Watch gossip
- Respect Diversity
- Take responsibility – don't shift blame
- Conflict management / don't allow differences / personality conflicts to affect your business/reputation in long run
- Don't let pride stand in your way



Little reminders

- Arrive on time / early
- General time mgt
- Confirm when you will be attending and cancel in good time when you won't be able to make it
- Apologies / don't be a "no show" or someone who just pitches up
- Respect meeting agendas
- Assess appropriateness of what you are going to say or ask within context



7 Habits of Highly Effective People – Stephen Covey

Habit 1: Be Proactive

- Use resourcefulness and initiative to find solutions rather than just reporting a problem
- Assessing a situation and developing a positive response
- Take responsibility for your actions

Habit 2: Begin with the End in Mind

- Develop a personal mission statement and develop long term personal goals based on personal principles
- Plan well
- Carpenter's rule "Measure twice, cut once"



7 Habits

Establishing your principles / values



Funeral scenario – what would you want people to think, feel, say, remember?

Live toward these principles every day



7 Habits

Habit 3: Put First Things First

- Focus your time around the activities that support your personal mission and goals
- Identify the key roles you play in life and make time for them
- Prioritise
- Time management matrix
- Weekly organising

Habit 4: Think Win/Win

Seek agreements and relationships that are mutually beneficial



7 Habits

Habit 5: Seek First to Understand, Then to Be Understood

Put yourself in the other persons shoes/listen, try to understand the other person first

Habit 6: Synergize

Find ways to leverage individual differences to create a whole that is greater than the sum of the parts



7 Habits

Habit 7: Sharpen the Saw

Take time out to build your capacity through personal renewal (physical, mental, social, spiritual)

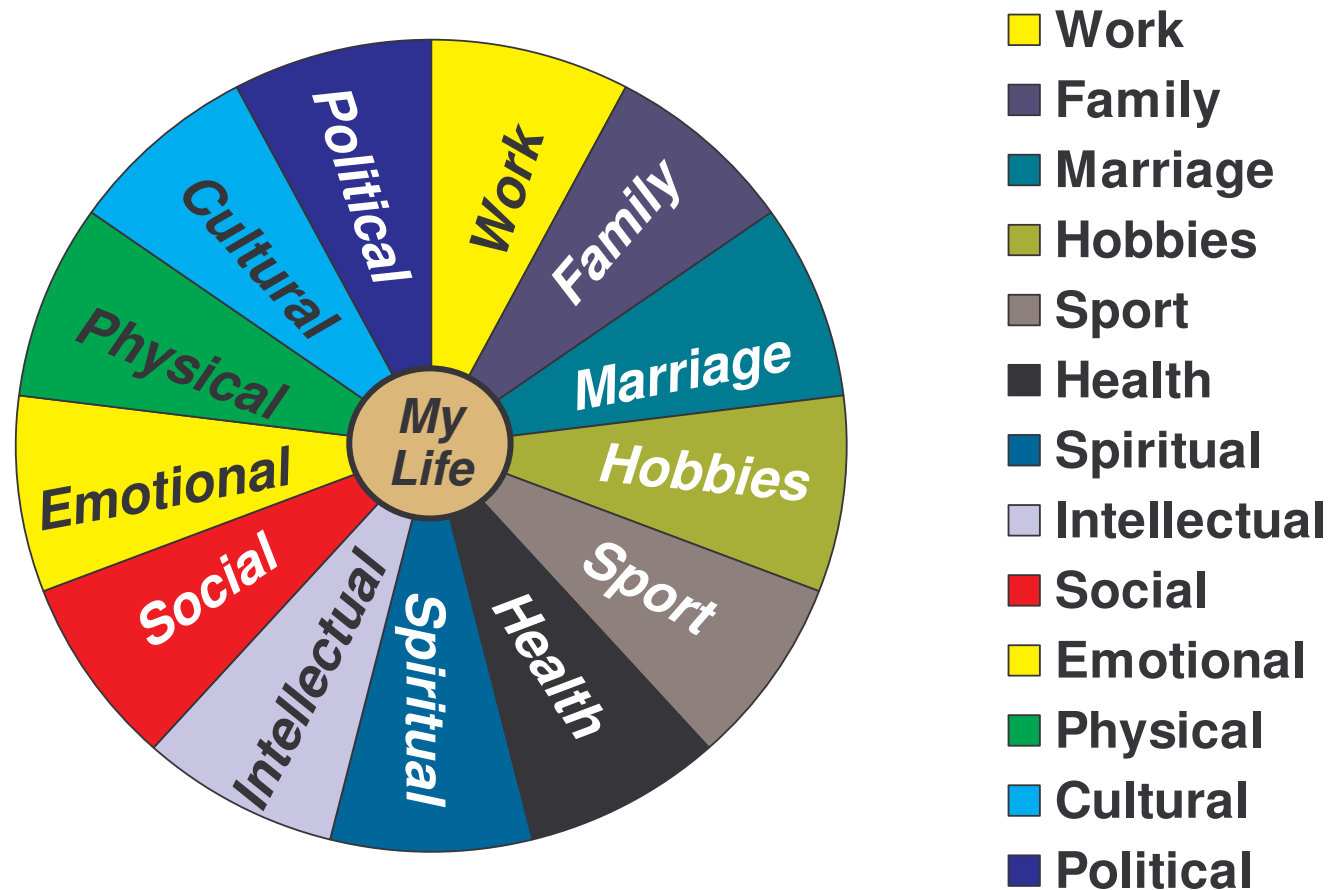


Goal setting



- Begin today more from the personal perspective
- Start working on change and action
- 23 May – Engaged Mindset with HR Practice
- 6 June – Move into business planning and actions

Where do you invest in your life?





Goal setting

Life is a journey from where you are to where you want to be. You can choose your own destination. You can also choose how you are going to get there. Goal setting will help you end up where you want to be.

<http://www.liraz.com/tgoals.htm>



Goal setting

- Think about (write down) what you would like to accomplish between now and the end of your life
- Think about (write down) what you would like to accomplish before the end of 2009
- Think about how you are going to reach these goals – what actions do you need to take?
- What goals can you set for the next month?
- What specific actions do you need to take to reach them? ...start working!



Goal setting

Success: the progressive realisation of a worthwhile goal. If you are doing the things that move you in the direction of your goal then you are successful.



Goal setting

When written down dreams and wishes can become goals...you can then create your own roadmap





Goal setting

Goals should be SMARTER

- Specific
- Measurable
- Acceptable
- Realistic
- Have Timeframes
- Extend
- Rewarding





Picture your future

Activity (30 min)

Draw your vision for your future

- Business
- Personal

Share with others in small groups

- What does it look like?
- What steps do you need to start taking to make it happen?
- Keep vision in your file