




LUNCHTALKs

CAREER PLANNING AND SKILL DEVELOPMENT

Presented by
Michael Hartung



Know where you want to go



Goals:

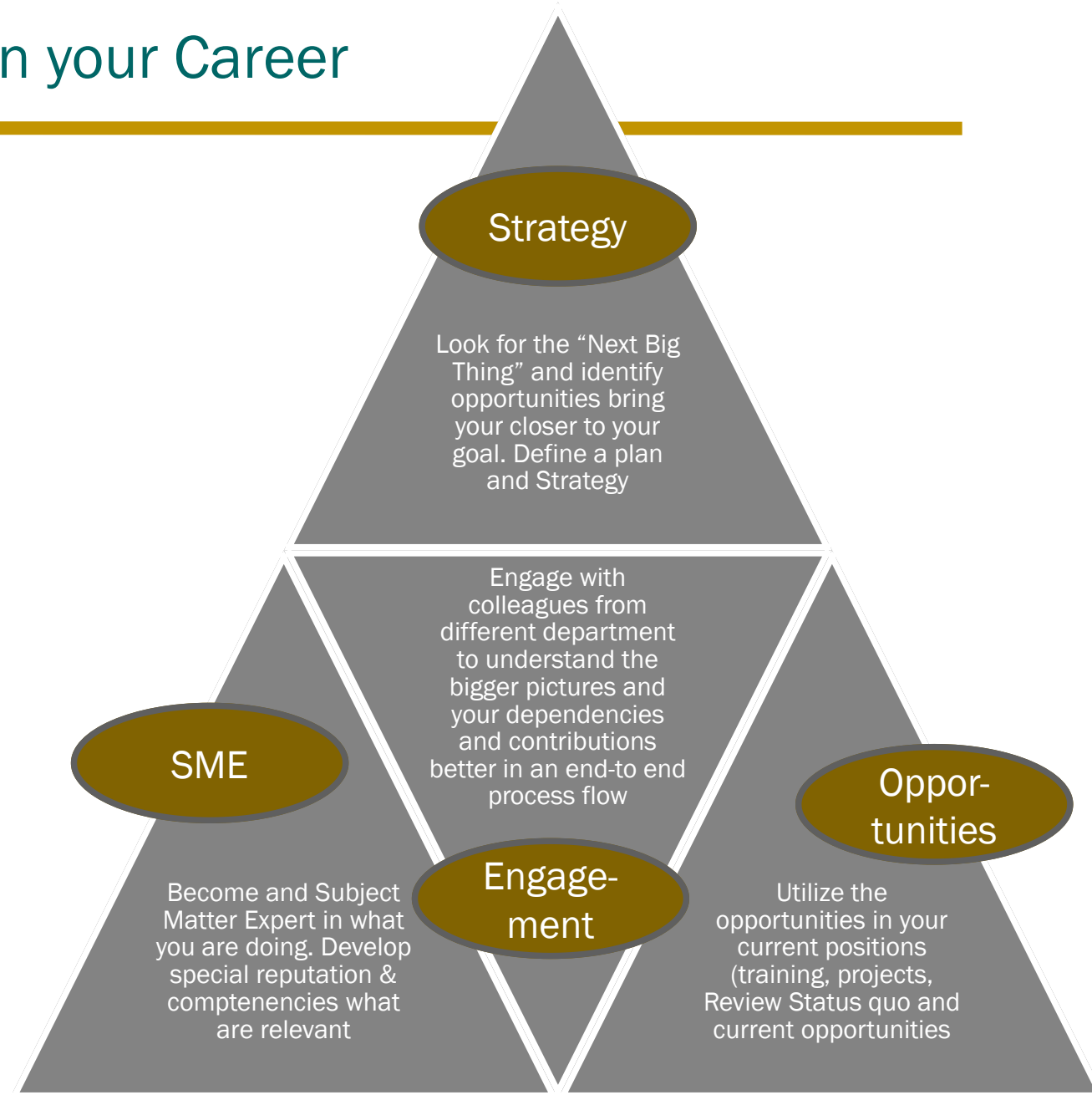
- In writing
- Realistic
- Ambitious
- Specific
- Prioritize

Analyse your
situation,
potentials and
expectations !

