People Skills in a Competitive Environment

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Agenda

- Competitive Environment
  - Workforce Reduction Impact
- Soft Skills Identification
- Skills Application
- IEEE Educational Resources
- Skills Assessment
- Summary
  - Q & A

Environment

- We must acknowledge that the environment in which we work is a competitive environment
- The competition is caused by the continued demand for lower overall costs
- The drive to lower costs translates to work force adjustments which are implemented via various programs

Cost Reduction Programs

- **Mergers**
  - The combining of companies which results in the combining of similar work functions = Fewer Employees
- **Reengineering**
  - Improving processes with the intent of eliminating unnecessary and/or redundant work tasks = Fewer Employees

Cost Reduction Programs

- **Global Economic Crisis**: A reduction in overall consumer spending
- **Downsizing:** Forced reduction of employees
- **Right Sizing:** Elimination of duplicate jobs
- **Renew**: A recommitment to the company, the lack of a commitment results in a layoff
- **Outsourcing:** Moving work to a location where costs are lower

Fewer Employees

Challenging Job Market

- New technologies eliminating jobs
- Influx of new graduates flooding the job market
- Hire of contract workers
- Global competition
- Not enough young people are learning the tech skills needed on the job

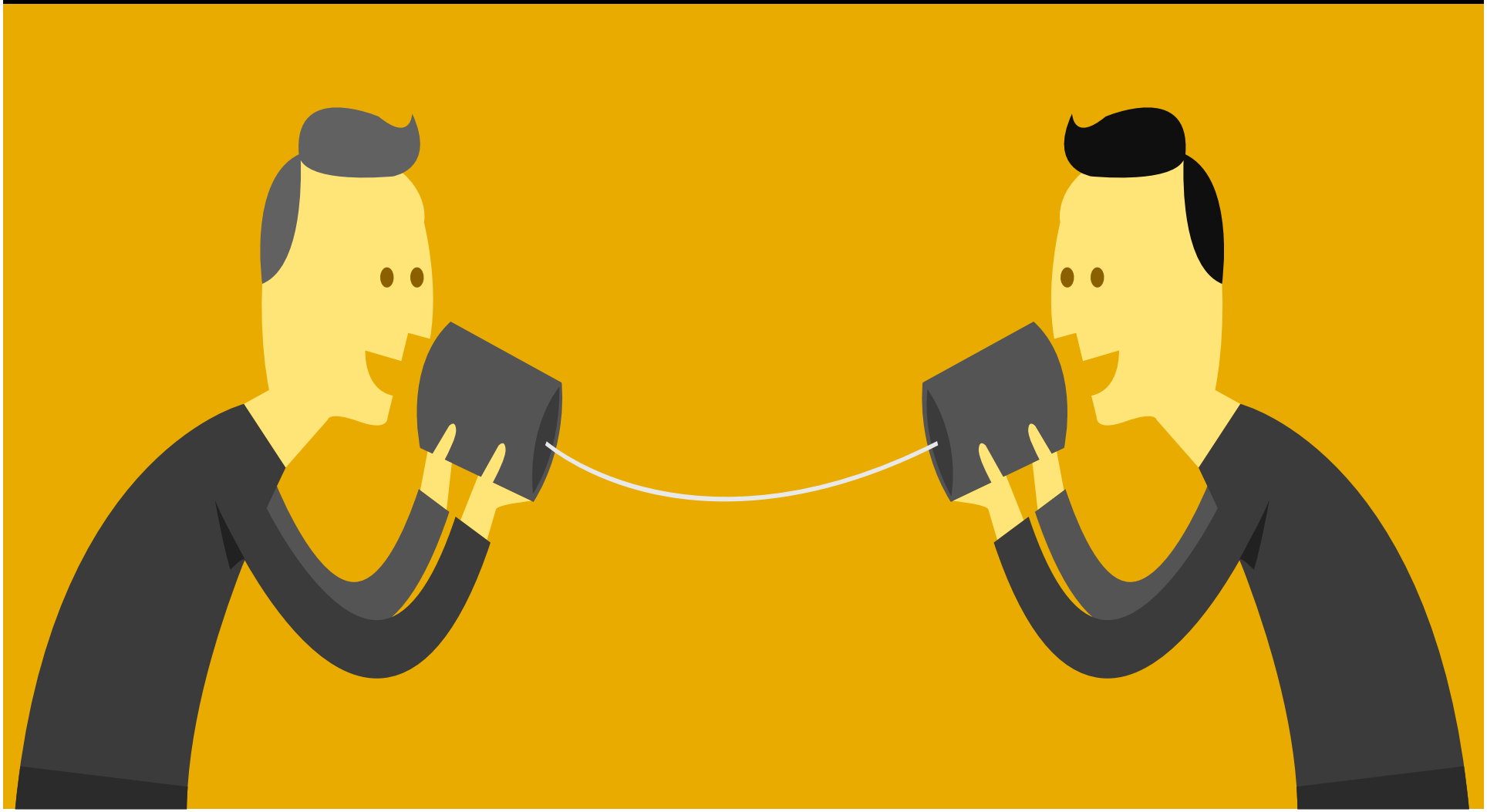
Workforce Reduction "The Effect"

