Architectures Center Of Excellence

www.ArchitecturesCOE.org

info@ArchitecturesCOE.org

10895 Lakepoint
Pinckney, Michigan 48169
(810) 231-0531

Introduction to Soft Skills

1. Concepts of Soft Skills versus Hard Skills
2. Relevance to the work of an Architect
3. Overview of key skills to be reviewed

Outcome: Awareness of the importance of soft skills in the world of Architecture

Foundational Communications Skills

1. Advocacy and Inquiry
2. Observation and Assessment
3. Listening
4. Feedback
5. Attitude

Outcome: Awareness and understanding of some of the building blocks for effective interpersonal communications

Skills: Communications skills

Scoping and Framing

1. Defining Context and Boundaries
2. Preparing for Meetings

Outcome: Tools to help you plan the breadth and depth of your Architecture projects and meetings

Skills: Planning and Organizing, Systems Thinking

Project Management

1. Stakeholder Management
2. Communications Plans
3. Project Milestone Reviews

Outcome: Awareness of fundamental principles of project planning

Skills: Planning and Organizing, Systems Thinking, Learning

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Review / Interview Sessions

1. Preparing for a Review
2. Principles of Effective Reviews / Interviews
3. Leading the Session

Outcome: Improved capability to lead Review / Interview Sessions

Skills: Interpersonal communications, Analysis and synthesis of information

Meetings and Facilitation

1. Meeting Preparation
2. Safety for open discussion
3. Hearing all voices in the room
4. Addressing problems and issues
5. When to have a meeting / when not to have a meeting

Outcome: Understanding of skills needed to lead a workshop or review meeting

Skills: Planning and Organizing, Interpersonal Communications, People leadership.

Presentations

1. Principles of effective Presentations
2. Storytelling
3. Storyboarding

Outcome: Improved understanding of the importance of sharing stories around Architecture efforts

Skills: Storytelling, Interpersonal Communications, Teaching

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Governance and Decision Making

1. Governance Principles
2. Committee Structures and Methods
3. Decision records
4. Prioritization
5. RACI
6. Consensus and Negotiating

Outcome: Improved understanding of the importance of creating shared views, so that meaningful action can be taken

Skills: Governance, Creating Shared Views, Flexibility, Building Trust

Influencing and Networking

1. The Importance of Emotion
2. Trust and Relationships
3. Communities of Interest
4. Coaching

Outcome: Improved capability to relate to and engage others to help you achieve success

Skills Political and Cultural Awareness, Interpersonal Communications, People Leadership, Team Building, Building Trust

Creativity and Strategic Thinking

1. Paradigms
2. Strategic Thinking
3. Learning

Outcome: Improved capability to generate new ideas

Skills: Strategic Thinking, Empathy

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Time Management
1. Creating the Environment
2. Prioritization
3. Health and Well Being

Outcome: Awareness of fundamental principles of managing your time and the time of others

Skills: Time Management

Change Management

1. Basic Principles
2. Resistance to Change
3. The "ACTIOn ™" Model for Change

Outcome: Awareness of fundamental principles of managing change

Skills: Change Management