



on the rise

training emerging professionals

porter

thank you  
**volunteer instructors**  
for making an impact  
with us in 2024!

## introducing the 2024 training emerging professionals program to seattle and beyond

**The Commercial Real Estate (CRE) Industry** is a dynamic field with enormous potential for talented students interested in **designing, building and managing beautiful spaces** all over the globe.

**The Training Emerging Professionals Program** introduces talented BIPOC youth to the world of CRE with classes specific to careers that often require a college education, like design or project and facilities management, as well as trade careers that don't.

The Training Emerging Professionals Program is created and managed by Porter, a progressive workplace solutions company in Seattle. We leveraged our industry knowledge to tailor this program to the needs of students interested in CRE here and now.







# bring diversity to the talent pipeline.

One of the most cited factors that has led to commercial real estate's continued lack of diversity is how people first enter the industry.

The way companies recruit candidates often involves outreach to colleges, networking associations and connections with those already established in real estate.

"Too frequently we feel that Black talent is too hard to find," said Reggie Samuel\*, founder & managing director of the Leumas Group. "I think the problem is that we're all fishing for freshwater bass using saltwater tackle."



# YouthCare

YouthCare works to end youth homelessness and to ensure that young people are valued for who they are and empowered to achieve their potential.

Safe housing is an essential first step to gaining stability, but education and employment are essential to maintaining that stability over time. YouthCare's paid employment programs offer young people transformative ways to build skills and confidence to explore a career and gain long-term employment.

The YouthCare campus has multiple meeting rooms, woodworking and construction studios, and workplace facilities.

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# Signing up as a volunteer instructor:

- Sign up for the classes that you'd like to volunteer for here: <https://bit.ly/3LFeyDG>
  - use the course overview on the following pages for reference on class descriptions, dates, times, locations
- Kim (Porter) and LaCoda (YouthCare) will reach out to schedule a time to connect with you to give you support in planning your classes. We will send out sample class outlines ahead of time that can assist you.
- Let Kim know if you need help with presentations, worksheets and homework. Kim will be sending volunteers templates for these that you can use.
- Sessions will be recorded, and content cataloged for future instruction.





# the course tracks

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General CRE &  
Professional Development

D



Design Track

P



Project Management /  
Facilities Management

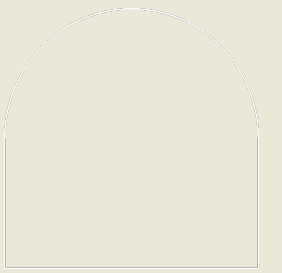
T



Technical Trades



# course overview, dates and locations



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## Career Panel & Roundtable

Meet professionals in the Commercial Real Estate industry and hear about the pathways into their respective trades, jobs, and salary range. In this 90-minute panel discussion, individuals from the commercial design industry will be discuss their specific part of the industry, their roles at their company, their day-to-day work life, and answer specific questions from the students.

Tue, Feb 6 at YouthCare, 10am-12pm

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## Communication & Interpersonal Skills

This course equip students with the necessary skills to effectively communicate with clients, colleagues, and stakeholders. Students will learn how to build relationships, negotiate, and resolve conflicts in a professional and productive manner, preparing them for success in the industry.

Wed, Feb 7 at The Shop by Porter, 10am-12pm

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## Mental Health, Self-care, Work-Life Balance

Learn strategies to manage stress and prioritize self-care to maintain mental health and achieve work-life balance. The course will cover topics such as mindfulness, stress reduction techniques, and time management skills to help students build a sustainable career while prioritizing their mental and physical health.

Mon, Feb 12 at YouthCare, 10am-12pm

Tue, Feb 13 at YouthCare, 10am-12pm

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## Imposter Syndrome

Imposter Syndrome, a phenomenon where individuals doubt their accomplishments and have a persistent fear of being exposed as a "fraud," is a common experience that affects people across various fields. In this empowering and insightful class, we delve into the intricate facets of Imposter Syndrome, unraveling its roots and providing actionable strategies to overcome its challenges.

Wed, Feb 14 at The Shop by Porter, 10am-12pm

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## Trade School Tour with YouthBuild

Thu, Feb 15 at YouthBuild

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## Advocacy in the Workplace

In the dynamic landscape of the modern workplace, effective advocacy is a cornerstone for creating an inclusive and equitable environment. This class is designed to empower individuals to become advocates for themselves and others, fostering a workplace culture that values diverse perspectives and amplifies the voices of all its members.