Workforce Assessment

The process includes an assessment of the **non-technical skills** of the individuals who are members of the impacted work group

Soft Skills
Categories

Communication Skills



Communication Skills

- Oral communications
  - Public speaking
    - **Conference presentations**
    - Not so public speaking

- Written communications
  - Project proposals and reports
  - **Technical writing & conference papers**
  - Detailed work instructions
  - E-mail

People Skills

People Skills

Teamwork

- Working together on projects
  - **Conference Organizing**
  - Problem solving
- Team synergy
- Homework assignments

Negotiations

- Don’t back them into a corner
- Identify the win-win solution

People Skills

Good Manners

- Taught to you by your parents
- You must accept responsibility
- Respect the diversity of others

Ethics

- Do what is right
- If you think that it is wrong then it probably is

People Skills

Attitude

- Good & Bad
  - Both are contagious

Humor

- Learn to use at the correct time
- Be aware of individual sensitivity

"You're making it hard for us all!"

need
VALUE
ATTENTIVE
FOLLOW-UP
HELP
listen
ATTENTIVE
TRUST
serve
relationship
BUILDING
NETWORKING
share
RELIABLE
concern
RELIABLE
PROMISE
need

Skills Application

All the Time

- IEEE
- School
- Home
- In the Community
- Work

Skills Improvement Opportunities

- IEEE Conferences
- IEEE Professional Activities Programs
- IEEE Activities
- IEEE Section/Chapter Meeting Participation
- Company Programs

IEEE Conferences
Skill Development

- Conference Presentations
  - Present confidently
- Poster Sessions
  - Discuss ideas and concepts, open minded

IEEE Conference Organizing
Skill Development

- Opportunities to work with non IEEE organizations and sponsors
  - Different working out side of your typical environment
  - Industry, Academic, Government
  - Different cultures
  - Suppliers & vendors

IEEE

IEEE Conference Organizing
Skill Development

- Leadership Development
  - Creating a vision and plan
  - Facilitating meetings – processing feedback
    - One to One
    - Small Groups
    - Larger Groups

    } Formal/Informal
  - Recruiting, organizing teams and define roles
  - Coaching/teaching
  - Selling ideas

IEEE Conference Organizing
Entry Level

- Conference Positions
  - Local arrangement committee member
  - Paper reviewer, technical program committee member
  - Publications committee member

At IEEE

- **Become engaged in your IEEE OU**
  - Get involved in a conference
    - Supporting role
    - Leadership role
      - Technical Program, Publication, Finance, Event Execution
  - Get involved in executing an event for your OU
  - Help support your OU in achieve its goals
  - Networking

