

Gokhale Education Society's
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PDCS

1.-SWOC Analysis

What is a SWOC analysis?

SWOC analysis is a strategic planning method used to research external and internal factors which affect company success and growth. Firms use SWOC analysis to determine the strengths, weaknesses, opportunities, and challenges of their firm, products, and competition.

SWOC analysis is relevant to SWOT analysis. SWOT examines strengths, weaknesses, and opportunities. But it focuses on threats rather than challenges. The two are similar but they do have their differences, which is why firms may choose to use SWOC or SWOT.

How to use SWOC analysis

When beginning a SWOC analysis of a product or firm, you must go through each section individually. Starting with...

Strengths

Strengths are features which benefit the company, such as product sales. For example, sales of Product X is growing 3% each month. But Product Z is seeing a 3% monthly decline. In this case, Product X, which brings in more revenue, is where the firm should focus their efforts to continue profit growth.

Strengths can also be more abstract. If you've decided to build a product because you know you can offer it cheaper than your competitor, this is an overall strength of the company. Or if you have records of better customer service via positive reviews online, this is a strength you can use to your advantage. Strengths can be documented through statistics, customer service reviews, and surveys.

Weaknesses

The next step is noticing weaknesses. Weaknesses cause a company to struggle. For example, if you've decided to target a younger audience but your packaging is still dedicated to senior citizens, the new consumer base will struggle to connect to the product. This will show in reports, and cause an internal struggle within the company.

Weaknesses need to be documented and acknowledged to handle them promptly before it spreads and leads to overall destruction.

Opportunities

Opportunities are often external. They provide ways for firms to grow successfully. For example, a digital marketing agency helps a client develop an effective email marketing strategy. The agency has been thinking of doing graphic design so they offer a reduced fee to re-do the existing client's logo. This is an opportunity for the agency to develop a new section of their business without having to devise a marketing plan because they can reach out to existing clients.

Being open to opportunities, knowing when to look for them, and how to act on them can boost a firm's success. Documenting past opportunities can help create a plan on how to capitalize future opportunities.

Challenges

The final step in SWOC analysis is acknowledging challenges. This is how SWOC and SWOT analysis differ because SWOT analysis focuses on threats.

Challenges are similar to threats but have the chance of being overcome. Threats have the potential to damage a firm, but challenges often already exist and need to be handled appropriately.

This step is crucial. If you've already examined the strengths, weaknesses, and opportunities but skip assessing challenges, you may be on the path to failure. Challenges can greatly undermine any progress you've made, so by ignoring this step, you've opened yourself up to potential failure.

When to use SWOC analysis

Use SWOC analysis whenever you have a business idea. Whether it's starting a brand new business, a product, or a product upgrade. You can do SWOC analysis annually, quarterly, or monthly; it depends on what product or idea you're using SWOC analysis for.

But if you choose to do SWOC analysis, remember it's a great cost-effective way to reduce challenges and deter failure of a business venture or product.

2.-Goal Setting

Importance of Goal Setting

Goal setting provides a sense of direction and focus, which helps in altering the behaviors and attitudes required to accomplish the objectives. It gives you momentum and a thrust that pushes you in the direction of self-mastery to improve every day and be resilient in challenging times.

Goal-setting benefits not only the employee but the organization as a whole. Considering the importance of goal setting, a good amount of time should be devoted to it. In this article, we will discuss why goal-setting is important for your employees.

1. Motivates Employees

Goal setting keeps employees motivated by fostering a culture of accountability and progress tracking. It enables employees to stay focused and aligned with the company's strategic objectives, resulting in improved overall organizational performance.

Goal setting serves as a powerful tool to not only communicate expectations but also to illustrate the broader impact of your team's efforts. This fosters higher engagement, motivation, and productivity, ultimately fuelling significant company growth.

2. Prioritizing Work

Having a clear goal in mind helps in focusing on priorities. Once the goals are decided, they can be taken up for completion in order of their priorities. This allows tasks to be completed on time and in a logical order. Ability to prioritize goals shows an employee's ability to plan and focus ahead. This makes them better prepared and clear on what work needs to be completed and by when.