Tue, Feb 20 at YouthCare, 10am-12pm

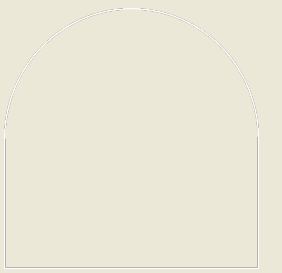
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## BIPOC Changemakers in CRE Panel

This panel features BIPOC within the commercial real estate industry sharing their unique perspectives on how their experiences and perspectives are changing the industry, with historical context provided for the industry's lack of diversity. Attendees will gain valuable insights on the importance of diversity and inclusion in the industry, as well as strategies for promoting equity and change.

Wednesday, Feb 21 at The Shop by Porter, 10am-12pm

# course overview, dates and locations



**T Intro to Tools and Safety**  
Learn the basic safety of hand tool operations, specific to each trade or building engineers (circular saws, drills, portable band saws etc.)  
Mon, Feb 26 at YouthCare, 10am-12pm

**T HVAC & Refrigeration Mechanics**  
Entry course for HVAC basics and thermal dynamics. Learn how a building and chiller plant operate.  
Tue, Feb 27 at YouthCare, 10am-12pm  
Wed, Feb 28 at The Shop by Porter

**T Microsoft Campus Tour**  
A site visit into the heart of Microsoft's cutting-edge campus infrastructure with our HVAC-focused site tour. Delve into the intricate world of Heating, Ventilation, and Air Conditioning (HVAC) systems that play a pivotal role in ensuring a comfortable and sustainable work environment.  
Thu, Feb 29 at Microsoft Campus

**T Electrical Systems**  
Gain a fundamental understanding of electrical theory and the principles that underpin electrical systems.  
Mon, Mar 4 at YouthCare, 10am-12pm

**T Smart Buildings and Digital Systems**  
Intro to basic BAS, ESB training  
Tue, Mar 5 at YouthCare, 10am-12pm

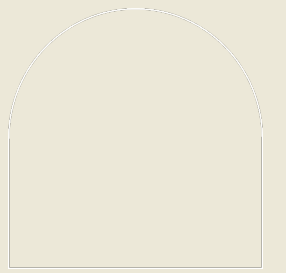
**T Basic Plumbing**  
This course introduces you to the components, setup, and function of gas, electric, and tankless water heaters. Learn the basics of water heaters, plumbing tools, caulking and sealing, and an overview of materials and fixtures.  
Wed, Mar 6 at The Shop by Porter, 10am-12pm

**T Basic Carpentry**  
Learn the basic safety of hand tool operations, specific to each trade or building engineers  
Tue, Mar 12 at YouthCare, 10am-12pm  
Wed, Mar 13 at the Shop by Porter, 10am-12pm

**G Construction Site Tour with YouthBuild**  
Thu, Mar 14 at YouthBuild



# course overview, dates and locations



**D Workplace Research Overview**  
A well-designed space supports all the different ways we work and brings people and technology together to boost productivity, enhance wellbeing and build trust through face-to-face interactions. To understand how people work we must first understand what the research says about generations in the workplace, wellbeing and building culture through the built environment.  
Mon, Mar 18 at YouthCare, 10am-12pm

**D Phases of Design, Drawing and Specification**  
In every project there is a process. Learn about the phases of design, what happens in those phases and why those phases are important. Additionally, learn about drawings, renderings and specification, and why those are important.  
Tue, Mar 19 at YouthCare, 10am-12pm

**D Hand Drawing and Sketching**  
Learn basic visual and drawing skills, with an emphasis on commercial interiors. Students will be provided with the proper tools for this course.  
Wed, Mar 20 at the Shop by Porter, 10am-12pm

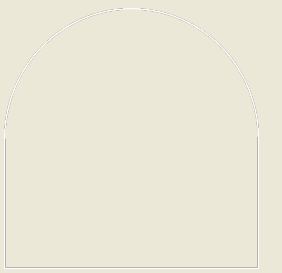
**D Art and Layout**  
Learn about the different mediums of art, an overview on historical time periods, and why art and the placement is important for the interior space.  
Mon, Mar 25 at YouthCare, 10am-12pm

**G Floor Plans, Dimensions Basics, Site Verifications**  
Learn the basics on how to read and interpret a floor plan, dimensions (i.e. calculating square footage, how to read an architectural scale, etc.), what field verifications are and why they're important.  
Tue, Mar 26 at YouthCare, 10am-12pm  
Wed, Mar 27 at the Shop by Porter, 10am-12pm

**D OpenSquare Tour**  
Visit to a local commercial furniture dealer to understand the furniture procurement process.  
Thu, Mar 28 at OpenSquare, 10am-12pm

**D Color Theory and Materiality**  
Learn the basics of color theory, the way color is perceived in different environments, and how materiality can play a role in color selection. Discuss current color trends and how the trends influence design.  
Mon, Apr 1 at YouthCare, 10am-12pm

# course overview, dates and locations



**D Acoustical Consulting Fundamentals of Acoustic Design**  
Learn foundational knowledge and practical skills needed to navigate the intricate world of acoustical consulting, ensuring your designs resonate with the perfect balance of sound and space.