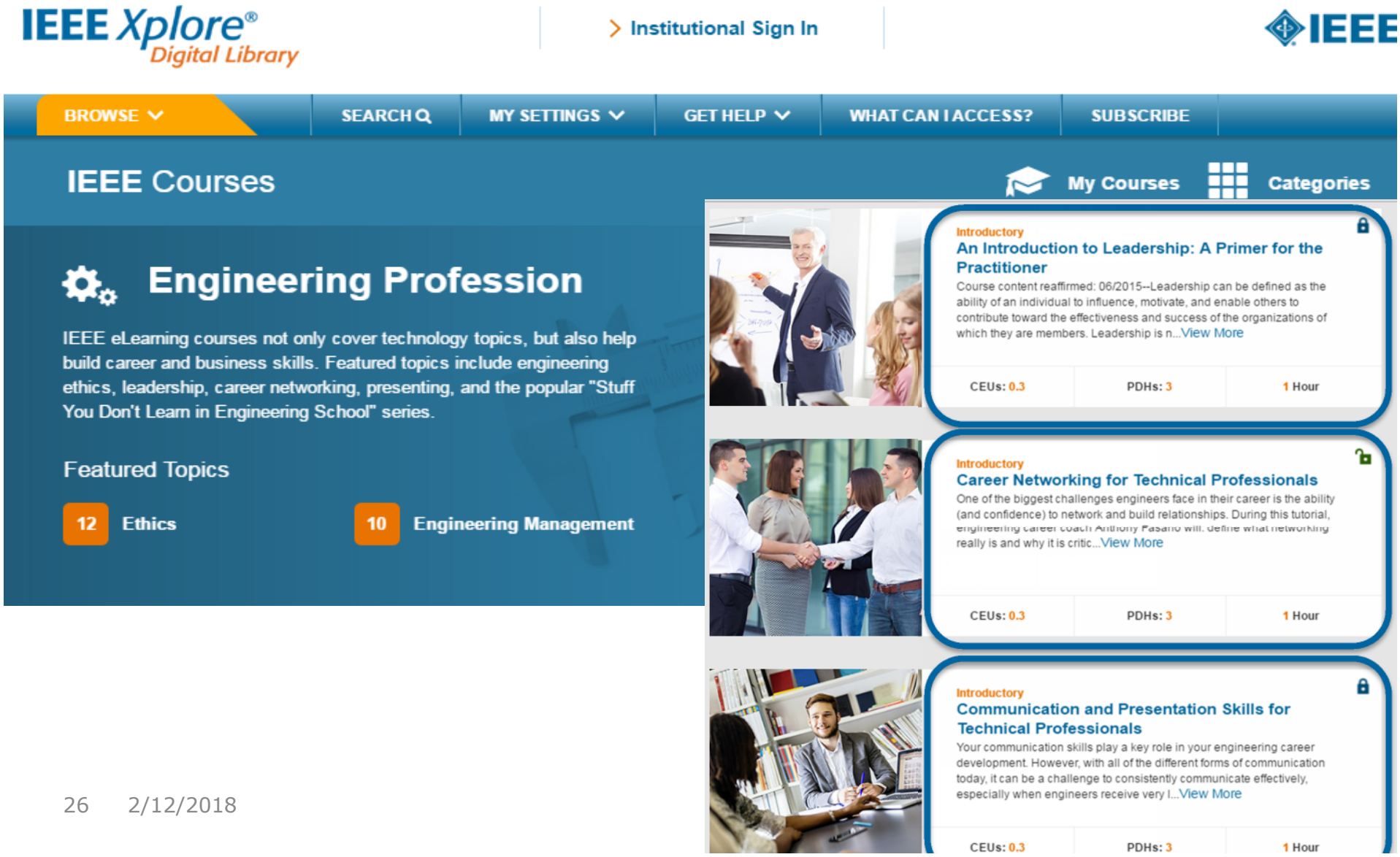
These are all opportunities to practice your soft skills and add value to your OU and IEEE