How to take charge of your Career

- Decide what YOU want to do for the rest of your life
- Review Status quo and current opportunities
 - Including SWOT & worst case / best case scenarios
- Develop an Action Plan
 - Including gap analysis (e.g. network, competencies, skills)
- Be persistent and maintain positive attitude & mindset

Excel in your Career



Develop your Skills

Aim for Quality & not Quantity

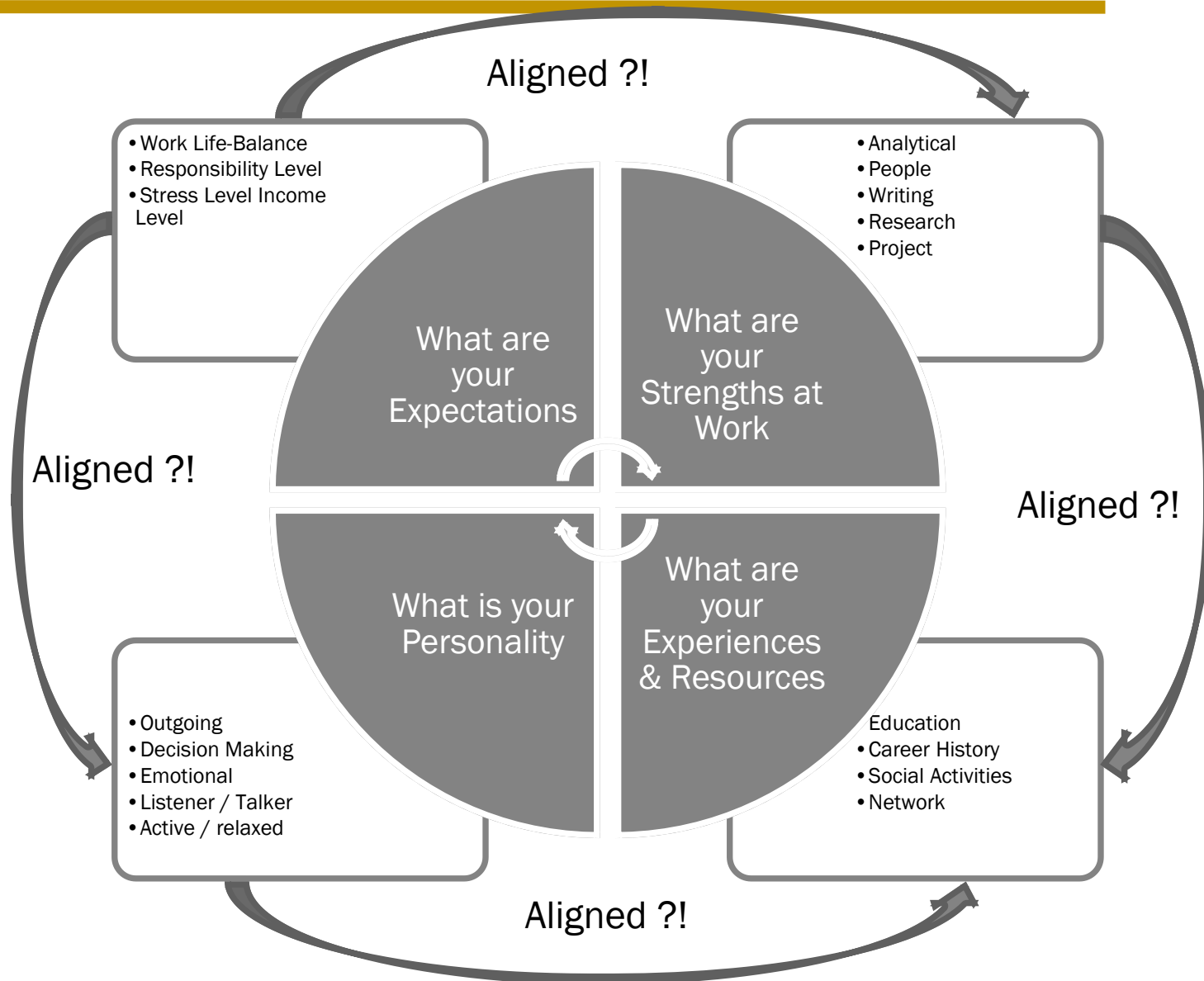
Differentiate Long-Term vs. Short-Term options

Analyse your Personal Needs, Talents and Goals

Select Training Programs according to your needs

Lifelong
Personal
Development of
Skills and
Competencies

How to identify your Needs



Does your Skills support your potentials and career expectations?

Manage your Development

Develop a Growth Mindset
“Be ready for Development”

