

Presidents Message

Effective Communication Creates Great Leaders

In January, we had the pleasure of having Mr. Jon Killoran, Chief Executive Officer of the Reno Tahoe Winter Games Coalition, as our guest speaker at PMI-NNV's Dinner Meeting. Jon described the incredible challenges associated with developing the bid strategy to win a future Winter Olympic Games award. This is a very long process of preparation that includes the identification and building of many relationships critical to the ultimate goal. Jon also manages the day-to-day operations for this non-profit organization and works with leaders from Nevada and California to position our region as a premiere sports destination. All of his efforts - hosting, producing and facilitating events, support that ultimate goal of bringing a future Olympic Winter Games back to our Reno-Tahoe area. I loved listening to Jon speak – such an interesting topic, and he certainly is an effective communicator!



As Leaders, Project Managers, Supervisors, and Facilitators, much of our effectiveness is measured by our ability to successfully communicate our ideas to others; to speak with clarity and conviction. All of us in leadership positions are expected to be skilled and competent at presenting ideas, giving feedback, and providing clear explanations or directions. In fact, I consider this quality – being an effective communicator – to be one of the most essential skills of a great leader.

Whether running your own businesses, leading a project team, or part of an organization across any number of industries, leaders must have the ability to effectively get our ideas across to others. The information that leaders are expected to convey is often critical to supporting individual goals, project/contract milestones, and often the successful operation of an organization as a whole. The way we provide status, explain procedures or even give direction can make the difference between productively moving forward and slowing down in confusion or frustration.

How ideas are presented – no matter how brilliant, can make the difference between whether or not anyone really hears it! Did your message get delivered? I'm sure Jon has been in the position many times of having a really important message to convey, as we all have. Needing our audience to really listen and understand the impact of our message is so important. And communicating clearly and convincingly takes practice!

Do you remember "impromptu day" in your college speech class? I do! Topics were drawn from a hat, and we had to give a 10-minute talk on whatever was on that paper. The definition of impromptu..... unrehearsed, unplanned, unprepared. Of course throughout our careers we continue to face these situations. However, when you have an important message to deliver, planning and practice are going to put you in the best position to be successful. These are my recommendations:

- State your purpose right up front to encourage your listeners to focus on your information. They'll be receptive and won't be distracted trying to guess what your point is. Opening sentences such as: "I propose...." "I want us to discuss..." "The purpose of this meeting is...."
- Present your points to aid their understanding – simple language, short explanations, and examples familiar to your audience. Your objective is to build respect and credibility for yourself and the topic. Help them understand what contributed to the decision or idea you are communicating.
- Do they understand what you are trying to convey? You need to check! Ask questions to find out if you were clear - this also allows you to correct any misunderstandings.
- Handle reactions – being known as an open, receptive leader is important as you work to establish and maintain the relationships vital to your ultimate objectives. Inviting questions and two-way communication supports productive results.
- Briefly summarize your main point. We all know this, having heard it in every speech class and communication symposium we've ever attended! "Tell them what you're going to tell them - tell them - then tell them what you told them. Full circle with a short conclusion supports the clarification of your message.

Today's complex organizations have information requirements that are continually increasing. There is a greater emphasis on productivity and the competitive pressures to do things faster/cheaper/better. This creates an environment ripe for the possibility of communication breakdowns. And our PMI-NNV Chapter offers a wonderful forum to support the development of this important skill. Effective communication to get your message across is not an inherited ability; this is a skill that can be learned through planning and practice. I encourage you to take advantage of our chapter's volunteer positions and network opportunities, and share your expertise as well so we can all continue to grow and improve together.

Carmen Jones
PMI-NNV President

Monthly Dinner Meeting

Moana Diverging Diamond Interchange

As Project Managers, we are constantly striving for incremental improvements and guiding our teams through the growing pains that this can often introduce. In the recent Moana Interchange Diverging Diamond Project, the Nevada Department of Transportation (NDOT) went beyond incremental change and implemented a number of dramatic innovations. New approaches were taken not only to the fundamental geometric design itself but also to standard project delivery processes. Our speaker, NDOT Senior Project Manager Adam Searcy will share his experiences with project delivery and process improvements, describe how seemingly innocuous change can infect and derail a project and what you can do to insulate your projects from these negative effects.