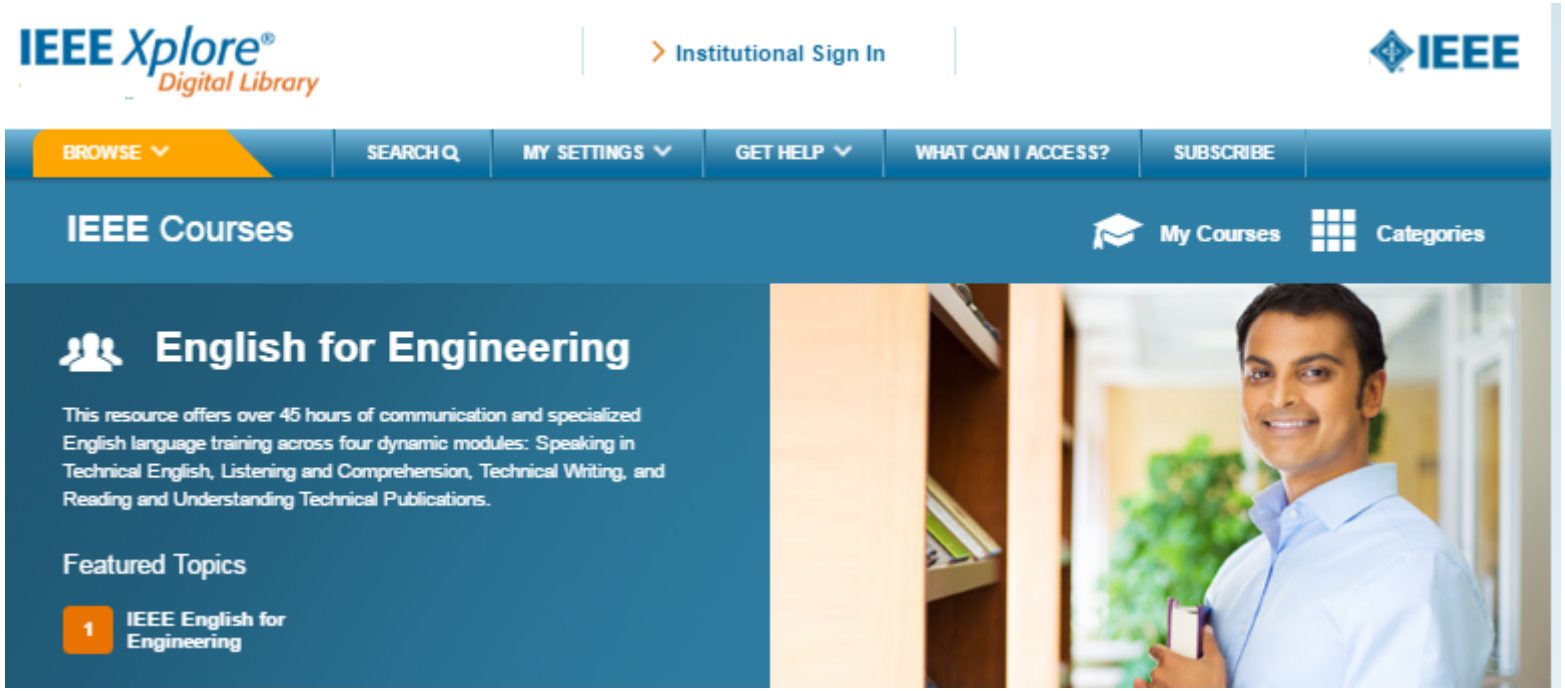
IEEE

IEEE Resources

IEEE *Xplore*
Center for Leadership Excellence
Professional Communications Society

