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. Leadership Development & Practice / Coaching & Mentoring Your Staff
   2. Business Plan Development
   3. Staff Quality / Recruiting / Training / Retaining
   4. Marketing / Business Development
   5. Understanding the Future of IT
   6. Financial Management / Profitability
   7. Project Management
   8. Cloud Computing
   9. Compensation & Benefits
   10. Design-Build for Design Professionals

2. What are the three most pressing business practices issues facing your firm today?
   - Accounting Programs
   - Accounts receivable
   - Adapting to change
   - Adequate funding for transportation projects
   - Avoiding Burnout in Senior Staff Members
   - BIM - Moving to it
   - Business Development
   - Business Planning
   - Changing Federal laws
   - Client demands
   - Clients squeezing us on fees
   - Communication with Clients
   - Competing with the low cost, cut rate firms
   - Competitive salary structures in different geographic regions
   - Contract Language, e.g., indemnification
   - Controlling administrative costs
   - Dealing with staff personalities
   - Design/build liability
   - Develop recognition
   - Developing additional long term clients
   - EEOC
   - Effective internal and external communications
   - Establish marketing priorities
   - Execution
   - Explosion and expense of software & licensing
   - Government Funding for Transportation
   - Health care costs
   - Health Insurance
   - Hiring quality staff
   - International opportunities
   - Keeping staff utilized
   - Lack of effective QA/QC process
   - Lack of statewide funding = lack of local work
   - Lack of transportation funding
   - Leadership Development
   - Low fee competition
   - Managing a young staff
   - Managing Growth
   - Manpower planning for multiple projects
• Marketing
• Marketing / Business Development
• Marketing / Revenue (3)
• Motivating employees to be creative
• Personnel talent
• Pressure to cut fees
• Pressure to decrease schedule
• Process to get agreements executed
• Profitability
• Profitability in an increasingly competitive market
• Project Management
• Project Management / Execution
• Project Management Training for Newest Generation
• Proposal Design
• Quality Control
• Receiving deliverables from clients in a timely fashion to meet project deadlines
• Remote worksharing
• Safety
• Safety training
• Space organization - balancing enough room
• Staff Retention
• Staying under budget
• Strategic Planning (2)
• Succession planning
• Suppressed DOT market
• Talent development and retention because of #1
• Tight time schedules and margins
• Unrealistic expectations of Revit or BIM

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

• Accounts receivable
• Business Development
• Controlling administrative costs
• Design/build liability
• Health care costs
• Manpower planning for multiple projects
• Personnel talent
• Project Management / Execution
• Project Management Training for Newest Generation
• QA/QC
• Receiving deliverables from clients in a timely fashion to meet project deadlines
• Remote worksharing
• Staying under budget
• Suppressed DOT market
• Unrealistic expectations of Revit or BIM
• Client demands

3. 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. Wednesday
   3. Thursday
   4. Tuesday
   5. Monday
   6. Saturday
4. Preferred location:

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

5. 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.

- A relevant topic with dynamic speaker. A way to increase project profit margin.
- Five hours max for each seminar.
- One day seminars with instructor that will draw attendees.
- Provide training with quarterly meetings.
- Reduce cost, since we conduct most of our training in house.
- Training on Financial and budgeting.
- Use interesting, high-quality speakers.
- Webinars focused on regional issues. National topics do not always relate well to ACEC MO.

6. Have you or others at your firm used ACEC's (national) Webinars?

18  YES
11  NO

7. If yes, how frequently?

6  Once
0  1 or more per month
11  1 or more per year