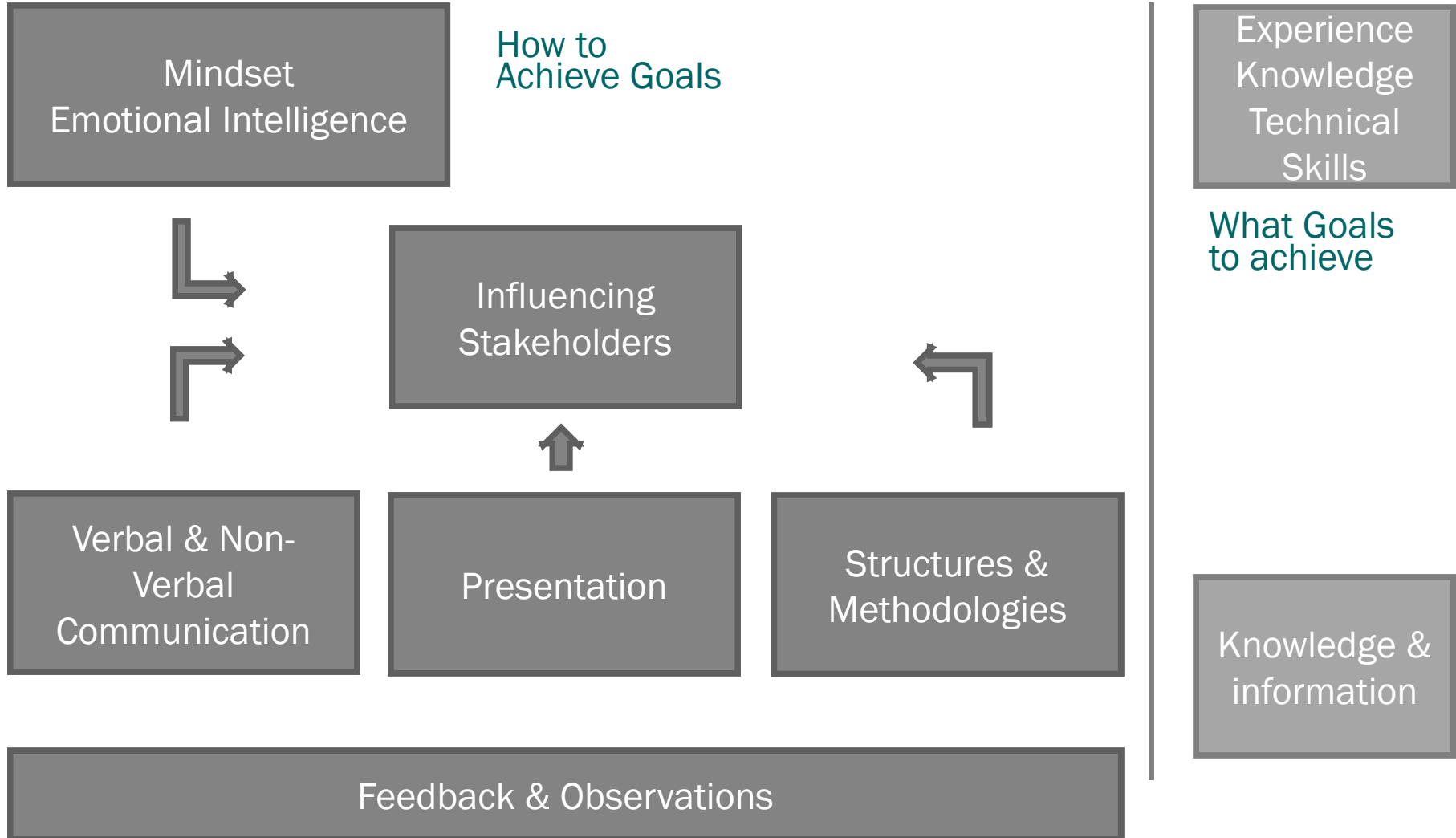
Develop a Strategy
“Do something with purpose”

Develop Technology
“Use information sources
available”

Develop Change
“Anticipate changing
environment”



Soft Skills – How to Achieve Goals

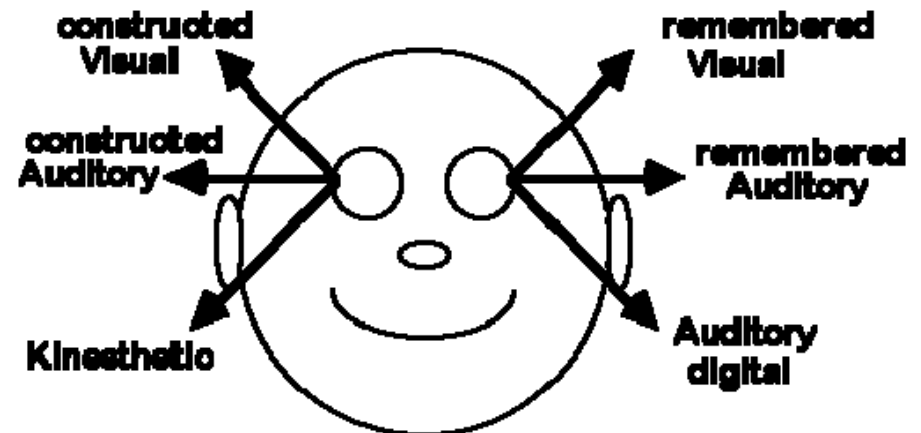


Representational System

People are different in their Representational System

Using the same Representational system allows closer connection between partners

More effective communication by understanding the thoughts of our partner



Effective Communication



Golden Rules of Communication

- Effective communication happens if both in same “state”
- We always communicating (even through absence or body language)
- Information we provide are filtered by our partner based on experience and expectation



Time Management Principles

Parkinson's Law

- Work extends until the given deadline
- Set your deadlines more tight to get results faster

Pareto Principle

- 80:20 Rule
- 20% of your Efforts bring 80% of Results
- Prioritize your actions

Law of Diminishing Returns

- The time /efforts to achieve perfection increase exponential closer to completion
- Do not seek absolute perfection. Set barriers.