IEEE Available Education

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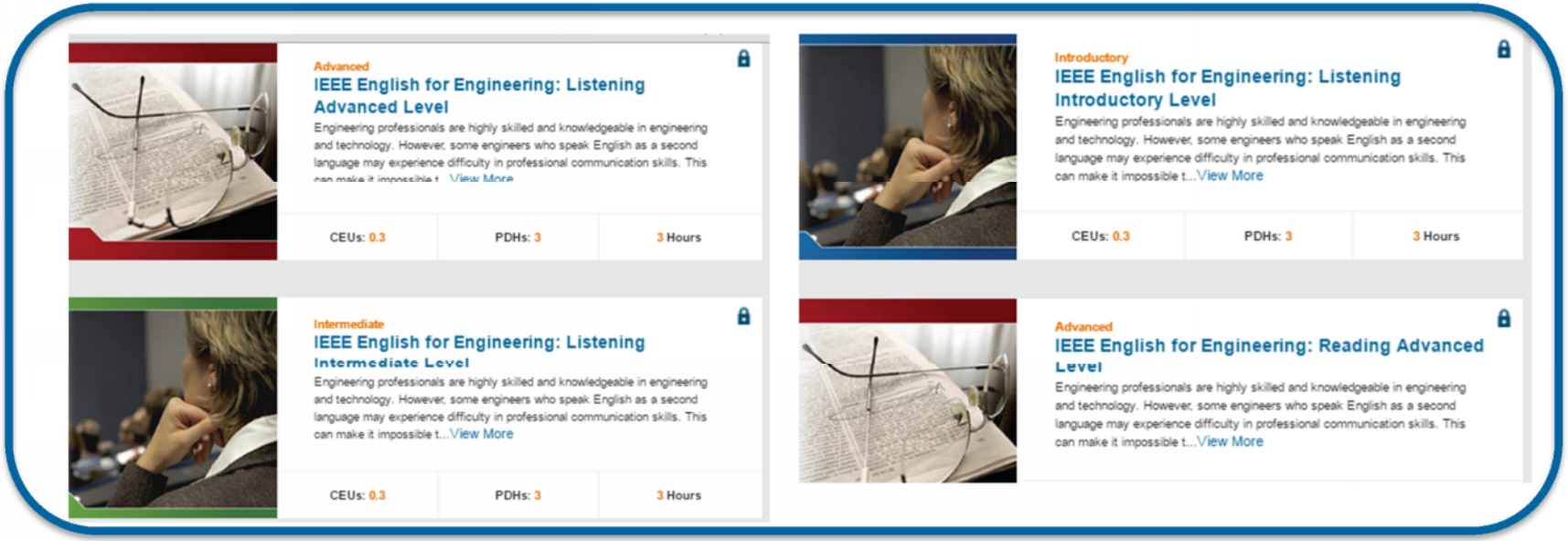
Categories
English for Engineering
This resource offers over 45 hours of communication and specialized English language training across four dynamic modules: Speaking in Technical English, Listening and Comprehension, Technical Writing, and Reading and Understanding Technical Publications.
Featured Topics
1 IEEE English for Engineering


Advanced
IEEE English for Engineering: Listening Advanced Level
Engineering professionals are highly skilled and knowledgeable in engineering and technology. However, some engineers who speak English as a second language may experience difficulty in professional communication skills. This
View More
CEUs: 0.3
PDHs: 3
3 Hours
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Engineering professionals are highly skilled and knowledgeable in engineering and technology. However, some engineers who speak English as a second language may experience difficulty in professional communication skills. This can make it impossible t...View More
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3 Hours
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PDHs: 3
3 Hours
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IEEE
Center for Leadership Excellence

Welcome to the IEEE Center for Leadership Excellence!

The Center for Leadership Excellence (CLE) is a learning resource aimed at meeting the self-improvement needs of professionals as well as those who are preparing to enter professional practice in the electro-technology fields served by IEEE. All IEEE members — practitioners, students, volunteers, and non-volunteers — are encouraged to make use of CLE resources.

