

Sorting The Tools

Self-Branding

About me	SEL	Goal Setting
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Communications/ Writing & Reading

Making it easier to deal with each other and share information

Info-Mapping	Mind-Mapping	Flow Map
Math-graphing	Gantt Chart	Reporting

Corporate Tools:

Process Sheets	Project Management	Quality Processing
The Balanced Score card	6-Sigma	Closed-loop processing
Material-Flow JIT	IOT-Internet -of-things	Customer Focus

Showing up:

Non-verbal	Appearance	Time-management
Personal Skills	Computer usage	Attitude

Navigate the Corporation:

Reading	Networking	Culture/Values
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Life Skills

Skills	Teamwork	Problem Solving
Math-graphing	Questioning Skills	

