1. Record Nr. UNINA9910878073803321 Autore Chou Wushow **Titolo** Fast-tracking your career : soft skills for engineering & IT professionals // Wushow "Bill" Chou Hoboken, N.J., : IEEE Press; Wiley, c2013 Pubbl/distr/stampa **ISBN** 1-118-66215-6 Descrizione fisica 1 online resource (188 p.) Disciplina 620.0023 Soggetti Engineering - Vocational guidance Information technology - Vocational guidance Soft skills Lingua di pubblicazione Inglese **Formato** Materiale a stampa Livello bibliografico Monografia Note generali Description based upon print version of record. Nota di bibliografia Includes bibliographical references and index. Nota di contenuto Foreword xiii -- Dr. Sorel Reisman -- Guest Introduction i xv -- Dr. Simon Y. Liu -- Guest Introduction ii xvii -- Dr. Arnold "Jay" Bragg --Guest Introduction iii xix -- Frank E. Ferrante -- Preface xxi --Acknowledgments xxiii -- About the Author xxv -- Introduction and Summary 1 -- Engineers Are Potentially Better Positioned as Executives, 1 -- Categorization of Smart Soft Skills, 2 -- Rules for Mastering Smart Soft Skills, 3 -- Relationships among the Soft Skills, 8 -- PART ONE: Communications: The Absolutely Necessary -- Chapter 1 Communications Smart 13 -- Rule 1: Being always ready for elevator pitches/speeches, 14 -- Rule 2: Mastering a presentation by mastering the onset, 16 -- Rule 3: Using three diagrams to simplify complexity, 18 -- Rule 4: Sizing up and resonating with the audience, 20 -- Rule 5: Being careful of careless comments, 23 -- Rule 6: Using plain language, 24 -- Rule 7: Using jokes and self-deprecating humor, 26 --PART TWO: Dealing with People: The Essential -- Chapter 2 People Smart 31 -- Rule 1: Getting accepted by accepting others fi rst, 32 --Rule 2: Winning by understanding both ourselves and our counterparts. 34 -- Rule 3: Being aggressive by being nonaggressive, 36 -- Rule 4: Gaining by giving, 38 -- Rule 5: Successful networking by networking less, 41 -- Rule 6: Being heard by listening, 46 -- Chapter 3 Marketing

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Sommario/riassunto

Learn how to think outside the box, motivate others, put together a winning presentation, and more with this unique, must-have guide for engineering and IT professionalsYou already know that communication skills are extremely important for success in today's competitive working environment, but communication alone won't get you where you want to go. Fast-Tracking Your Career: Soft Skills for Engineering and IT Professionals takes you beyond basic communication skills to

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