CLE is focused on two broad areas:

- **Training for IEEE Volunteers** This training consists of Quick Start training modules for key local IEEE volunteer positions. These modules provide volunteers with practical information concerning their volunteer position so they can carry out their duties and responsibilities associated with their position of leadership. Each Quick Start module emphasizes the most important things that a particular volunteer must do to be effective in the position. In addition to the Quick Start module, a number of references are provided to assist the volunteer in performing his/her duties as an IEEE volunteer. These references, located in the Learning Library on the CLE site, expand the volunteer's knowledge and understanding in a number of areas.
- **Professional Development Training** This training consists of a number of training modules that focus on professional development. Topics cover soft skills such as leadership, communications, and management skills. These training modules are located in the Learning Library area on the CLE site.

Course categories

- Affinity Groups (4)
- Career (6)
- Communications (12)
- Conferences and Special Events (2)
- Ethics and Conduct (2)
- Finance (2)
- Leadership (5)
- Management (3)
- MCE Conference Education Program - eLearning Courses (17)
- MCE Conference Educational Webinar Series - Upcoming / Playback Events (16)
- Membership (11)
- Section, Chapters, Student Branches and Affinity Groups (Geographic Units)
- Activities and Programs (20)
- Tools (3)
- Volunteer Position Training (24)

Course Examples
Center for Leadership Excellence

Managing Your Career

In an increasingly global and competitive job market, no one is going to help you manage your career other than you! Are you interested in taking greater control of your own learning, performance, career satisfaction, and employability? Are you a leader or manager and want to learn how to use career development as a vehicle for engaging and retaining top talent in both the workplace and your volunteer life? Then this session is for you. (SC'2011 Breakout Session)

Networking Skills for Professional Success

Networking has been deemed to be one of the most important skills for your own professional success in business, in the workplace, and as a volunteer leader. But networking does not come naturally to most. The IEEE Consultants Networks and the IEEE Employment Networks have been helping their members to develop networking skills. Learn how to do it effectively and help your Section members improve their

Stuff You Don't Learn in Engineering School: Management Skills

Abstract
This course is based on the dozen nontechnical soft skills covered in Carl's book "Stuff you Don't Learn in Engineering School: Skills for Success in the Real World" (Wiley-IEEE Press, 2004). Perhaps the best single overview of the content … a quote from Tom O'Neill, CEO of Parsons Brinckerhoff, on his giving the book to Dartmouth's 150 engineering graduates in 2005: "It is a good, useful publication about something that I believe very strongly. I was happy to see that someone has written a book about something that should be a fundamental precept for success in the world of engineering, and I was happy to share it with some young people who will shape the world for the next 40 years."

These materials are designed to help younger engineers and emerging project managers -- indeed, engineers in all disciplines and all professionals -- learn the soft skills that are important to be more effective and happier in the real world.

Stuff You Don't Learn in Engineering School: People Skills

Abstract
This presentation is based on the dozen nontechnical soft skills covered in Carl's book *Stuff you Don't Learn in Engineering School: Skills for Success in the Real World* (Wiley-IEEE Press, 2004). Perhaps the best single overview of the content … a quote from Tom O'Neill, former CEO of Parsons Brinckerhoff, on his giving the book to Dartmouth's 150 engineering graduates in 2005: "It is a good, useful publication

Conference Organizing Courses
Center for Leadership Excellence

- How to Develop Your Conference Budget
- Chinese Translation - CrossCheck for Conferences - Plagiarism Detection Tool
- CrossCheck for Conferences - Plagiarism Detection Tool
- The Knowledge to NegotiateThe IEEE Contracting Process
- Event Crisis Management: Protecting Your Conference in Uncertain Times
- Optimizing Registration For Your Event/Conference
- The New Electronic Copyright Form
- Being Proactive Improves Conference Quality
- Technical Program Development Overview
- Preparing Your Conference Proceedings
- Conference Publication Tools - PDF Express, PDF Express Plus & eXpress Conference Publishing
- IEEE Conference Application and Memorandum of Understanding (MOU) Process - Timeline
- IEEE Conference Publications Overview
- IEEE Conference Sponsorship Overview
- Managing Your Conference's Finances
- The Conference Audit Process
- NetSuite for Conferences - Overview

