

ShapiroCM

QUARTERLY NEWSLETTER, 2020Q1

Nationwide BPA's



On November 21, 2019 President Jay Shapiro and Marketing and Human Resources Manager Nancy Popkin traveled to Philadelphia to attend a meet and greet for the small business awardees of new 5-year Blanket Purchase Agreement contracts with the United States General Services Administration for Nationwide Construction Management Services.

For the small business contracts, GSA divided the country into zones and gave the proposing firms the opportunity to choose their areas of interest.

ShapiroCM made proposals and won awards for two zones. Zone 1 goes from the Great Lakes to New England and south to Virginia. Zone 4 is the National Capital Region - the DC metro area.

We are looking forward to the opportunity to win work under these new Nationwide BPA contracts.

Healthy Workplace Initiative

In the last four months we've presented information to help employees in the areas of Bullying, Burnout and Worry, Volunteerism and Personal and Professional Growth via the Healthy Workplace Initiative.

All of the resources can be found in the Employee Portal of our website. Click on the HWI logo at the top of the page. Click [here](#) for our 2020 Goal Setting workbook.



Q1 Training

Our first quarter training "Effective Business Writing for Non-Natives" is an online training we are offering to non-native employees to communicate more effectively, with more confidence and nuance.



Q2 Training



John Ferri, a ShapiroCM employee and registered architect in the DC Region, has met the requirements to apply for the ACCO CC-P credential (Climate Change Professional). John will present a workshop on the topic of adaptability and resiliency for climate change in design and construction for our NY and NJ employees.

NY-NJ Annual Holiday Celebration



The ShapiroCM New York and New Jersey Holiday Party will take Place January 25th in Jersey City at Liberty Prime Steakhouse. If you haven't RSVP'd yet, please do so by clicking on the image above or here. The deadline is January 8th.

Annual DC Dinner



The ShapiroCM Corporate Team looks forward to visiting with our employees and associates in the DC Region on Friday, February 28th.

Workplace Diversity

ShapiroCM

HOW TO HOLD AN INCLUSIVE MEETING



Diverse organizations are more engaged, creative and financially successful. We are committed to creating meeting cultures where diverse contributors have equal impact.

GENDER & RACE DYNAMICS

Women are two times as likely to be interrupted in group dialogue, and are often uncomfortable speaking up.



Men from minority groups feel the same.

CUSTOMS

Focus on structural behaviors that make people feel comfortable

- Send a pre-meeting email directly from the leader to attendees inviting them to come ready to "share and listen"
- Let people know their opinions are valued
- Start with a round robin
- Make sure seating accommodates everyone
- Break into small teams or rotate seating



CONDUCT

Give everyone space to play their part and set clear ground rules.

Actively bring in all voices when ...

- An alpha dominates or interrupts
- An "In crowd" or group of allies takes up more space
- Strong personalities over-reach



COMMITMENT

Make inclusion the standard in meetings

- Explicitly define inclusivity
- Demonstrate what it looks like in a meeting by modeling the behavior you expect to see
- Hold teams accountable
- Ask for feedback



CHECKLIST FOR LEADING INCLUSIVE MEETINGS

- Make sure attendees represent diversity
- Send the agenda out ahead of time
- Greet attendees by name
- State ground rules that foster inclusion
- Mediate and facilitate, preventing dominating and derailing
- Remain engaged in the conversation from beginning to end
- Follow up by thanking participants and asking for feedback



At our September Diversity Training, attendees received these cards. If you'd like one, contact Nancy in HR. We can mail one to you.

Access our EAP- <http://shapirocm.acieap.com/>