Manage Your Knowledge and Your Work

Career Skills for Techies Webinar Series

Speaker: Jesal Gandhi – Cisco
Hostess: Kara Sullivan

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Welcome to the 1st session of the
Career Skills for Techies
webinar series!

- Use the Q and A panel to ask questions.

- Use the Chat panel to communicate with attendees and panelists.

- A link to a recording of the session will be sent to all registered attendees.

- Please take the feedback survey at the end of the webinar.

Career Advantage **Webinars**

Career Skills for Techies Series

NEXT SESSION:

Power of Communication at Work

📅 **1 March**, 2017 – 9:00 A.M. PST

Register at: bit.ly/Skills4Techies

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What does it mean to manage your knowledge at work?

- Organization skills
- Time management skills
- Project management skills
- Knowledge auditing/inventory skills

ORGANIZATIONAL SKILLS

- Foundational skill for many non-technical skills

- Ability to use your time, energy, resources, knowledge, etc. in an effective way

- Being organized allows you to: plan, schedule, store files/thoughts

Benefits of being proficient in this skill:

- Reduces work related stress

- Demonstrates self-discipline – fundamental to success in any career

- Impacts your reputation in the workplace and reliability as a team member

TIME MANAGEMENT SKILLS

- Directly related to your organization skills

- Ability to accurately estimate how much time it requires to finish tasks

- Ties into your ability to *budget* resources

Benefits of being proficient in this skill:

- Ability to meet deadlines and project goals

- Ability to increase effectiveness, efficiency, and/or productivity

- Demonstrates ownership of self which translates into being responsible

- Impacts your reputation in the workplace and reliability as a team member

PROJECT MANAGEMENT SKILLS

The application of knowledge, skills, tools, and techniques to a broad range of activities in order to meet the requirements of a particular project. –PMP institute

- Projects entail:

    Defined beginning and end in time | Defined purpose/scope | Unique task: a non-routine task

- Not necessary to be at an expert level – simple understanding is beneficial

Benefits of being proficient in this skill:

- Allows you to approach your work with a holistic mentality; understanding of the full lifecycle, not just your part in the project

- Impacts your reputation in the workplace and reliability as a team member

KNOWLEDGE AUDITING & INVENTORY SKILLS

- Being able to catalogue what you know

- Provides a back-up resource for reference

Benefits of being proficient in this skill:

- Helps you avoid information overload

- Find gaps in your knowledge – proactively find ways for self-improvement

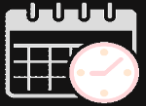- Improves your documentation skills

Recap of How to Apply these Skills Today

Organize the books in your home.

Estimate how long it will take you to get to the "interview" tomorrow. Verify your estimates the next day.

Create a plan to find a job.

Write out a favorite recipe – for someone who has never made the recipe before. Be precise with details and measurements.

Q&A