Tue, Apr 2 at YouthCare, 10am-12pm

**D Environmental Impact & Inclusive Design**  
Learn about sustainability practices and how selection of product and materials can play a role. Discuss how to optimize spaces for a range of human diversity: age, culture, ability, gender, or other differences. Identify elements of design that impact inclusivity.

Wed, Apr 3 at the Shop by Porter, 10am-12pm

**P A Day in the Life of a Broker, Developer & Banker**  
In this session, you will explore how to effectively manage stakeholders, budgets, and timelines to ensure project success. By the end of this session, you will have gained valuable insights into the roles and responsibilities of commercial real estate professionals and how to be a successful project manager within the industry.

Mon, Apr 8 at YouthCare, 10am-12pm

**P A Day in the Life of a PM**  
A day in the life of a PM is never the same and never dull! Learn the basics of what a PM does, what makes a project successful and some of the skills necessary to keep projects on track – such as communication and interpersonal skills. Come ready for an interactive session. You might be surprised to discover you’re a natural born PM!

Tue, Apr 9 at YouthCare, 10am-12pm

**P A Day In The Life Of A CRE Executive & Workplace Strategist**  
Sitting at the intersection of real estate, facilities, interior design and IT, the workplace strategist is responsible for integrating people, places and processes to ensure employees are happy and productive. Learn how strategists make informed decisions to support their people, position their businesses and manage their assets through their work.

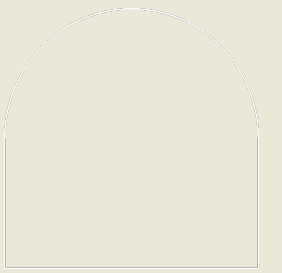
Wed, Apr 10 at the Shop by Porter, 10am-12pm

**P Skanska Site Walk**  
Tour a construction site and see the building process in action with a general contractor, project manager, and field manager discussing the construction process.

Thu, Apr 11 at Skanska Project



# course overview, dates and locations



**P** **Occupant Experience Programs**  
Learn the synergy between environment and individuals elevates spaces to new heights. This engaging course is tailored for those seeking to understand the art and science of curating spaces that inspire, engage, and foster a sense of well-being among occupants.  
Mon Apr 15 at YouthCare, 10am-12pm

**P** **SCRUM Methodology**  
Learn about Scrum! Discuss the principals of scrum, what it is and how it can be an effective tool in the project management world.  
Tue, Apr 16 at YouthCare, 10am-12pm

**P** **Installation and Punch Walks**  
Learn the basics of installation, the logistics behind a successful installation and the process of installing. Find out what a punch walk is after an installation and understand how to solve problems when an installation has a hiccup.  
Wed, Apr 17 at the Shop by Porter, 10am-12pm

**P** **Installation and Punch Walks**  
Learn the basics of installation, the logistics behind a successful installation and the process of installing. Find out what a punch walk is after an installation and understand how to solve problems when an installation has a hiccup.  
Wed, Apr 17 at the Shop by Porter, 10am-12pm

**G** **Leadership Development**  
Learn the necessary knowledge and skills to become effective leaders within the industry. The course focuses on developing leadership qualities such as communication, problem-solving, strategic thinking, and decision-making.  
Mon, Apr 22 at YouthCare, 10am-12pm

**G** **How to Build and Nourish a Network**  
Learn strategies to manage stress and prioritize self-care to maintain mental health and achieve work-life balance. The course will cover topics such as mindfulness, stress reduction techniques, and time management skills to help students build a sustainable career while prioritizing their mental and physical health.  
Tue, Apr 23 at YouthCare, 10am-12pm  
Wed, Apr 24 at the Shop by Porter, 10am-12pm

**G** **Internship Panel**  
Take in the knowledge and inspiration needed to embark on a successful internship journey.  
Thu, Apr 25 at the Shop by Porter

**G** **Internship Panels, Exhibition Prep, Proposal and Budget, End-of-Course Project, and Graduation**



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now calling  
for volunteers...

If you're interested in volunteering, please fill out the volunteer interest form here: <https://bit.ly/3LFeyDG>