A great way to become familiar with how to run a conference

IEEE Professional Communication Society

http://sites.ieee.org/pcs/communication-resources-for-engineers/

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Skills Assessment

Work Performance Evaluations

- Evaluate your technical and non-technical skills as well as specific work goals
  - Once or Twice a Year
- Use as a Development Tool
- Ask for Immediate Feedback

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Skills Assessment

- Your Supervisors
- Your Co-Workers
- IEEE Volunteers and Staff
- Your Family
- Your Friends
- Committee members

Summary

- Understand your environment
- Identify the required "People Skills" to work on
- Develop an improvement plan
  - IEEE Conference Organizer
- Identify your Network of 5

Use your People Skills to Apply Your Technical Knowledge and to Remain Competitive

IEEE

Questions

Meetings, Conferences & Events MCE

How we can help !

Conference Organizer Education

On-Demand eLearning Courses & Webinar Playbacks

- Center for Leadership Excellence (CLE)

  https://ieee-elearning.org/CLE/

Website

- MCE Conference Education Program

  http://www.ieee.org/mce-education

IEEE

Conference Organizer Education Program

Role Base Curricula

Center for Leadership Excellence

https://ieee-elearning.org/CLE/

General Chair
eLearning Core Courses
IEEE Conference Sponsorship Overview
Proactive Approach to Managing Quality
CrossCheck for Conferences - Plagiarism Detection Tool
The Conference Audit Process
Event Crisis Management: Protecting Your Conference in Uncertain Times
The Knowledge to Negotiate: The IEEE Contracting Process
IEEE Conference Application and Memorandum of Understanding (MOU) Process
Optimizing Registration For Your Event
Suggested Webinar Playbacks
Overview of Meetings, Conferences & Events (MCE)
Global Preferred Hotel Program
Technology Trends 2015 - Mobile Apps for Conferences
Audience Development
Better Event Invites in 7 Easy Steps
Event Site Selection - How to Leverage MCE at the Start
Strategic Programs, MCE
Optional/Core Topics Depending on Experience Level
Technical Program Development Overview, Managing Your Conference's Finances, IEEE Conference Publications Program

Finance (Treasurer)
eLearning Core Courses
Managing Your Conference's Finances
How to Develop Your Conference Budget
NetSuite For Conferences
The Conference Audit Process
Event Crisis Management: Protecting Your Conference in Uncertain Times
The Knowledge to Negotiate: The IEEE Contracting Process
Optimizing Registration For Your Event
IEEE Conference Sponsorship Overview
IEEE Conference Application and Memorandum of Understanding (MOU) Process – Timeline
Webinar Playback
Global Preferred Hotel Program
Event Site Selection - How to Leverage MCE at the Start

Publications Chair
eLearning Core Courses
IEEE Conference Publications Program
IEEE Conference Application and Memorandum of Understanding (MOU) Process – Timeline
Preparing Your Conference Proceedings
Publication Tools: PDF Express, Express Plus & eXpress Conference Publishing Overview
Cross Check for Conferences - Plagiarism Detection Tool
New Electronic Copyright Form

Technical Program Chair
eLearning Core Courses
Technical Program Development Overview
CrossCheck for Conferences - Plagiarism Detection Tool
CrossCheck Demo
Proactive Approach to Managing Quality
New Electronic Copyright Form
Webinar Playback
Peer Review - Systems & Industry Trends

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The Knowledge to Negotiate: The IEEE Contracting Process
Webinar Recordings - Playback
Event Site Selection, Leverage the Power of MCE
Global Preferred Hotel Program
Better Event Invites in 7 Easy Steps
Event Basics & Registration
Technology Trends 2015 - Mobile Apps for Conferences
How to Drive IEEE Membership at Your Conference
Audience Development

Interested in Other Conference Education Topics
Email us Your Suggestions

IEEE MEETINGS, CONFERENCES & EVENTS

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Obrigado
Matondo
Salamat
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