

Stuff That Works Building Careers

Chapter 3

“Ongoing Education”

Take Action

Stuff That Works Building Careers

Chapter 3 Take Action: Content

- Join toastmasters and attend for one year.
- Choose a software system you use and take a course online or from a community college. Pay for it yourself
- Ask your boss for additional training or a seminar they would recommend. If there is no budget see if you can split the costs with the company.
- Invest time on Stuffthatworksbooks.com

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Chapter 3 Take Action: Action 1

Join toastmasters and attend for one year.

ACTION

Learning to give public speeches is a must for career advancement. I recommend simply accepting this fact and dedicating your time to making it a skill you have.

This takes some formal education and a ton of practice. A great place to get this is an organization called Toast Masters. They also work hard to make it fun and rewarding.

JOIN!!!

DO it now and get busy building your career.

EXAMPLES

Are you afraid to speak before a group of people?

TOASTMASTERS CAN HELP!




- ✓ Develop better speaking and presenting skills
- ✓ Build Strong Leadership & Mentoring Skills
- ✓ Learn to Think Quickly & Clearly on Your Feet
- ✓ Open Doors in Your Personal & Professional Life

Fearful?

AFRAID?

to speak up



OVERCOME YOUR FEAR. LEARN THE ART OF COMMUNICATION.

TOASTMASTERS

INTERNATIONAL



WHERE LEADERS ARE MADE

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Chapter 3 Take Action: Action 2

Choose a software system you use and take a course online or from a community college. Pay for it yourself.

ACTION.

It is critical that you remain current on the tools of business. I like to take a Power Point or Word course every other year.

Even after I became an executive I invested the time and energy to learn how to use these tools in a detailed manner. I can build pivot tables, do mail merge etc....

Even though I often assign these tasks to others I know what it takes to do them and I understand the capabilities of the tools.

If you are an intermediate user of Excel for example take the advanced course. Become an Excel geek. It will help you in ways you can not even begin to imagine today.

Keep learning and perfecting skills.

The other point here is to invest yourself. If you are like me if you pay for it you learn better and work harder. In addition it shows career dedication. Invest in your future skills.

EXAMPLES

Top 5 business software

1. Microsoft Office
2. SAP
3. Access
4. Quick Books
5. SAS



Stuff That Works At Work

Chapter 3 Take Action: Action 3

Ask your boss for additional training or a seminar they would recommend. If there is no budget see if you can split the costs with the company.

ACTION.

Even if your boss says no keep asking on a regular basis. Regular basis does not mean every day. That is a good way to get fired.

Asking once quarterly is a good thing. Once they say yes give them a 6 month break before you ask again.

The key here is to build a plan for your continued improvement. Engage your boss and your company.

Jointly invest in your skill development with your company. You want them on the hook for some investment in you and you want to invest some yourself. It should be a partnership.

EXAMPLES

Boss,

I am in Chicago next week for the Ulta project. I noticed that if I stayed an extra day I could take a 6 sigma class there.

The cost is a \$500 fee and I would need to delay my flight home and have one extra night in the hotel.

This would be half the cost of taking the class in our market next month.

I would like to do it. Your thoughts?

Joe

Boss,

Thanks for the discussion last night.

I looked into negotiation seminars and there is one local next month.

The fee is \$1,500 and I would need two days off to attend.

I know it is expensive and I am willing to pay half the cost.

Let me know if I can make the investment.

Joe

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Invest time on Stuffthatworksbooks.com.

ACTION.

This is an easy one.

I believe that each of us can help someone else.

There is so much to know and to experience. You just can not do it on your own. So the best way forward is to share and learn from each other.

Technology makes this so easy today. That is why I built the web site Stuffthatworksbooks.com .

It only reaches its potential if you join in and add the stuff that works that you have found. Please make a contribution today. Help others find the Stuff That Works.

Others have already shared their stuff that works so be sure to check the site often as there is probably something to improve every area of your life.

The community is waiting and growing. I hope you will join in and make a positive difference.

Thank you!

EXAMPLES

CONTRIBUTE

It is easy to share your Stuff That Works.

Simply click on “Contribute” from the main menu.

Then select “Submit an Idea”.

Easy!

Learn From Others

It is easy to Learn Stuff That Works from others.

Simply click on “Contribute” from the main menu.

Then select “Search for Stuff That Works”.