3. Decision Making

Goals help in enhancing the decision-making skills of the employee. They serve as a guide in the decision-making process. Before taking any decision, an employee will evaluate it against the goal that they are trying to achieve. Every decision is taken based on the outcome of the decision. Similarly, this applies at an organizational level, where every decision is taken thinking about how it will affect the business. Goals are useful for employees when they come across challenging projects as that helps in making wise decisions.

4. Teamwork

When individual goals are linked to organizational goals, it promotes teamwork. The leaders and managers must let every employee know how their goal is linked to the organization's goal. The employee will understand the importance of teamwork once they know how they fit in the overall organizational goal and how their goal is linked to their peers.

5. Measure Success

When goal setting is done correctly, it will help in measuring employee and organization success. The 'SMART' way could be used to set a goal so that they can be measured quantitatively as well as qualitatively. The SMART method stands for specific, measurable, achievable, relevant, and time-bound. For employees, a successful goal should be a specific one for which progress can be measured and achievable on time. Measurable goals will help everyone evaluate the results and help them know what was effective.

6. Guides Employees

Goals setting guides employees in moving forward in the organization. It acts as a roadmap for the employee towards achieving what they want. For example, if an employee wants to become a CEO someday, writing down that goal with details on what steps they will take to achieve it, can help them with the goal. Properly thought and stated goals will not only guide the employee continuously but will help in improving the skills and capabilities of the employees.

7. Time Management

If you want to improve how you manage time – stop doing what doesn't need to be done! - Peter Drucker.

Time is one of the most important resources for every business. Having a clear goal in place will help employees to manage their time effectively. Goals help in prioritizing work and prevent employees from working on irrelevant things and getting distracted.

For example: When you have a deadline for a web application project, setting specific goals for each module of the project will help you finish the project on time and eliminate distractions.

Enhancing Organizational Performance Through Effective Goal Setting

Setting clear, achievable goals is pivotal for organizational success. It provides a roadmap for action, aligns individual efforts with company objectives, and fuels motivation and engagement. However, traditional goal-setting methods often lack agility, transparency, and collaborative input, hindering their effectiveness.

1. Foster SMART Goal Formulation

Guidance and Tools: Goal setting provides resources and frameworks to assist in crafting Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) goals. This ensures clarity, focus, and alignment with organizational aspirations.

Cascading Objectives: Break down overall objectives into smaller, attainable goals for individual teams and employees. This fosters ownership, engagement, and a clear understanding of how individual contributions impact the bigger picture.

2. Facilitate Collaborative Goal Setting

Interactive Platform: Goal setting encourages collaborative goal setting, allowing managers and employees to work together in defining objectives. This promotes open communication, buy-in, and a sense of shared responsibility for success.

Continuous Feedback Loop: Goal setting features facilitate ongoing feedback on goals, enabling adjustments and refinements as circumstances evolve. This maintains agility and ensures focus on the most impactful objectives.

3. Enhance Goal Visibility and Tracking

Real-Time Monitoring: Goal setting intuitive platform provides real-time visibility into individual and team goal progress. This fosters accountability, allows for course correction, and empowers teams to celebrate milestones along the way.

Transparent Goal Sharing: Goal setting promotes transparency by making goals visible across the organization. This fosters a sense of shared purpose, collaborative efforts, and heightened motivation to achieve collective aspirations.

4. Optimize Performance Management

Seamless Integration: Goal setting seamlessly integrates goal setting with performance reviews and development plans. This ensures alignment, clarity, and a holistic understanding of how goals contribute to individual and organizational growth.

Data-Driven Insights: Track goal progress and analyze data to identify patterns and trends. This allows for informed decision-making, continuous improvement of goal-setting practices, and data-driven adjustments for future success.

Goal setting goes beyond mere goal setting. It provides a robust platform that empowers organizations to translate aspirations into tangible results by driving strategic alignment, fostering collaboration, and providing valuable insights through continuous monitoring and feedback.

Communication Skills

Transferring information to produce a greater understanding

Over 1.8 million professionals use CFI to learn accounting, financial analysis, modeling and more. Start with a free account to explore 20+ always-free courses and hundreds of finance templates and cheat sheets.

The ability to communicate effectively with superiors, colleagues, and staff is essential, no matter what industry you work in. Workers in the digital age must know how to effectively convey and receive messages in person as well as via phone, email, and social media.

These communication skills will help you get hired, land promotions, and be a success throughout your career.

