

“Building a Better Life - Concrete Steps for Success”

By Joel K. Oppenheimer, PE

1.25 Hours Stand-Alone Segments to 8 Hour (Full Day) Seminars

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Overview:

To have a great day and a great life begins with attitude. We explore being proactive, positive and in control of your thoughts and your life. We address the importance of goal setting and how to write meaningful lifetime and daily goals. We discuss the value of time and how to manage one's time most effectively. We discuss communication skills for leadership and success. We discuss financial tips for success and the time value of money. We conclude by putting it all together into how a great day may look!

Detailed Synopsis

ATTITUDE – We explore being proactive, positive, responsible and in control. We discuss what is success and what makes a great life. We look at what makes a good habit. We then discuss the Law of Cause and Effect, the Law of Belief, the Law of Expectation, the Law of Attraction, the Law of Correspondence, the Law of Concentration and the Law of Substitution. The overall message is “we become what we think about” and if you change your thinking, you can change your life.

GOALS – Goal setting is the master skill of success. Writing out goals is one of the most important things we can do. Yet, less than 3% of people have ever taken the time to write out their lifetime goals. We discuss the importance of goal setting and value of writing down goals. We discuss how to develop major goals, a “major definite purpose” and corresponding detailed plans of action. We will do some exercises in which participants can write out their goals and action plans. We then show how the same personal goal setting methodology can be used effectively for professional goal setting for businesses and government, otherwise known as strategic planning.

TIME MANAGEMENT - Do you feel like you never have enough time to get everything done? At the end of a busy day, do you wonder if you accomplished anything important? Do you feel like you are spinning your wheels? Do you wonder what the top of your desk looks like (is it wood or metal)? This overview of time management looks at life management, setting priorities based on your goals and then offers tips to avoid wasting time. Come listen to how you can improve your life at work and at home by managing your time better.

Specifically, the time management portion will cover:

- Definition of Time
- Life Management versus life leadership
- Definition of Time Management
- Keys to Effective Time Management
- Time Management Matrix
- 7 Ways to Get More Done
- Delegating
- Time Wasters
- Organize Desk
- Other Time Management Best Practices
- Meetings
- Avoiding Procrastination

COMMUNICATING FOR SUCCESS – We will address various time-tested communication principles and skills including body language, active listening and persuasive speaking that help enhance your success at work and at home. We will explore ways to communicate better in person (formally and informally), over the phone, via e-mail and at meetings. We will also review the soft skills of communications that help you build a better life.

PERSONAL FINANCES FOR SUCCESS – We talk for approximately 45 minutes to one hour about tips for financial success and the time value of money. This segment addresses investing, saving and credit card debt. This section can be expanded as many people have great interest in this subject.

MANAGING CHANGE FOR SUCCESS – We discuss the need to change, why people tend not to change and ways to implement successful and positive change. This segment can often be combined with the Attitude segment or can be stand-alone.

PUTTING IT TOGETHER TO MAKE A GREAT DAY – We conclude by wrapping attitude, goal setting and time management together and describing what makes a great day.

Presentation Types and Lengths:

Building a Better Life Series (3 Parts and can be combined into a 3-4 hour presentation)

- Positive Attitude for Success (1.25 hours) – Part 1 of 3
- Goal Setting for Success (1.25 hours) – Part 2 of 3
- Time Management for Success (1.5 hours) – Part 3 of 3

Other Modules for Building a Better Life Series

- Communications for Success (1.25 hours)
- Financial Management for Success (1 hour)
- Managing Change for Success (1 hour)
- Leadership for Success (1 hour)
- Technical Writing for Success (1 hour)
- Interviewing for Success (1 hour)
- Resumes and Cover Letters for Success (1 hour)

LEADERSHIP FOR SUCCESS: Where are you on the leadership scale? How can you improve your leadership effectiveness and increase your influence to obtain better results that lead to achieving your personal and organization's goals and strategies? This workshop will address the attributes of both personal and organizational leaders. We will look at the types of leaders and the five levels of leadership: Position, Permission, Production, People Development and Pinnacle. The seminar will explore tips on becoming a more effective leader including having a leadership attitude, setting goals and strategies, managing priorities, delegating, communicating and handling change.

