Winter 2025 Schedule:

Workflow Management Sessions:

Time Block Planning & Personal Workboards
Wednesday, January 15, 1-4PM

Personal & Team Workboards
Wednesday, January 22, 1-4PM

Process Mapping Sessions:

Preparing Processes for AI & Digitization
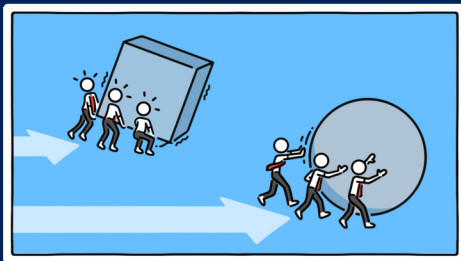Wednesday, February 26, 1-4PM

Process Mapping & Bottlenecks
Wednesday, March 5, 1-4PM

All Sessions earn 3 PDH / CEU

$150 for single sessions | $250 for both Workflow or Process Mapping Sessions | $450 for full series

At the West End Conference Center, 1600 Utica Ave S., Suite 100, St. Louis Park, MN 55416

Talent burnout and disengagement are increasing. With 80% of managers promoted without adequate training, and everyone expected to do more in less time, the pressure is mounting on individuals, leaders, and teams to improve their working methods.

The **Smarter NOT Harder™** series addresses these needs. By working smarter, not harder, we enhance engagement, satisfaction, and empowerment, leading to greater productivity.

Current and future leaders will learn practical skills to immediately apply in their workplaces: speeding up workflows, reducing errors, boosting profitability and reliability, and improving team engagement, autonomy, and happiness.

Set your company apart by working **Smarter NOT Harder**™!

Smarter NOT Harder™ is presented by our partner

Lead Presenter for Smarter NOT Harder sessions:

Terri Erickson is the managing principal at Kata Consulting and a licensed structural engineer. She is committed to enhancing the AEC Industry by boosting workflow efficiency, fostering continuous improvements, and maximizing team potential and satisfaction.

Also presenting with the Smarter NOT Harder Winter Sessions:

Rand Eaton is a recognized Kanban trainer, certified Scrum Professional, and Agile Coach. He focuses on assisting teams in visualizing their tasks, optimizing their workflows, and achieving superior results. (1/15 & 1/22 sessions)

Tim Erickson, who owns the website design firm Triplo, excels at crafting interactive learning spaces for idea exploration. He has long integrated AI into his business and is keen to help others use it effectively. (2/26 session)

Rick Bernett is a seasoned management consultant and local college instructor who specializes in operations management and excellence. His straightforward style enables teams to swiftly identify the obstacles hindering their productivity and make the necessary changes to improve. (3/5 session)

ACEC Minnesota Smarter *NOT* Harder: Manager Development Series

Winter 2025 Schedule

Time Block Planning & Personal Workboards
Wednesday, January 15, 1-4PM
3 PDH / CEU

Learn a simple but powerful strategy called "time blocking". Instead of crossing things off task lists in small slivers of time, shift the thinking from managing tasks to managing time. Reduce reactive anxiety and take control of your day.

Combine this strategy of time management with a task management method using visual work boards (personal Kanban). This approach will help you understand your capacity quickly, prioritize your work, increase your reliability for meeting deadlines, and know when to say "yes" and when to say "not yet".

Session outcomes:
- Understand terminology and basic concepts
- Identify benefits of using these approaches
- Hands-on learning experience with step-by-step practice
- Collect tips on more effective usage of these methods
- Discover ideas you can use the very next day
- Identify resources for future reference

Personal & Team Workboards
Wednesday, January 22, 1-4PM
3 PDH / CEU

Enhance workflows, boost efficiency, and harness your team's strengths with a visual work management framework.
Discover how individuals & teams coordinate, manage, and optimize their hectic workflows.

Through a "simulation game" experience, we will teach you the fundamental principles and practices of the Kanban Method, enabling you to guide your team in implementing it effectively and sustainably. It's more challenging than it appears.

Whether you are considering adopting a new work system individually or as a team, this session will equip you with the necessary knowledge for success.

Session outcomes:
- Learn key terms and concepts
- Recognize the advantages of visual work boards
- Participate in an interactive learning simulation in a risk-free setting
- Distinguish between personal and Team Kanban
- Uncover unexpected, non-obvious tips
- Gain practical ideas for immediate use
- Find reliable resources for future reference

Preparing Processes for AI & Digitization
Wednesday, February 26, 1-4PM
3 PDH / CEU

The percentage of organizations adopting AI & Digitization is exploding.

- AI uses computational models to perform tasks that previously required human intelligence. They often have a "learning" aspect over time.
- Digitization is the act of making processes more automated through the use of digital tools.
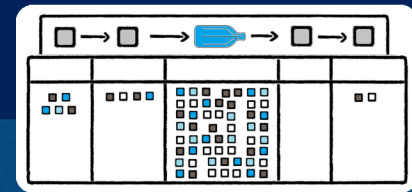
Get ready for this practical session that will delve into the current state of our AEC industry and what the future holds. To adapt to upcoming changes, we will focus on strategically organizing information, workflows, and the people who use them. By mapping out our processes and arranging these maps effectively, we can set our team up for success.

Session outcomes:
- Learn what other firms are ACTUALLY doing with AI & Digitization
- Anticipate where digital transformations will occur next.
- Arm yourself with information to assist in getting your company ready for AI.
- Gain hands-on experience with process mapping to learn the fundamentals of documenting workflows.
- Develop a comprehensive view of how your company will structure, oversee, and enhance the collection of workflows within your organization.
- Get exposure to software options for process mapping
- Gain practical ideas to take back to your organization

Process Mapping & Bottlenecks
Wednesday, March 5, 1-4PM
3 PDH / CEU

Are you ready to streamline your operations and enhance productivity?

Come take part in an interactive workshop where you'll unlock the secrets of effective process mapping in a way that sets teams up for continuous improvement. Once you see the process, master the art of pinpointing bottlenecks by understanding root causes. We will also explore options for removing bottlenecks that impede your organization's progress.

Session outcomes:
- Understanding Process Mapping: Learn the fundamentals of process mapping and why it's a crucial tool for improving workflows.
- Identifying Bottlenecks: Dive deep into the common causes of bottlenecks, how they impact overall efficiency, and what to do about them.
- Hands-On Activities: Engage in interactive exercises that allow you to apply your learning in real-world scenarios.
- Learn structured frameworks for process mapping, root cause analysis, and minimizing impacts of bottlenecks.
- Tools and Techniques: Explore various tools and techniques for impacting outcomes in your workplace.