Pleasure Principle

- We avoid pain and seek immediate gratification
- Link your training with rewards and pleasure

Plan and
Schedule your
Time

Make clear
choices Priorities

Get an Early Start

Utilize idle Time

Memory Techniques

Understand your most effective Representational System (VAK)

Visual , Audio, Kinaesthetic



Transform the information and link it to your Representational System

Visualization of Words



Storytelling

Combine information into a word or Story. Include the environment to get a “picture”



Repetition

Repeat the information daily > weekly to get it in the longterm memory

Memorize the following Words in 5min

Truck

Chair

Curtain

Phone

Spoon

Knife

Cow

Bicycle

Watch

socks

Wheel

Noodle

Goat

Cup

Palm Tree

Leaves

Poster

Clouds

Mango

Bag

Use visualization and create a story

The more colourful and “unreal” the objects and story is the easier to remember

Stress Management

Stress Makes Learning
Difficult

Identify your Stress level

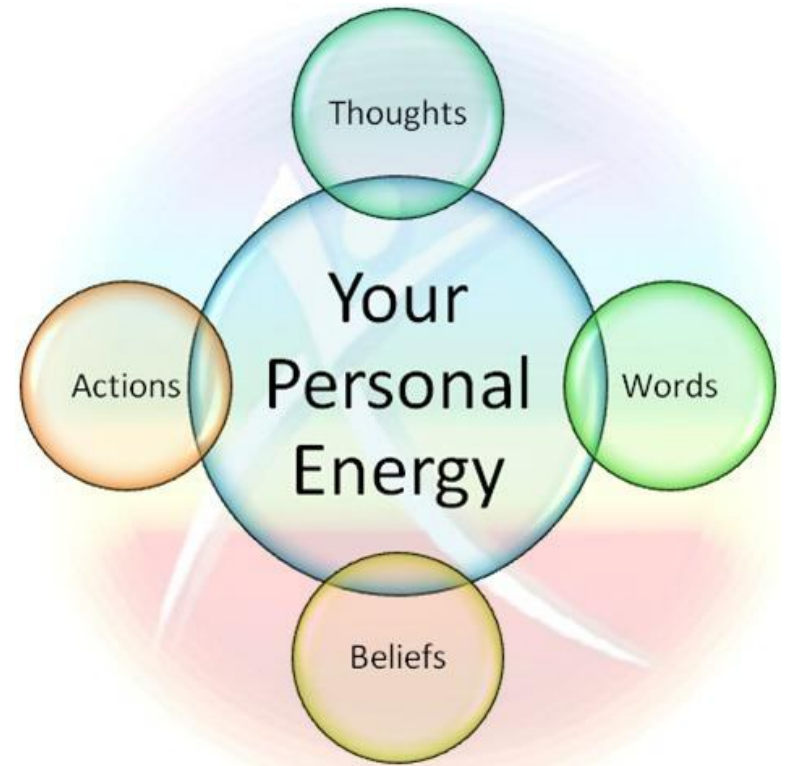


Relief Stress

- Stress is an emotion created by difference sources, incl. Videos, games discussion etc.
- Avoid Stress to get in a performance stage
- Physical stress-levels indicated by cold, pounding heart, tense muscles, shaking hands
- Emotional Stress indicated by problems in concentration & Decision making, daydreaming, argumentation, drugs, alcohol etc.
- Relaxation, sitting quietly concentrating on own breathing (Meditation)
- Make something new and different (Holidays)
- Start different social activities to focus on different things
- Avoid Bur-Out (to be under constant stress and no relief)

Maximise your personal Energy

- Create a Growth-Mindset
- Understand and leverage your personal “Body-Cycle” on creativity, peak performance, tiredness etc.
- Mental and physical exercises
- Proper nutrition
- Balance work and social life
- Generate time and space for yourself to create new ideas and strategies



Optimize your Training Experience

- Come prepared for Training with clear expectations
- Active Listening to others and trainer
- Take good Notes and have them ready for future reviews
- Get a good place allow you to follow the training
- For Classroom Training use the opportunity for Networking (you have already introduction for small talk)
- Use Classroom training as opportunity for engagement and feedback. Learn from others behaviour

Q & A

Thank You

For further questions, please contact:

Michael Hartung

Email: mfh1online@gmail.com