Adam T. Searcy, P.E., is a Senior Project Manager with the Nevada Department of Transportation. He has nearly 10 years of professional engineering, construction management, and project management experience with NDOT and as a consultant. Currently, Adam is managing multiple projects in the Reno, Las Vegas, and Mesquite areas. From 2010-2012 he was the Project Manager responsible for the West Mesquite Interchange Design-Build project that implemented the State's most substantial use of Accelerated Bridge Technology to completely replace two bridges on Interstate 15 in a total of only 112 hours. Recently, as PM for the Moana Interchange Improvements, Adam led the team through a number of "firsts," successfully

opening the project in only 64 days. Prior to joining NDOT in 2008, he worked as a Construction Manager on major residential land development projects in Northern Nevada including Somersett and D'Andrea Developments. He graduated in 2003 from the University of Iowa with a B.S. in Civil Engineering and is currently pursuing an MBA at the University of Nevada, Reno, anticipating graduation in May 2013.

Meeting Time and *NEW* Location

The presentation is scheduled for the February 26 meeting of the Project Management Institute's Northern Nevada Chapter. It will be held at Wolf Run Golf Club (1400 Wolf Run Road, in south Reno's Arrowcreek area). Networking begins at 5:30pm, dinner and announcements begin at 6:15pm, and the presentation begins at 7:00pm. The charge for dinner and presentation is \$25 (\$20 members); \$10 (\$5 members) for the presentation only. Register on-line at <http://www.pmi-nnv.org/>. One PDU can be earned for attending. Additional information can be obtained from Wynnlee Crisp, NNV PMI Program Director, (425) 681-7887.

Monthly Lunch Meetings

In addition to the PMI-NNV monthly evening meetings, we will continue having two lunch time meetings so that you may attend the location most convenient for you. The format will be the same for all lunch meetings: relaxed with lots of discussion about real-life experiences in project management. (**New location for Reno will be Jack's Cafe at 7671 S. Virginia Street**)

February 19th

Our monthly Reno lunch forum will be held every 3rd Tuesday of every month at **Jack's Cafe** at 11:30 to 1:00.

Chapter Membership Satisfaction Survey

Project Management Institute is committed to serving its valued stakeholders as well as the broader project management profession. As part of our ongoing commitment to product and service excellence, and in support of automating the Strategic Alignment Planning and Reporting process, PMI is evaluating Chapter members' satisfaction. As Chapter leaders, we strive to deliver value to members through the programs, services and networking opportunities Chapters offer. Member participation in this survey will enable us to enhance

Chapter services.

All Chapter members will receive an e-mail with a link to the 2013 Chapter Satisfaction Survey. Please note, members of more than one Chapter will receive one e-mail survey invitation per chapter.

We encourage all Chapter members to participate. The survey will take approximately ten minutes and this opportunity to provide feedback will only be available for a couple of weeks.

Individual feedback will be kept completely confidential. The collective output of Chapter members' responses will be made available to the Chapter leadership for review through the new Chapter Reporting System and will also be shared with PMI's Chapter Member Advisory Group and Region Mentors. This information will be very valuable to Chapter leaders and the Chapter Development department and volunteers in planning for support and services.

If you have any questions about the survey or would like additional information, please contact your Chapter administrator.

2013 Elections

We are now accepting nomination submissions until March 22nd.

Do you want to develop your leadership skills?

- Are you looking to build your leadership skills and personal contacts?
- Are you looking to develop new job skills along with adding experience to your resume?
- Or maybe you're just looking to increase your personal satisfaction knowing that you contributed to helping our chapter offer continued opportunities for our members.

You can get all this and more by being an officer of PMI-NNV

PMI-NNV officers are an essential part of our organization to provide continuing education, networking, and personal growth opportunities for our

members. Our officers are integral to the continued growth. Join the PMI-NNV Board of Directors! Some of the benefits that you could see from being an officer are:

- Build your professional and personal contacts
- Opportunities to develop leadership skills
- Develop your communication and people skills
- Allow you to share your current skills with others
- Develop job skills and add experience to your resume
- Increase your personal satisfaction
- To be challenged and appreciated
- Earn PDU's

This year we have three positions open for election: President Elect, Vice President of Marketing/Communications, and Vice President of Member Services. Join our team of officers and become a valuable contributor to the continued growth of PMI-NNV!

If you are interested in this opportunity to become part of the Board for the PMI-NNV chapter, please login to www.pmi-nnv.org and select the "2013 Elections" menu item to fill out a nomination submission. Email the submission to elections@pmi-nnv.org by 3/22/13. We will announce the candidates at our April Monthly Evening Meeting on 3/26/13. Voting will be open for two weeks: April 1st thru April 15th and the winners will be announced at the April 23rd dinner meeting.

PMBOK Changes

The PMBOK is now in it's 5th edition. Attached is a Word document that is describing some of the changes the PMBOK has undergone.

To find out more information, please click [here](#) to go the FAQ section about this new edition.

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