1. Seminar Topics -- Choose Five (5) Business Seminar Topics You Would Like Considered and Rank Them (1 to 5, with 1 being first choice):

   1. Design-Build for Design Professionals
   2. Leadership Development & Practice / Coaching & Mentoring Your Staff
   3. Compensation & Benefits
   4. Project Management
   5. Marketing / Business Development
   6. Ethics for Engineering & Business
   7. Financial Management / Profitability
   8. Business Plan Development
   9. Staff Quality / Recruiting / Training / Retaining
   10. Safety Programs

2. Project Leaders/Managers (Current & Future) Development – Stand-Alone Seminar Topics (1.5 – 3 Hour Sessions).

   23. YES -- Support ACEC/MO in providing Local Stand-Alone Seminars for future project leaders/managers.
   2. NO – Not comfortable sending future project leaders/managers to ACEC/MO training.
   11. YES – Would provide subject matter experts to assist in conducting training for future project leaders/managers.
   11. NO – Prefer not to provide subject matter experts to assist in conducting training for future project leaders/managers.
   9. YES – Would commit in advance to a specific number of spaces for annual training program for future project leaders / managers (given subjects, time and costs are known).
   17. NO – Prefer not to make an advance commitment for training future project leaders / managers.

3. Choose Five (5) Business Seminar Topics to which you would agree to sponsor Project Leaders/Managers attendance.

   1. Business Development
   2. Contracts and Risk Management
   3. Leadership and Management
   4. Accounting & Financial Management
   5. Managing Multiple Projects
   5. Oral Communications for Leaders

4. What are the three most pressing business practices issues facing your firm today?

   - Affordable ERP systems.
   - Balancing marketing time and chargeability for PMs.
   - Business Development. (5)
   - Change in delivery.
   - Client Service Maintenance.
   - Coaching and mentoring.
   - Coaching Staff.
   - Communication Skills.
   - Competition from minority firms.
   - Computing Needs.
   - Design-build delivery method competition.
   - Employee engagement & ownership to projects.
   - Excessive competition for work.
   - Field staff safety training.
   - Financial management/project tracking & cash flow.
   - Finding/Hiring qualified technical engineers with project experience.
   - Finding and retaining qualified staff. (2)
   - Getting Amendment 7 passed.
   - Growing staff size.
• Helping clients understand FAR Overhead.
• Hiring experienced staff.
• Hiring top talent.
• Human Resources.
• Keeping compensation competitive.
• Leadership skills.
• Locating and retaining staff in a small metro area.
• Maintaining QBS.
• Maintaining workload to sustain current staff and maintain profitability.
• Making the right hire.
• Managing cash flow during growth.
• Managing MBE/WBE/SLBE Subconsultants.
• Managing projects and profitability.
• Ownership transition. (3)
• Predicting the Economic Future.
• Project Collaboration between offices.
• Project Management.
• Recruiting and maintaining talent.
• Reducing overhead costs.
• Regaining former profitability.
• Risk Management. (2)
• Software Upgrades/Training.
• Staying current with changes in IT systems/programs.
• Teaming for huge Design Build projects.

Of these, which one would your firm be most likely to spend training budget to address?

• Affordable ERP systems.
• Business Development.
• Change in delivery.
• Client Service Maintenance.
• Employee engagement & ownership to projects.
• Financial management/project tracking & cash flow.
• Finding/Hiring qualified technical engineers with project experience.
• Finding and retaining qualified staff.
• Growing staff size.
• Helping clients understand FAR Overhead.
• Hiring experienced staff.
• Locating and retaining staff in a small metro area.
• Maintaining workload to sustain current staff and maintain profitability.
• Managing cash flow during growth.
• Managing MBE/WBE/SLBE Subconsultants.
• Ownership transition.
• Project Management.
• Staying current with changes in IT systems/programs.

5. What day of the week works best for ACEC/MO Seminars (rank your top 3 choices - number 1 thru 3; 1 being first choice)?

1 Friday
2 Thursday
3 Wednesday
4 Tuesday
5 Monday
6 Saturday
6. Most of our seminar offerings are 1/2 day in length. Which half of the day do you prefer (PDHs will be awarded for all seminars)?

- [ ] 20 A.M.
- [ ] 11 P.M.

7. We have received comments that some topics should have been offered as a full day (6 hours). Would you attend or authorize employees to attend a full day seminar if the topic was of particular interest to you and your firm?

- [ ] 1 day format
- [ ] Yes 26
- [ ] No 4

8. Preferred location:

- [ ] 1 St. Louis
- [ ] 2 Kansas City
- [ ] 3 Jefferson City / Columbia
- [ ] 4 Springfield

9. Your Programs & Seminars Committee is seeking your input regarding how to make its seminars program responsive to the needs of your firm. Please provide your suggestions as to how ACEC/MO can best serve your firm's business practices training needs.

- Keep up the good work, but don't be afraid to mix up the offerings.
- Early notice of seminar opportunities.
- Provide outline and narrative of sessions and information on speakers' experience prior to registration.
- Keep offered seminars reasonably priced.
- How to best use ACEC "New member benefit information."
- Have a seminar available several times in a year.
- Keep cost as minimal as possible.