TECHNICAL WRITING FOR SUCCESS: Similar to communicating for success, how do you persuade and influence people to take desired actions or understand what you wish to convey using the written medium. This course looks at how to write technical letters, memos and e-mails properly and concisely to deliver important messages and develop rapport with your readers.

INTERVIEWING FOR SUCCESS: This program explores best practices in interviewing to win a job. It looks at the hiring process and how to deliver a great interview and how to follow up to win the position.

RESUMES AND COVER LETTERS FOR SUCCESS: How do you get an interview for your dream job? This course looks at effective cover letters and resumes to open-the door to win a job interview.

All combined create an 8 hour full day session. Attitude and Goal Setting for Success is a 3-4 hour session focusing on goals.

Suggested 8-Hour Agenda (with Optional Leadership Session)

Building a Better Life – Concrete Steps for Success

A Seminar on Life Management

8:00 – 9:30 am	Attitudes for Success including Managing Change for Success
9:30 – 9:45 am	Break
9:45 – 12:00 noon	Goal Setting for Success
12 noon – 12:30 pm	Lunch Break
12:30 – 1:45 pm	Time Management for Success
1:45 – 2:00 pm	Break
2:00 – 3:00 pm	Communication Skills for Success
3:00 - 3:45 pm	Financial Management for Success
3:45 – 4:00 pm	Break
4:00 – 4:45 pm	Leadership for Success (Optional)
4:45 – 5:00 pm	Closing, Putting it All Together

Representative Clients Include (references available for each client):

- STV University (regular presenter for different 1.25 hour lunch time presentations) – 4 lunchtime sessions presented every 6 months.
 - University of Maryland Honors Program (1.5 hour presentations), 2009- 2012.
 - University of Maryland Senior Civil Engineering Capstone (1.25 hour presentations), 2006-present.
 - UMBC (University of Maryland, Baltimore County), 2012-present (1 hour presentations on Goal Setting, Time Management, Communications for Success and Interviewing for Success)
 - UMES (University of Maryland Eastern Shore) – 8 Hour Sessions: 9/21/13, 4/26/14 & 4/11/15
 - Johns Hopkins University Whiting School of Engineering
 - Maryland State Highway Administration (SHA) Graduate Engineers Training Program (8 hours), 2009- 2011 (2 times per year), 2015 (3-all day sessions) and 2016.
 - Maryland SHA Advanced Leadership Program (3-4 hours), 2007-present.
 - Maryland SHA Professional Enrichment Program (3 hours), 2011 Inauguration on 6/9/11.
 - Maryland Transit Administration, Construction Division & Planning Division (4 hours), 2007 to present.
 - Maryland Quality Initiative Conference (1.25 - 2.5 hours), 2007 to present. (2/3/16 Goal Setting for Success – 1.5 hours—Highest Rated Session for the Conference).
 - WTS Baltimore: 3 Hour Session for the Mentoring Programming (usually presented once per year).
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Bio for Joel Oppenheimer, PE (STV Incorporated)

Joel joined STV as a Vice President in May 2005. He manages the STV Baltimore office of more than 120 people and oversees the Transportation Department including more than 80 people. In addition, he actively leads significant planning and design projects. Prior to STV, Joel spent 9 years as a Vice President and the Baltimore Office Manager at Jacobs Engineering growing the office to more than 50 people. He also worked at Century Engineering for 12 years and managed a 35 person Transportation Division for seven of those years.

He is a registered Professional Engineer in Maryland and 8 other states, received his undergraduate degree in Civil Engineering from the University of Pennsylvania and a Master's Degree in Engineering Administration from The George Washington University. He has more than 35 years of planning, engineering and leadership experience.

Joel developed his first Building a Better Life presentation, Time Management for Success, for a manager's retreat in October 2003. He has since presented it internally at STV and externally to clients, universities, businesses and professional organizations. The presentation has been expanded to include "Building a Better Life – Concrete Steps to Success" which includes Attitudes for Success, Goal Setting for Success, Time Management for Success, Communicating for Success, Personal Financial Management for Success, Change for Success, Interviewing for Success, Leadership for Success and Writing for Success. If you wish to reach Joel for more information on his Building A Better Life series for presenting to other groups, his e-mail address is joel oppenheimer@stvinc.com (cell phone: 410-802-8883).

Joel and his wife, Karen, reside in Owings Mills, Maryland have two adult children, Brad and Lauren.