Top 10 Communication Skills

Want to stand out from the competition? These are some of the top communication skills that recruiters and hiring managers want to see in your resume and cover letter. Highlight these skills and demonstrate them during job interviews, and you'll make a solid first impression. Continue to develop these skills once you're hired, and you'll impress your boss, teammates, and clients.

1. Listening

Being a good listener is one of the best ways to be a good communicator. No one likes communicating with someone who cares only about putting in her two cents and does not take the time to listen to the other person. If you're not a good listener, it's going to be hard to comprehend what you're being asked to do.

Take the time to practice active listening. Active listening involves paying close attention to what the other person is saying, asking clarifying questions, and rephrasing what the person says to ensure understanding ("So, what you're saying is..."). Through active listening, you can better understand what the other person is trying to say, and can respond appropriately.

2. Nonverbal Communication

Your body language, eye contact, hand gestures, and tone of voice all color the message you are trying to convey.

Note

A relaxed, open stance (arms open, legs relaxed), and a friendly tone will make you appear approachable and will encourage others to speak openly with you.

Eye contact is also important; you want to look the person in the eye to demonstrate that you are focused on them and the conversation. (However, be sure not to stare at the person, which can make him or her uncomfortable.)

Also, pay attention to other people's nonverbal signals while you are talking. Often, nonverbal cues convey how a person is really feeling. For example, if the person is not looking you in the eye, he or she might be uncomfortable or hiding the truth.

3. Clarity and Concision

Good verbal communication means saying just enough—don't talk too much or too little. Try to convey your message in as few words as possible. Say what you want clearly and directly, whether you're speaking to someone in person, on the phone, or via email. If you ramble on, your listener will either tune you out or will be unsure of exactly what you want.

Note

Think about what you want to say before you say it. This will help you to avoid talking excessively or confusing your audience.

4. Friendliness

Through a friendly tone, a personal question, or simply a smile, you will encourage your co-workers to engage in open and honest communication with you. It's important to be polite in all your workplace communications.

This is important in both face-to-face and written communication. When you can, personalize your emails to co-workers and/or employees – a quick "I hope you all had a good weekend" at the start of an email can personalize a message and make the recipient feel more appreciated.

5. Confidence

It is important to be confident in your interactions with others. Confidence shows your co-workers that you believe in what you're saying and will follow through.

Exuding confidence can be as simple as making eye contact or using a firm but friendly tone. Avoid making statements sound like questions. Of course, be careful not to sound arrogant or aggressive. Be sure you are always listening to and empathizing with the other person.

6. Empathy

Using phrases as simple as "I understand where you are coming from" demonstrate that you have been listening to the other person and respect their opinions. Active listening can help you tune in to what your conversational partner is thinking and feeling, which will, in turn, make it easier to display empathy.

Note

Even when you disagree with an employer, co-worker, or employee, it is important for you to understand and respect their point of view.

7. Open-Mindedness

A good communicator should enter into any conversation with a flexible, open mind. Be open to listening to and understanding the other person's point of view, rather than simply getting your message across.

By being willing to enter into a dialogue, even with people with whom you disagree, you will be able to have more honest, productive conversations.

8. Respect

People will be more open to communicating with you if you convey respect for them and their ideas. Simple actions like using a person's name, making eye contact, and actively listening when a person speaks will make the person feel appreciated. On the phone, avoid distractions and stay focused on the conversation.

Convey respect through email by taking the time to edit your message. If you send a sloppily written, confusing email, the recipient will think that you do not respect her enough to think through your communication with her.

9. Feedback

Being able to give and receive feedback appropriately is an important communication skill. Managers and supervisors should continuously look for ways to provide employees with constructive feedback, be it through email, phone calls, or weekly status updates.

Note

Giving feedback involves giving praise as well – something as simple as saying "good job" or "thanks for taking care of that" to an employee can greatly increase motivation.

Similarly, you should be able to accept and even encourage feedback from others. Listen to the feedback you are given, ask clarifying questions if you are unsure of the issue, and make efforts to implement the feedback.

10. Picking the Right Medium

An important communication skill is to simply know what form of communication to use. For example, some serious conversations (layoffs, resignation, changes in salary, etc.) are almost always best done in person.

You should also think about the person with whom you wish to speak. If they are a very busy person (such as your boss, perhaps), you might want to convey your message through email. People will appreciate your thoughtful means of communication and will be more likely to respond positively to you.

