

|                         |   |
|-------------------------|---|
| 1. Record Nr.           | UNISA996205292603316  |
| Autore                  | Chou Wushow   |
| Titolo                  | Fast-tracking your career : soft skills for engineering & IT professionals<br>// Wushow "Bill" Chou   |
| Pubbl/distr/stampa      | Hoboken, New Jersey : , : IEEE Press, , [2013]<br>[Piscataway, New Jersey] : , : IEEE Xplore, , [2013]  |
| ISBN                    | 1-118-66215-6   |
| Descrizione fisica      | 1 online resource (188 p.)  |
| Disciplina              | 620.0023  |
| Soggetti                | Engineering - Vocational guidance<br>Information technology - Vocational guidance<br>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 first, 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 Smart 49 -- Rule 1: Sizing up and resonating with our "customers", 51 |

-- Rule 2: Putting a positive spin on our "product", 53 -- Rule 3: Making a convincing presentation with a well-crafted presentation, 53 -- Rule 4: Inciting enthusiasm with enthusiasm, 54 -- A Marketing Role Model: Steve Jobs (and His Embodiment, Apple), 55 -- PART THREE: Dealing with the Self: The Basic -- Chapter 4 Work Smart 59 -- Rule 1: Achieving outstanding results by not seeking perfection, 60 -- Rule 2: Avoiding blunders of overconfidence, 62 -- Rule 3: Focusing on self-examination, not on blaming others, when things gone awry, 63 -- Chapter 5 Time Smart 65.

Rule 1: Investing time with the same zeal as venture capitalists investing money, 66 -- Rule 2: Killing two birds with one stone, 68 -- Rule 3: Minding ROI, 70 -- Rule 4: Making nonproductive time productive, 71 -- Rule 5: Turning spare time into opportunities, 73 -- Rule 6: Keeping the mind sharp by taking catnaps, 74 -- Chapter 6 Career Smart 77 -- Rule 1: Opting to be a big fish in a small pond, 78 -- Rule 2: Hopping to a more opportune pond at opportune moments, 80 -- Rule 3: Never polishing a sneaker, 84 -- Rule 4: Making a good lasting impression by making a good first impression, 86 -- PART FOUR: Dealing with the Boss: Earning Trust and Recognition -- Chapter 7 Job-Interview Smart 89 -- Rule 1: Being well prepared by collecting relevant information, 90 -- Rule 2: Putting a positive spin on our qualifications, 91 -- Rule 3: Preparing targeted elevator pitches/speeches, 91 -- Rule 4: Sizing up and resonating with the interviewer, 92 -- Rule 5: Winning interviewers' confidence in us by exhibiting confidence, 93 -- Rule 6: Avoiding gaffes by avoiding overconfidence, 93 -- Stories of Failed Interviews, 93 -- A Successful Interview Story, 98 -- Chapter 8 Boss Smart 101 -- Rule 1: Winning trust by showing loyalty, 102 -- Rule 2: Gaining gratitude by sharing credit and taking blame, 104 -- Rule 3: Being astute by watching for nuances, 105 -- Rule 4: Being proactive and farsighted, 107 -- Rule 5: Showing enthusiasm for challenging assignments, 108 -- PART FIVE: Dealing with Staff: Inspiring Loyalty and Productivity -- Chapter 9 Motivating Smart 111 -- Rule 1: Winning loyalty by being loyal, 112 -- Rule 2: Getting credit by not taking credit, 114 -- Rule 3: Motivating by complimenting, 115 -- Chapter 10 Delegating Smart 117 -- Rule 1: Getting more done by doing less, 118 -- Rule 2: Delegating successfully by matching tasks with staff, 119 -- Rule 3: Making controversial decisions by not making them, 122 -- PART SIX: Being Visionary: Leading to the C-Suite -- Chapter 11 Beyond the Box 127.

Rule 1: Examining the big picture to identify opportunities, 128 -- Rule 2: Forming a visionary plan, 131 -- Rule 3: Marketing the vision, 131 -- Successful Fast-Tracking Stories, 132 -- Final Thoughts 137 -- The Book's Objective, 137 -- "Soft Skills" and "Rules" Outside the Scope of This Book, 137 -- High Achievers' Soft Skills, 139 -- Personal Career Goals, 140 -- Appendix Tables for Principles, Strategies, and Rules 141 -- Table A.1 Principles and Strategies, 141 -- Table A.2 Communications Smart, 142 -- Table A.3 People Smart, 143 -- Table A.4 Marketing Smart, 144 -- Table A.5 Work Smart, 145 -- Table A.6 Time Smart, 146 -- Table A.7 Career Smart, 146 -- Table A.8 Job-Interview Smart, 147 -- Table A.9 Boss Smart, 148 -- Table A.10 Motivating Smart, 149 -- Table A.11 Delegating Smart, 149 -- Table A.12 Beyond the Box, 150 -- Abbreviations 151 -- Index 153.

## 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 professionals. You 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 the finer points of dealing with people, marketing ideas intelligently, developing problem-solving skills, and much more. Filled with 120 specific, contemporary examples of work situations in which soft skills make all the difference, this direct, simple and comprehensive guide shows you how to: Promote yourself and your ideas without being aggressive. Master the dos and don'ts of successful networking. Manage your time the way a venture capitalist manages money. Win the loyalty of bosses, colleagues, and staff. Delegate intelligently and inspire excellence in others. Know what the box is before you start thinking outside of it. Make major career decisions with confidence. Prepare an elevator pitch that really works Whether you're an engineer, IT professional, or other technical professional, *Fast-Tracking Your Career* helps you advance your career by developing business and personal skills that are as sharp as your technical abilities.

---