

Mid-Career life-Skills

General Tenants

1. Will change careers equally as jobs.
2. Life-skills are transferable between careers/jobs
3. Think of yourself as in your own business. ... Your boss is your customer.
4. Problems are opportunities ... the bigger the problem the bigger the opportunity. Vinod Khosla
5. Use the engineering mind-set to focus on all the activities around your normal position.
6. Learn from your errors ... They are learning tools
7. Be a lifelong learner ... Have fun at it.

<p>Engineering-mind-set</p> <ul style="list-style-type: none"> • Leadership • Ownership • Customers • Empathy • Deliverables • Team work • Thinking skills • Goal setting • Planning 	<div style="border: 2px solid blue; padding: 10px; text-align: center;"> <p>What is Engineering Mind-set Thinking? A way of thinking that combines the problem solving/design process with the culture of life-skills that fosters dealing with others in a team manner. It provides the culture, language, tools and values of engineering without the high level of math & science (Content Knowledge).</p> </div>
<p>Career advancement/ Change</p>	<ul style="list-style-type: none"> • Networking • Elevator pitch • Resume ... Follow-up letter • Interviewing • Improv
<p>Dr. Deming 14 steps</p>	<p>Mike Hammer --- The Agenda</p>



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Skills To help you in your career search:

Elements of Engineering mind-set

Culture:

- Values/ norms/ communities
- Negotiation
- Decision making
- Collaboration
- Excellence

Project Formation:

- Creative and Critical thinking
- System view
- Questioning
- Customer needs
- Financial controls

Planning and Scheduling

- Time management
- Measurements/ Feedback
- Quality systems

Problem Solving / Process

- Innovation
- Risk taking
- Prototyping and iteration
- Entrepreneurship

Public reporting

- Reflection
- Testing idea
- Presenting

Attitude

- Positive
- Flexible
- Doing your best
- Being a leader when necessary

Process	Skills
Ice breaker/ Intro.	Greeting skills, Eye contact, non-verbal skills
Forming the team	Diversity, Values of a culture, Time management Listening skills, Collaboration Character development
Picking the project	Team work, Handling adversity Project planning, Scheduling
Problem solving	Thinking skills. Self-reflection Problem-solving structure Decision making, Sorting
Testing & writing	Feedback, Iterations, Communication (without phones) Elevator pitch,
Public dialogue/ Celebration	Metacognition, Presentation skills,

All parts of the process