How to Make Your Skills Stand Out

1. Match your skills to the job. Analyze the job listing, paying special attention to the hard and soft skills that are highlighted in the job description. Then, personalize your resume and cover letter to match their requirements.

2. Familiarize yourself with other in-demand skills. Soft skills like communication may not get a direct nod in a job description, but they're still highly desired by hiring managers.

3. Use job interviews to your advantage. Job interviews provide an opportunity to show the hiring manager that you have the verbal communication skills necessary to succeed in a job, rather than just telling them that you do. Prepare for your interview, practice beforehand, and don't be afraid to pause before answering their questions – or to ask for clarification if you need it.

4. Don't stop when you get the job. Want to make a lasting impression on your colleagues after you're hired? Use your communication skills at work. Whether it's participating in a

company meeting or talking with a client, you'll have many opportunities to show how well you communicate.

3.-Presentation Skills

Presenting information clearly and effectively is a key skill in getting your message across. Today, presentation skills are required in almost every field, and most of us are required to give presentations on occasions. While some people take this in their stride, others find it much more challenging.

It is, however, possible to improve your presentation skills with a bit of work. This section of Skills You Need is designed to help.

Why are presentation skills important?

Delivering effective presentations is critical in your professional and personal life. You'll need to hone your presentation skills in various areas, such as when giving a speech, convincing your partner to make a substantial purchase, and talking to friends and family about an important situation.

No matter if you're using them in a personal or professional setting, these are the skills that make it easier and more effective to convey your ideas, convince or persuade others, and experience success. A few of the benefits that often accompany improving your presentation skills include:

- Enriched written and verbal communication skills
- Enhanced confidence and self-image
- Boosted critical thinking and problem-solving capabilities
- Better motivational techniques
- Increased leadership skills
- Expanded time management, negotiation, and creativity

The better you're presenting techniques, the more engaging your presentations will be. You could also have greater opportunities to make positive impacts in business and other areas of your life.

Effective presentation skills

Imagine yourself in the audience at a TED Talk or sitting with your coworkers at a big meeting held by your employer. What would you be looking for in how they deliver their message? What would make you feel engaged?

These are a few questions to ask yourself as you review this list of some of the most effective presentation skills.

Verbal communication

How you use language and deliver messages play essential roles in how your audience will receive your presentation. Speak clearly and confidently, projecting your voice enough to ensure everyone can hear. Think before you speak, pausing when necessary and tailoring the way you talk to resonate with your particular audience.

Body language

Body language combines various critical elements, including posture, gestures, eye contact, expressions, and position in front of the audience. Body language is one of the elements that can instantly transform a presentation that would otherwise be dull into one that's dynamic and interesting.

Voice projection

The ability to project your voice improves your presentation by allowing your audience to hear what you're saying. It also increases your confidence to help settle any lingering nerves while also making your message more engaging. To project your voice, stand comfortably with your shoulders back. Take deep breaths to power your speaking voice and ensure you enunciate every syllable you speak.

Posture

How you present yourself plays a role in your body language and ability to project your voice. It also sets the tone for the presentation. Avoid slouching or looking overly tense. Instead, remain open, upright, and adaptable while taking the formality of the occasion into account.

Storytelling

Incorporating storytelling into a presentation is an effective strategy used by many powerful public speakers. It has the power to bring your subject to life and pique the audience's curiosity. Don't be afraid to tell a personal story, slowly building up suspense or adding a dramatic moment. And, of course, be sure to end with a positive takeaway to drive your point home.

Active listening

Active listening is a valuable skill all on its own. When you understand and thoughtfully respond to what you hear—whether it's in a conversation or during a presentation—you'll likely deepen your personal relationships and actively engage audiences during a presentation. As part of your presentation skill set, it helps catch and maintain the audience's attention, helping them remain focused while minimizing passive response, ensuring the message is delivered correctly, and encouraging a call to action.

Stage presence

During a presentation, projecting confidence can help keep your audience engaged. Stage presence can help you connect with your audience and encourage them to want to watch you. To improve your presence, try amping up your normal demeanor by infusing it with a bit of enthusiasm. Project confidence and keep your information interesting.

Watch your audience as you're presenting. If you're holding their attention, it likely means you're connecting well with them.

