

VERSION 1.0

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NATIONAL SOCIETY OF BLACK ENGINEERS



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1.0 Purpose of this Document

1.1 What you will get from this document

This document was created to help chapters do the following.

1. Get tips on implementing successful professional development programs
2. Generate ideas for professional development within their chapter
3. See examples of professional development activities done by other chapters

2.0 Planning Your Professional Development Program-Tips from the San Diego NSBE Professional: Winner of the 2014-2015 Professional Development Program of the Year

2.1 Professional Development Program Tips

- Focus on what professional development needs your chapter is asking for
 - Verbally ask the membership
 - Surveys
- Include the collegiate chapter when developing professional development programs
- If there is a company/corporation your chapter has a relationship with, get professional development recommendations from them
- When approaching potential speakers for your meeting, have a document that describes your chapter's strengths and demographics
- Have a meeting with the speaker prior to the meeting to discuss the logistics and expectations of the meeting
 - Consider asking the presenter to provide food for the general body meeting during this meeting
- Ideas for developing partnerships with companies in your area include
 - Working with the HR at the company of your members
 - Network with diversity groups in other companies
 - Form partnerships with companies at conventions (NSBE and non-NSBE)
- Have general body meetings at the companies your chapter has partnered with
 - This can strengthen the relationship between the chapter and the company
 - Allows the company to interact with NSBE chapter members, which can lead to recruiting opportunities
- If your chapter does not have strong corporate partnerships
 - Work with your local collegiate chapter to learn what companies are coming to recruit at their school
 - Reach out to those companies
 - Explain who you are, your relationship with the students/chapter, and how you are helping to mentor students
 - Build relationships



- Utilize your Professional Membership as speakers
 - Especially those who are subject matter experts at their job or members who have an interest in public speaking/executive coaching etc.
- Work with other black orgs to strengthen your Professional Development
 - This helps provide opportunities for better venues, speakers, content, etc. (Real Estate, Banking, Black History).

2.2 Professional Development Examples

Below is a list of professional development activities that different NSBE Professional Chapters. This list will include a brief description of the activity too. Use this list to start planning your professional development activities.

- Soft Skills Training-A guest speaker spoke about what causes and triggers conflict, and how to address situations of conflict. Speaker presented during chapter meeting.
- Career Advancement-This professional development meeting was focused on ways to improve personal resumes and interviewing skills, this was the first event of a three part series focused on career empowerment.
- Career Advancement-Project Management (PMP) Certification (Understanding the benefits of a project management certification, information needed to apply for the test and understanding the test structure).
- Networking-Workshop presentation on networking In the professional community
- Soft Skills Training-Mock Interview session for all collegiate students, especially those whom had registered to attend FRC. The local professionals met and worked with collegiate students on interview presentation, questions and provided insight on how their respective companies determine what is a successful interview.
- Networking-Joint holiday event that was held with an African American group. This provided a platform to network with our engineering network and others in the community
- Networking-Monthly social/networking event
- Work Life Balance-Went to a health and wellness fair
- Career Advancement-Conducted one on one resume sessions with members in partnership with a corporation and seasoned chapter members. Each attendee was given feedback about his/her resume from our reviewers after a 15-20 minute session.
- Career Advancement-Corporate Mixer & Career Fair that helped link members with top organizations in that area
- Career Advancement-This event provided a panel of entrepreneurs to talk about their experiences in getting started and obstacles they had to overcome.
- Career Advancement-Workshops held with both a technical and managerial focus that provided relevant, professional insight to NSBE members
- Career Advancement-Performance Objective Writing presentation to help attendees effectively communicate their goals for the year
- Career Advancement-Webinar "So You Think You Want A M.B.A" which reviewed the benefits of M.B.A advanced degree



- Career Advancement and Life Skills-Effective Communication, workshop that discussed the causes and triggers for conflict, and how to address situations of conflict
- Career Advancement-A presentation that introduced and demoed the NSBE Career Center and a workshop on resume writing
- Career Advancement-A resume writing and interview skills workshop that presented key information including appropriate time for interview follow-up and modes of follow-up
- Career Advancement-Guidelines and tips to prepare and receive your PE and PMP certifications
- Networking-"Business Networking In a Social Setting" Workshop
- Career Development-Leadership Rountable centered around servant leadership and the book "Leaders Eat Last" by Simon Sinek
- Positively Impacting the Community-County Commission for Woman to speak about what their role is in the community and how to become a part of what they do.
- Networking-Corporate Mixer & Career Fair
- Designing the Pipeline to Your Purpose - Professional Development University Fall edition
- Career Advancement-Navigating a Career Fair Workshop
- Financial Management-How to Maximize Your Investments and Tax Saving Strategies
- Networking-Professional Development Networking with local Chamber of Commerce, Companies Black Enterprise Network, AABE, BIG, ULYP, City Joint Engineers Council

3.0 Professional Development Month By Month Outline

- 3.1 Determining what professional development programs and activities your chapter will have can be challenging and overwhelming. To help resolve this, a monthly professional development outline was created. The purpose of the professional development monthly outline is to assist chapters with aligning their professional development programs and activities with a centralized theme. This theme will also be what that the professional development content on the national level is centered around.
- 3.2 The guide will be presented in the following manner. Please see the example structure and explanation below. As a reminder, please know that the outline is a suggestion and your chapter is not required to follow it. It was created to serve as an aid for chapters.

