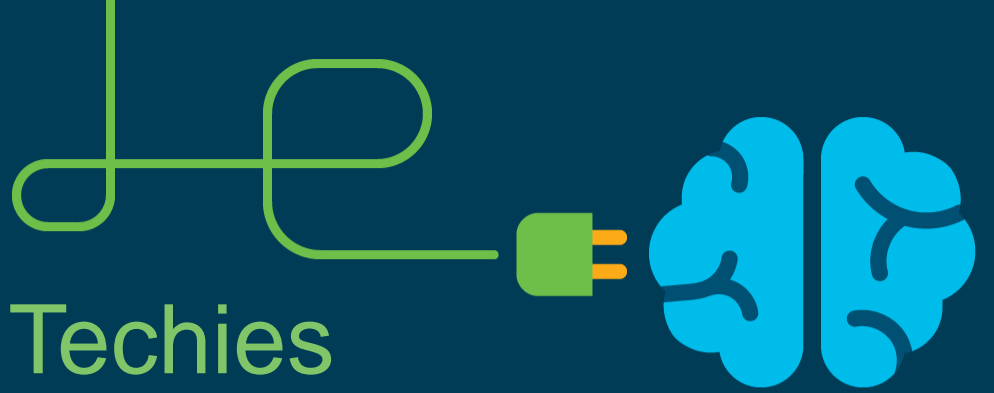


# Career Skills for Techies Webinar Series

Session 1: Manage Your Knowledge and Your Work

Cisco Talent Bridge



No matter the job you are hired to do, you are expected to manage yourself:

your time

your tasks

your information





## What does it mean to manage your knowledge at work?

- Organization skills
- Time management skills
- Project management skills
- Knowledge auditing/inventory skills

# Organizational Skills



Foundational skill for many non-technical skills



Ability to use your time, energy, resources, knowledge, etc. in an effective way



Being organized allows you to: plan, schedule, store files/thoughts

## **Benefits of being proficient in this skill:**

- Reduces work related stress
- Demonstrates self-discipline – fundamental to success in any career
- Impacts your reputation in the workplace and reliability as a team member

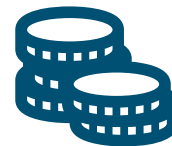
# Time Management Skills



Directly related to your organization skills



Ability to accurately estimate how much time it requires to finish tasks



Ties into your ability to *budget* resources

## **Benefits of being proficient in this skill:**

- Ability to meet deadlines and project goals
- Ability to increase effectiveness, efficiency, and/or productivity
- Demonstrates ownership of self which translates into being responsible
- Impacts your reputation in the workplace and reliability as a team member

# Project Management Skills

*The application of knowledge, skills, tools, and techniques to a broad range of activities in order to meet the requirements of a particular project. –PMP institute*



Projects entail:

- Defined beginning and end in time
- Defined purpose/scope
- Unique task: a non-routine task

Not necessary to be at an expert level – simple understanding is beneficial

**Benefits of being proficient in this skill:**

- Allows you to approach your work with a holistic mentality; understanding of the full lifecycle, not just your part in the project
- Impacts your reputation in the workplace and reliability as a team member

# Knowledge Auditing and Inventory Skills



Being able to catalogue  
what you know



Provides a back-up  
resource for reference

## **Benefits of being proficient in this skill:**

Helps you avoid information overload

Find gaps in your knowledge – proactively find ways for self-improvement

Improves your documentation skills



# Talent Bridge for Networking Academy

