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Nota di contenuto

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Leading, Managing, and Producing Defined
The Traditional Pyramidal, Segregated Organizational Model; The Shared Responsibility Organizational Model; The Focus of This Book: Managing and Leading; Leading Misconceptions; The Seven Qualities of Effective Leaders; Honesty and Integrity; Vision: Reach and Teach; Strategies and Tactics to Achieve the Vision; Always a Student; Courageous; Calm in a Crisis and Chaos; Creative, Innovative, Collaborative, and Synergistic; The Engineer as Builder; Concluding Thoughts: Common Sense, Common Practice, and Good Habits; Cited Sources; Annotated Bibliography Exercises
Chapter 2 : Leading and Managing: Getting Your Personal House in Order; Start with You; Time Management: But First Roles and Goals; Time is a Resource; Roles, Goals, and Then, and Only Then, Time Management; Time Management: The Great Equalizer; Time Management Tips: The ABCs; A Time Management System; Key Ideas about Time Management; Employment or Graduate School?; Full-Time Graduate Study; Full-Time Employment; Learn From Potential Employers; The New Work Environment: Culture Shock?; No Partial Credit; Little Tolerance for Tardiness; Assignments are Not Graded Schedules are More Complicated
Higher Grooming and Dress Expectations; Teamwork is Standard Operating Procedure; Expect and Embrace Change; The First Few Months of Practice: Make or Break Time; Recognize and Draw on Generic Qualities; Guard Your Reputation; Learn and Respect Administrative Procedures and Structure; Complete Assignments in Accordance with Expectations; Get Things Done; Trim Your Hedge; Keep Your Supervisor Informed; Speak Up and Speak Positively; Dress Appropriately; Hone Communication Ability; Seize Opportunities for You and Your Organization; Choose To Be a Winner
Summing it Up
Managing Personal Professional Assets: Building Individual Equity; Personal Professional Assets; Annual Accounting; Careful Management of Personal Professional Equity; Continuing Education; Involvement in Professional Organizations: Taking and Giving; Licensing; Concluding Thoughts: Getting Your Personal House in Order; Cited Sources; Annotated Bibliography; Exercises; Chapter 3 : Communicating to Make Things Happen; Five Forms of Communication; Three Distinctions between Writing and Speaking; Single-Channel versus Multi-Channel; One-Directional versus Two-Directional Conveying versus Convincing

Sommario/riassunto

Round out your technical engineering abilities with the business know-how you need to succeed Technical competency, the ""hard side"" of engineering and other technical professions, is necessary but not sufficient for success in business. Young engineers must also develop nontechnical or ""soft-side"" competencies like communication, marketing, ethics, business accounting, and law and management in order to fully realize their potential in the workplace. This updated edition of Engineering Your Future is the go-to resource on the nontechnical aspects of professional practice

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Sommario/riassunto

Engineering Economy is intended for use in undergraduate introductory courses in Engineering Economics. Used by engineering students worldwide, this best-selling text provides a sound understanding of the principles, basic concepts, and methodology of engineering economy. Built upon the rich and time-tested teaching materials of earlier editions, it is extensively revised and updated to reflect current trends and issues, with an emphasis on the economics of engineering design throughout. It provides one of the most complete and up-to-date studies of this vitally important field. MyEngineeringLab for Engineering Economy is a total learning package that is designed to improve results through personalized learning. MyEngineeringLab is an online homework, tutorial, and assessment program that truly engages students in learning. It helps students better prepare for class, quizzes, and exams—resulting in better performance in the course—and provides educators a dynamic set of tools for gauging individual and class progress.