Self-awareness

Monitoring your own emotions and reactions will allow you to react well in various situations. It helps you remain personable throughout your presentation and handle feedback well. Self-awareness can help soothe nervousness during presentations, allowing you to perform more effectively.

Writing skills

Writing is a form of presentation. Sharp writing skills can help you master your presentation's outline to ensure you stay on message and remain clear about your objectives from the beginning until the end. It's also helpful to have strong writing abilities for creating compelling slides and other visual aids.

Understanding an audience

When you understand your audience's needs and interests, you can design your presentation around them. In turn, you'll deliver maximum value to them and enhance your ability to make your message easy to understand.

4.-Body Language

What is Body Language?

Body language is the science of nonverbal signals such as gestures, facial expressions, and eye gaze that communicate a person's emotions and intentions. In total, there are 11 types of body language that we use to communicate. Unlike words, body language is often done subconsciously and constitutes a large part of our communication.

Different Types of Body Language in Communication

Now that you know why is body language important in communications let's look at some of the body language we use. These are key to effective communication in our daily life. Different types of body language in communication include,

Facial Expressions

The human face can convey countless emotions without saying a word. It is extremely expressive. And facial expressions are universal, unlike some forms of non-verbal communication. For instance, the facial expression of happiness, sadness, fear, and disgust are the same across cultures.

Body Movement & Posture

Have you ever considered how your perception of people is affected by the way they sit, walk, or stand? The way a person moves or carries themselves communicates a wealth of emotions to the world. Your posture, bearing, stance are some prominent types of non-verbal communication.

Gesture

The fabric of our daily lives is woven by gestures. Sometimes, we use our hands when arguing or speaking animatedly. We wave, point or beckon at something or somebody. This is how we express ourselves with gestures without thinking. Regardless, the meaning of some gestures is different in different cultures.

Eye Contact

An important element of the non-verbal communication mode is eye contact. Because the visual sense is dominant for most people. How you look at someone can communicate many different feelings. For instance, you can express inflexion, hostility, interest, or attraction through eye contact. Moreover, eye contact is important in maintaining the flow of the conversation. Also, it helps gauge the other person's interest and response.

Tone of Language

Why is body language important in communication? Because communication is not just about what you say. How you say, it also matters a lot. While your tone might not be considered part of body language, it is an important aspect of non-verbal communication. People read your voice tone in addition to listening to your words when you

speak. Moreover, everyone pays attention to the timing and pace of a speech. Your voice tone and inflexion, how loud you speak, it all matters. So, use your tone of language appropriately to indicate sarcasm, anger, affection, or confidence.

How Can You Read Body Language?

You know now why body language is important in communication. The question is, how you can read the body language of others to behave appropriately. When you start recognizing emotions, you will be better apt at managing situations. So, let's look at some ways you can read and interpret the body language of others.

Pay Attention to Inconsistencies

Non-verbal communication helps reinstate what is being said. You can easily find out how a person feels about something through their body language. For instance, a person could be saying yes to a thing while shaking their head to signal a big no.

Look at the Signals in Combination

You shouldn't read too much into one single non-verbal communication cue or signal. Instead, you have to consider all the non-verbal communication signals you are receiving. For instance, curate their eye contact, tone of voice, and body language altogether. Then you have to analyze whether all the signs are consistent or inconsistent before reaching a conclusion.

Trust Your Gut

Never dismiss your gut instincts. Part of why is body language important in communication is so that you identify the uncomfortable situation and get out of it. You might even pick up a mismatch between verbal and non-verbal cues by trusting your instincts. Moreover, you will easily understand if someone isn't being honest or something doesn't add up.

You can make a career out of accurately reading people's body language. Become a body language expert with our body language course. The courses will help you to decipher facial expressions and interpret behaviors confidently. You will also gain professional insight into human interaction, train with us to become an effective communicator!

How Can You Improve Your Body Language?

Just as knowing why body language is important in communication, it is equally important to know how you can improve your body language. Practice and patience are key to improving, just as any other skill.

To understand and comprehend the non-verbal cues, you need to be completely present in the conversation. Otherwise, you will almost certainly miss the cues and not understand the nuances of conversations.

Managing Stress

You can't comprehend others' non-verbal cues if you are stressed. On top of that, you might end up sending confusing or off-putting signals. And your stress might rub off on others, which is a recipe for disaster.

