**Architect’s Professional Primer**

**Section 2**

**Career Advancement**

*11.04.13 JD*

*11.06.13 BW*

*12.12.13 JD*

*12.13.13 - GROUP*

**Table of Content:**

1. **Professional Basics**
2. **Leadership**
3. **Presentation**
4. **Focus – setting your own path**
5. **Giving back**
6. **Networking – going beyond what you know**

**Content breakdown:**

1. **Professional Basics**
	1. Value of Licensure

<http://www.ncarb.org/en/Becoming-an-Architect.aspx>

* 1. Intern Development Program

<http://ncarb.org/en/Experience-Through-Internships.aspx>

* 1. Continuing Education
		1. Links to publications with CE
		2. Links to AIA conferences
		3. Local Universities and colleges
		4. Products
		5. Self-Reporting
	2. Understanding construction
		+ - 1. Work on a construction project
				2. Continuing education
				3. Attend building expo’s and conventions
		1. Understanding construction documents from the user’s perspective
		2. Building is a science
	3. Broadening your knowledge base
		1. Return to school – expand your skill set
			1. LEED accredited professional

<http://www.usgbc.org/credentials>

* + - 1. Licensed electrician

<http://www.tn.gov/regboards/contractors/electrician.shtml>

* + - 1. Real estate license

<http://www.realtor.org/>

* + - 1. Business or Legal
		1. Use the resources of your local AIA Chapter
		2. Involvement with AIA Knowledge Community
		3. Learning about other industries
			1. Inc. Magazine
			2. Fast Company Magazine
			3. Crain’s
1. **Leadership**
	1. Improve your management skills

<http://www.inc.com/peter-economy/55-ways-to-manage-better.html>

Take a management class at a local college

* 1. Leading a team
		1. Habitat for Humanity

<http://www.habitat.org/>

* + 1. Architects without Borders

<http://awb-seattle.org/>

* + 1. Design Competition

<http://www.designboom.com/competition/>

* + 1. Involvement in local AIA chapter – run a committee
	1. Local involvement (see item 6, may be a repeat)
		1. City council or town council
		2. Design review
1. **Presentation**
	1. Public Speaking
		* + 1. Improvisation classes - <http://www.secondcity.com/> , <http://www.improvboston.com/training>
				2. <http://www.toastmasters.org/>
				3. Read – expand your vocabulary
		1. Learn to articulate your ideas clearly

<http://www.wikihow.com/Be-Articulate>

* + 1. Know your listener

<http://indieconf.com/2013/sessions/are-you-speaking-your-clients-language/>

* 1. You are the CEO of you
		1. Control your social media presence
		2. Dress for the position you want – yes, people judge a book by its cover
	2. Understand the power of your tools – the vehicles of your ideas
		1. Penmanship
		2. Sketching by hand
		3. Graphic design
		4. Renderings – Sketch UP, Rhino, etc.
1. **Focus – setting your own path**

Understanding your weaknesses, strengths and creating a select blend of skills and knowledge that make you unique

* 1. Self-Evaluation
		1. Select a mentor
			1. How to find a good mentor
			2. How to select a good mentor
			3. Having more than one mentor
	2. Network with your peers
		1. Maintaining relationships
	3. Set career goals
		1. Reviewing your goals
		2. Adjusting your goals
		3. Challenging yourself
	4. Consider YOUR paths – options

<http://www.architectsuccess.com/2012/04/01/architecture-and-beyond-opportunities-abound-by-lee-w-waldrep-ph-d/>

* + 1. Architect / Practitioner
		2. Business – self-starter
		3. Partner in a firm
		4. Teacher
		5. Specialist / Expert
		6. Community action / Politics
		7. Case studies of other successful architects and their career paths
	1. Knowing your value as a design professional and your value to your company
		1. AIA’s pay scale report
	2. Maintaining a collection of works
		1. Portfolio
		2. Website
1. **Giving Back**
	1. Getting involved in professional organizations
		1. AIA
		2. ALA
		3. NCARB
	2. Non-for-profit groups

<http://archrecord.construction.com/news/economy/survivalguide/0903volunteer.asp>

* + 1. Habitat
		2. Local church
		3. Food bank
		4. Junior board
	1. Local community, municipalities, boards, commissions, community groups
1. **Networking – going beyond what you know**
	1. Everyone matters because nothing stays the same
		1. [www.nydailynews.com/jobs/people-friends-work-article-1.1474311](http://www.nydailynews.com/jobs/people-friends-work-article-1.1474311)
	2. Expand your network beyond architecture
	3. No burning bridges, no matter how tempting
	4. Sports, hobbies, etc. are all networking opportunities

**FROM BRIAN:**

Here’s an outline of the next steps we need to take and what we need to do in preparation for the meeting in LA:

1. Review results of initial content meeting, including reorganization, revised titles, section reassignments.
2. Revise draft Table of Contents (TOC) for each section.
3. Consolidate TOCs into one, unified TOC for the overall APP.
4. Complete review of available resources for each section, collate resource documents, consolidate content and adjust flow within each section (cut-and-paste raw resources together to illustrate topics to be covered and resources to be used as guidelines in drafting the APP Project text).
5. Identify supporting documents, illustrative examples, automatic calculators, summary spreadsheets, etc., needed for the topics in each section.
6. Establish and agree-to writing standards to be used in writing summaries and generating keywords for each section.