Theme: The professional development theme for the month

Book For The Month: This book will be a part of the Pilot NSBE Professional Leadership Book Club (which has not been launched yet). Even though the book club has not started yet, the books listed align with the monthly theme and you are welcome to read that book. Another book can be chosen or none at all. The choice is up to the chapter/individual.

Additional Content Suggestions For The Month: Different career groups have different needs and this guide provides additional professional development content that you can provide to your chapter members. The content will be aligned with the



professional development theme. The career categories are below. Some months will not have this distribution, but just one piece of content for all career categories.

0-5 Years:

6-15 years:

15+:

3.3 Professional Development Monthly Outline

Month: **August**

Theme: Communication

Book: “Crucial Conversations Tools for Talking When Stakes Are High” by Kerry Patterson and Joseph Grenny

Additional Content Suggestions For The Month:

0-5 Years:-<https://www.careerplacement.org/files/careers/early-career-resources/ec-presentation-techniques-2012.pdf>

6-15 years:-<https://www.youtube.com/watch?v=HANw168huqA>

15+:-<https://www.youtube.com/watch?v=oDTPxMBemDM> (Executive Communication and Business Writing)

Month: **September**

Theme: Negotiation

Negotiation: “Getting to Yes: Negotiating Agreement Without Giving In” by Roger Fisher and William L. Ury

Additional Content Suggestions For The Month:

0-5 Years:-<https://www.youtube.com/watch?v=aYvGYG82MSM> (How to Negotiate The Highest Salary)

6-15 years:-<https://www.youtube.com/watch?v=Q2yJ70cqLR4> (Valorie Burton on CNN: How to Reboot a Stalled Career)

15+:-<https://www.youtube.com/watch?v=O0eniBUBgD0> (Negotiating Strategies and Tactics)

Month: **October**

Leadership and management

Book: “It Worked for Me: In Life and Leadership” by Colin Powell

Additional Content Suggestions For The Month:

0-5 Years: <https://www.youtube.com/watch?v=8ubRzzirRKs> (Top 10 Differences Between Managers and Leaders)

6-15 years:-<https://www.youtube.com/watch?v=yPLjaVED1Yc> (Leadership Skills Development for First-Time Managers)



15+: <https://www.youtube.com/watch?v=2jZhAsvl5co> (TEDxOslo 2012 - Steve Denning - The Transformation of Leadership and Management)

Month: **November**

Theme: Innovation

Book: “The Four Lenses of Innovation: A Power Tool for Creative Thinking ON Innovation Paperback” by Terry Jones

Additional Content Suggestions For The Month:

0-5 Years: <http://www.creativityatwork.com/2011/08/12/cultivating-organizational-creativity-in-an-age-of-complexity/>

6-15 years: <http://www.creativityatwork.com/2012/03/23/can-creativity-be-taught/>

15+: <http://www.creativityatwork.com/2010/10/20/the-alchemy-of-leadership/>

Month: **December**

Theme: Personal Finances

Book: “Why Didn't They Teach Me This in School?: 99 Personal Money Management Principles to Live By” by Cary Siegel

Additional Content Suggestions For The Month:

0-5 Years: <https://www.youtube.com/watch?v=Irsjjeaa73Y>

6-15 years: <https://www.youtube.com/watch?v=Irsjjeaa73Y>

15+: <https://www.youtube.com/watch?v=Irsjjeaa73Y>

Month: **January**

Theme: Process Improvement

book: Lean Solutions: “How Companies and Customers Can Create Value and Wealth Together” by James Womack

Additional Content Suggestions

Planet-Lean.com interviews Daniel T Jones and James P Womack at the UK Lean Summit 2014-<https://www.youtube.com/watch?v=KYi6gkFYypU>

Take the Value-Stream Walk: Presentation by Jim Womack

<https://www.youtube.com/watch?v=M2lp1QDbXWE>

Month: **February**

Theme: Strategy

Book: “The Decision Book: 50 Models for Strategic Thinking” by Mikael Krogerus and Roman Tschäppeler



Additional Content Suggestions For The Month:

0-5 Years: <https://hbr.org/2014/01/strengthen-your-strategic-thinking-muscles>

6-15 years: <http://www.forbes.com/2010/11/09/strategic-thinking-innovation-creativity-leadership-managing-rein.html>

15+: <http://www.inc.com/paul-schoemaker/6-habits-of-strategic-thinkers.html>

Month: **March**

Theme: Licensure and Professional Degrees

Book: None

Additional Content Suggestions For The Month:

The Power of the PE License

<http://career-advice.monster.com/career-development/education-training/professional-engineer-license-PE/article.aspx>

20 tips to pass the professional engineer exam

<http://www.ch2m.com/newsroom/careers/20-tips-to-pass-the-pe-exam>

Month: **April**

Theme: Health and Wellness

book: “Mindless Eating: Why We Eat More Than We Think” by Brian Wansink

Additional Content Suggestions

5 Simple and effective office workouts-

<https://www.youtube.com/watch?v=qDsHqGLMgqc>