Taking a moment to calm yourself when you are feeling overwhelmed is always a good idea. And you will be better equipped to deal with situations when you are feeling centered.

Be Emotionally Aware

You can be in touch with your emotions by practising mindfulness through meditation. And it will assist in developing your emotional awareness. You can read other people's emotions accurately when you are emotionally aware. Even the unspoken emotions will be comprehensible through communication. On top of that, developing emotional awareness lets you foster trust in relationships by sending the right non-verbal signals.

Now let's hear from a body language expert to learn what else you can do to improve your body language and why you should.

5.-Resume Writing

What is a resume?

The resume is your absolute must if you are looking for a job.

Your resume defines who you are in the eyes of your potential employer and is the most important document in your job application, followed by the cover letter.

But probably you are asking yourself: what is a resume?

In simple words: A resume is a formal document that a job applicant creates to itemize their qualifications for a position. It usually includes work experience, education, skills and any other relevant information you want to share with your future employer.

We need to note the fact that a resume is different from a curriculum vitae (CV).

The CV shows your complete work experience, education, skill set, and anything else you have done, no matter the length of the document, while the resume's goal is to present anything relevant in a clear and easy-to-read format.

Unlike a CV, a resume should be modified for each and every job position, so that it would be as relevant as possible, and it should not exceed 1-2 pages.

The goal of your resume is to quickly and effectively show your potential employer why you are uniquely qualified for their job opening, based on your relevant experience and skills.

Preparation before writing a resume

As we said earlier, a resume should be kept short and to the point, it should only include relevant information for the job position.

The easiest way to perfect your resume writing is to get started with some preparation.

What you need to do is get a list of:

- Accomplishments from previous jobs
- Your skill set - soft, hard and technical skills
- Details about your previous jobs
- Details about your education
- Certifications, awards and honours
- Anything else that you might want to include in your resume at one point

Don't worry about the writing, just focus on the relevance to the job position of everything you write down.

Once you are done, step away. Give it a few hours.

And when you are well rested again, come back to it with fresh eyes and perfect your writing.

Format and Layout

Now you have everything you might want to include in your future resumes, all in one place, and that's great!

But there is just one more thing to do before we start filling each section with information.

And that's a pretty important step - choosing the format and sticking to a good layout.

Don't worry, we got you covered, and we will go through the 3 main resume formats.

Reverse chronological resume format

A reverse chronological resume format is the most popular one out there.

It has the great advantage of being suitable for pretty much every job position.

This format is mostly career-oriented - it lists your work history in order, as the most recent position would be at the top.

It is the ideal format for people with lots of work experience, relevant to the job position they are applying for.

But if you don't feel confident that your work experience is relevant enough, don't worry, the next resume format would be perfect for you.

Functional/skills-based resume format

As opposed to the reverse chronological resume, the functional resume format is mainly focused on your skill set.

It is the perfect choice for you if you are looking for your first job or career change, or if you are trying to steer away the employer's focus from a gap in your employment history.

The great thing about the functional resume format is that it groups your skills in categories and presents them in a great and easy-to-read format.

You are not convinced that this is your format either? We have one last format for you and it is guaranteed to work!

Hybrid resume format

As its name shows, this resume format combines all the best features of the reverse chronological and the functional resume.

What it includes is both a reverse chronological work history section, and a highly detailed skill section.

It's mostly used for job positions that require expertise in a variety of fields, and you want to show that you are the right person for the job.

Get a better understanding of the combination resume format with these examples - Hybrid Resume.

Great, you picked your resume format, now let's focus on one last thing - the layout.

There are a few important points that you need to follow in order to do this part right.

First, keep it short and to the point. One page is what you need. Don't go for 2 pages, unless you are absolutely sure that it would add some significant value.

Pick the right font and font size:

- Your font should stand out, but not too much, so you can go for Ubuntu, Roboto and Overpass, but don't ever try Comic Sans.
- Keep your text between 11 and 12pt, so that it would be easy to read
- Pick a heading type (H1, H2...) and stick with it for all sections. Use between 14 and 16pt so that titles would stand out a little more

To ensure that your resume would look good, make sure you have sufficient white space between sections and appropriate margins (at least 0.7 inches)

And last, but not least - save your resume as PDF. It's going to keep your formatting as it is, no matter what, as opposed to alternatives like Word.

