



ASSOCIATION OF CONSULTING  
ENGINEERING COMPANIES | CANADA

# Future Leader Management Program and Forum Attendance Toolkit

The following information, tips, worksheets, and templates have been developed to assist you in preparing your request to take part in the 2023-2024 ACEC-Canada Future Leader Management Program and Forum. This toolkit will help you demonstrate to your supervisor/manager the value of taking part in this professional development opportunity.

## General Tips

Many firms have tight training and travel budgets. Regardless of the merits of a program, forum, or networking event, it's always a good idea to take some time to justify the expense to participate. Here are some things you may want to consider:

- Focus on the return on investment for the firm and highlight the specific knowledge you will bring back to the team.
- Offer to prepare and deliver a short presentation and Q&A to your colleagues to share what you have learned so that others will also benefit from your attendance.
- Share the [detailed management program and forum agenda and schedule](#) with your supervisor/manager.
- If you're working to obtain training or professional development hours for your provincial regulator, remind your supervisor/manager that this is a great way to earn multiple hours and could be less expensive than registering for several separate programs and conferences. To determine what classifies as training or professional development hours in your province/territory, please consult your provincial/territorial regulatory body.
- Be ready with a plan that shows who will cover for you while you're attending the in-person forum in January.
- Be sure to check out the [program information](#) page on the ACEC-Canada website where all the details regarding registration are listed.

# Expenses Worksheet

Expenses related to your participation at the ACEC-Canada Future Leader Management Program and Forum are affected by several factors.

Before you can begin to justify your expenses, you need to calculate what those expenses are. Use the worksheet below to develop a cost estimate to register and participate in the program and forum. Refer to the [program information](#) page on the ACEC-Canada website for some of the details you'll require below.

Expense	Cost
Future Leader Management Program and Forum Registration fee	\$1,283.43 plus 13% tax
Roundtrip flight/train/ground transport to Toronto	\$
Hotel Accommodation	\$
Transportation (Between airport and hotel)	\$
Airport Parking	\$
Food Per Diem (Refer to your organization's policies; note that meals are covered over the 2-day in-person forum, except for the evening of Monday, January 29.)	\$
Time out of the office (depending on your firm's policy)	\$
<b>Total</b>	<b>\$</b>

## Understanding the Benefits

The benefits of taking part in the ACEC-Canada Future Leader Management Program and Forum can be hard to quantify. For example, one of the many benefits of attending is networking. Where else can you find so many young consulting industry contacts from across Canada facing the same issues as you and your firm? Are there tools and opportunities for collaboration that you're not aware of?

Although networking is undoubtedly an important benefit of taking part in this program, it is also the toughest to quantify. When you propose the ACEC-Canada Future Leader Management Program and Forum to your supervisor/manager for approval, don't focus on how much you want to go; focus specifically on the knowledge, experience, and contacts you will bring back to your firm.

Some specific details you'll need to identify:

**Program and forum content:** What parts of the program and forum have relevance to your firm and your work?

**Industry contacts:** Will the ACEC-Canada Future Leader Management Program and Forum provide you with an opportunity to meet new contacts for future collaboration? Is this an opportunity to learn about and compare tools used by other firms and groups?

**Best practices:** Will there be monthly modules and training sessions in areas that will immediately benefit your group?

**Training:** Will there be content designed to teach attendees a special skill or help your team overcome current or future challenges?

For detailed program information, please visit the [ACEC-Canada website](#).

## Benefits Worksheet

Although you may understand the benefits of taking part in the ACEC-Canada Future Leader Management Program and Forum, your supervisor/manager may not have thought much about it. To be effective in your request, you need to clearly articulate the connection between your firm's knowledge requirements and the program. DO NOT assume your supervisor/manager will be able to automatically make those distinctions. To support this process, use the worksheet below to help you focus on the benefits. Use whatever makes sense for your situation/firm and omit the rest.

Benefits to your firm	Specific items that meet the need
<b>Networking Benefits</b>	<ul style="list-style-type: none"><li>• Various in-person networking opportunities during the forum in Toronto</li><li>• Monthly virtual live/interactive sessions</li><li>• Exclusive Slack channel for program participants</li></ul>
<b>Business, Innovation and Technology</b>	<ul style="list-style-type: none"><li>• Over 32 themed on-demand videos</li><li>• Monthly virtual live/interactive sessions</li><li>• Forum sessions</li></ul>
<b>Leadership and Career Path Training</b>	<ul style="list-style-type: none"><li>• Collaboration with industry peers</li><li>• Ability to work independently and in groups under high-pressure situations</li><li>• Preparation and presentation of learning outcomes</li><li>• Preparation and presentation of an industry related thought-leadership to the ACEC-Canada Board of Directors</li></ul>

# How to Sell Your Attendance

After you have identified the specific knowledge benefits, provide both the expenses, and benefits your supervisor/manager needs to decide the value of your participation. Don't leave it up to them to infer the benefits of your attendance. Sell your proposition!

< Date >

Dear < manager's name >,

I would like to take part in the NEW ACEC-Canada Future Leader Management Program and Forum. This professional development opportunity consists of monthly on-demand learning modules and virtual live sessions from September through January and an in-person 2-day forum on January 30 and 31, 2024 in Toronto. During the program, I will gain valuable industry-specific business-focused training directly applicable to my work and will network with other future leaders, industry experts, and colleagues from across Canada.

ACEC-Canada recognizes the changing face of the consulting engineering industry and the high value of providing a professional development program specific to emerging leaders. I am seeking your support and approval for the registration fee, travel and hotel expenses, and incidentals to take part in this program. A detailed cost breakdown is included below.

After reviewing the information related to the program on the [ACEC-Canada website](#), I have identified several components of the program that will allow me to gain knowledge and further understand how we can improve our business. The program will be facilitated by industry experts from [DFS Seminars](#) and I will take part in each of the monthly virtual live sessions as they directly relate to current issues we face. < You will need to insert the monthly module themes and descriptions which most apply to your responsibilities. >

The registration fee for the program is \$1,283.43 plus tax which includes:

- A virtual kick-off session
- Access to over 32 on-demand videos on a variety of industry-specific topics
- Access to an exclusive Slack channel for early networking and shared learning
- Six monthly 1-hour virtual interactive sessions with a DFS trainer
- 2-day in-person forum (January 30 & 31) in Toronto
- Exclusive networking opportunities with the ACEC-Canada Board of Directors during the in-person forum
- Access to an ACEC-Canada Town Hall session with the ACEC-Canada Chair and other Board Executive Committee members
- All meals at the in-person forum (breakfasts, lunches, breaks, receptions, and dinners)

Here is the breakdown of program and forum costs:

Roundtrip flight/train/ground transport to Toronto:	<\$xxxx>
Transportation (to/from airport to hotel):	<\$xxxx>
Hotel:	<\$xxxx>
Incidentals:	<\$xxxx>
Registration fee:	<\$xxxx>

The total costs associated with taking part in this program and forum are <\$xxxx>.

This program and forum provide an opportunity for me to network with peers, establish new contacts and gain valuable insight and knowledge in many areas of the consulting industry. By supporting my participation in the ACEC-Canada Future Leader Management Program and Forum, < name of your organization > is making a wise investment that will yield rich dividends for the firm in the future.

Sincerely,

< your name here >