Resume Templates

We know that it might be intimidating to process all that information.

But don't worry, we got you covered.

There are a few main templates that you can stick to, according to the type of resume you are trying to achieve.

The first, and most multifunctional format, is the Basic. You can use it on any occasion, but it is not specifically concentrated on any section, so if you want to focus on something more, keep reading, we've got more for you.

Check them all and win the resume game.

Personal Details and Contact Information

Believe it or not, this is the most critical section of your resume.

No matter how well you did everything, how skilled and experienced you are, the HR won't ever call you in for an interview if you misspelled your phone number.

This section should be on the top of your resume and must include your name, email and phone number. The mailing address is mandatory.

Your name should be highly visible with bolder or larger font than the rest of the document.

As you want to look professional in the eyes of your potential employer, make sure your email address sounds professional. Consider creating a new email account if you currently use an outdated email service.

You can also include a portfolio if you are applying for creative positions, or a LinkedIn profile, but make sure you make it a strong one.

If you feel like more tips on the topic would be of use, check out Contact Information on Resume.

And last, as we stated in the beginning of this section - make sure your contact information is correct. You should double-check it, and even triple-check it and make sure everything is correct and up-to-date.

Resume Introduction

This is a very small part of your overall resume, but it is an extremely important one.

As it is one of the first things a hiring manager would see when looking at your resume, you need to perfect it.

What it actually is, is a short statement in two or three sentences. It's a description of who you are as a candidate.

A well-written introduction can grab the hiring manager's attention and multiply your chances of getting the job you applied for.

It's not a deal-breaker if you skip this section and decide you don't need it, but that short statement on top of your resume can really be key for getting called for an interview.

Work Experience and Achievements

The work experience is the heart of your resume.

The first thing the hiring manager would look for are the job titles and the companies you have worked for. Make sure this information is easy to find.

The basics of this section should include:

- Job position
- Company
- Location of the Company
- Dates of employment

But no matter how impressive your work experience, compressed in these 4 points, it might not be good enough for the employer.

Employers don't want only basic information, they are much more interested in the impact you had on the companies you previously worked for.

Results matter and numbers are important.

No matter what were your previous positions, there is always some metric that can show your potential employer you had a significant impact.

Education Section

Having a clear education section is essential for your resume, especially if your work experience is limited, or you have just graduated.

If you don't have much work experience, but your track record in school is good, consider making your education section highly-detailed and include all your education-related accomplishments.

On the contrary, if you have a few years of work experience, your education section should shrink down to the basics.

In most cases, listing the school name, the attendance years and your degree would be enough.

Skills

Before starting this section, we need to define the difference between the two main types of skills - soft and hard.

Hard Skills

Using simple words, a hard skill is one that can be learned, taught, or measured and is not dependent on your industry.

Examples of such skills are any language or computer skills, or ability to operate heavy machinery.

Soft Skills

A soft skill is a personality trait that is hard to measure but that makes you great at your job.

Examples of such skills are being a team player, being driven to succeed, or having a great attitude.

Now that we have defined both types of skills, it's pretty much up to you to decide which ones to include on your resume.

The important thing is to list them clearly, so it would be easy for the hiring manager to see them and note them.

If they see right away the skills that they seek, they are much more likely to take your resume under consideration.

Additional Sections

If you have gone this far, you know all the basics you need for your resume.

There are a few more sections that you can add to your resume, if you think they would contribute in some way, or if you consider your resume still incomplete.

Certifications, Awards, & Honours

This section can potentially be very important, but you really need to show something impressive, if you decide to go for it.

If your potential employer needs to see some specific certifications, make sure you know which ones to include in your resume before you send it, because leaving some out could potentially ruin your application by making you seem unqualified.

In any other case, if you feel like some certification, award or honor would be relevant in your resume, feel free to include it.

And feel free to add any other section that you feel would help your hiring process.

Here are a few sections that you can consider:

- Publications

- Projects
- Volunteering
- Hobbies & Interests

Tailor Your Information to the Job Ad

So far, so good.

Now we need to remember once again that the resume's purpose is to be fitted for a specific job position.

So don't forget to make it so, don't send out the same resume for a variety of different positions, because it just won't work.

The most important thing to do here is to adjust the keywords, especially in your skills section.

Show the employer that the skill set you have is perfectly fitted to the company's needs.

You should also consider modifying your work experience and education sections, depending on the job requirements.

But all in all - focus on the keywords for each and every job position you are applying for.

Cover Letter

Okay, you seem to be all done with your resume.

So you might be asking yourself - I have a great resume, do I need a cover letter?

The answer is always - yes, if you have the option.

Cover letters may be crucial in the hiring process because they let you provide context for your resume.

Furthermore, they let you show off your personality and your enthusiasm for the job you are applying for.

A well-written cover letter can really boost your application and be the game-changer in your hiring project, so don't hesitate to learn [How to Tell a Story in a Cover Letter](#).

Proofread

We reached the end of our topic, but don't relax just yet, because this is an important one.

Typos and grammatical errors are the most common mistakes found in resumes.

And quite often they are a deal breaker for the employer.

So don't skip out on proofreading and do it right.

Here are some tips to be sure your resume would be mistake-free:

- Try reading your resume backwards (it can help you identify errors by presenting the words in a new order)

- Ask trusted friends, colleagues, professors and family members if they can review your resume (third-party opinions can help reveal new information you might have overlooked)
- Try reading the resume a few times, but at different times of the day (it would clear up your mind and help you identify mistakes, you didn't see before)

And, of course, don't forget the layout recommendations we gave you before - check your font and font sizes.

One final thing - if your resume is more than one page, review it once again and try to shorten it to one page.

6.-Group Discussion

Group discussion (GD) is a comprehensive technique to judge the suitability of an individual and his appropriateness for admission, scholarship, job, etc. GD assesses the overall personality – thoughts, feelings and behaviour - of an individual in a group. A topic is presented to the group members for discussion. While the discussion is going on, a group of panellists observe them. Through this observation they judge intellectual, social, leadership, communicative skills of candidates taking part in the GD.

Importance of GD

For admission to some of the universities, B- Schools, campus placements after graduation or for recruitment to a multinational company, you need to have knowledge of the field and also have the capability to work in a group as a leader or as a member. The group discussion technique is a very effective way to judge the candidate's ability to work in a group.

What are the skills that are judged in a GD?

- How good you are at communicating with other
- How easily you behave and interact with the other group members
- How open minded you are
- How flexible or rigid you are in accepting the view- points of others in the group

Your leadership skills

- Your analytical abilities
- Problem solving & critical thinking skills
- Time management skills
- Your skills at putting forth your ideas in an unbiased manner
- Social attitude and confidence

➤ **Do's of participating in a GD**

- Think before you speak.
- Pick up clues from the discussion and intelligently add points that come to your mind with regards to the topic, in case you don't know much about the topic.
- Back up your points with facts and figures if needed.
- Be gentle and sure in your presentation of views.
- Speak to-the-point and make sure that you do not repeat the points.
- Be calm and composed while speaking.

- Listening to others is also an important aspect of participation in the group discussion, so listen to others.
- Have respectful attitude towards the viewpoints of others.
- Your body language should convey your ease of behaviour.
- Sometimes the discussion may take a hostile turn. In such a case it is a good idea to intervene to make the situation relaxed. This act of yours will show your leadership and problem solving skills.

➤ **Don'ts of participating in a GD**

- Do not initiate the discussion if you do not know the topic well.
- Do not go overboard in exhibiting your knowledge even if you know the topic well.
- Do not interrupt other members when they are speaking.
- Do not change your opinion about the topic just because most of the other participants are having an opinion different from yours.
- Do not feel unconfident if a speaker prior to you has presented the points more effectively than you.
- Do not ask irrelevant questions.
- Do not let your personal biases about the topic enter the discussion.

➤ **Points to be kept in mind before the GD**

No one knows what the topic of GD is going to be. Hence, it will be a good idea to keep you abreast with topics like:

1. Current Affairs

Current Affairs is something that you have to be thorough with. For this, read newspapers regularly and watch news on the television. Understand the recent crises that the world is reeling under, the latest developmental initiatives, the ties between various countries and the like.

2. Historical topics

Have a fair knowledge about the country's history and also the history of other countries. The topics may not be specifically from this area, but having historical information will help you cite examples and make references whenever needed.

3. Sports, Arts & Literature

4. Data crunching

Familiarize yourself with important data. Throwing in some data if required in your GD will definitely create an impression among the assessors. Read as much as possible. Have good

and sound knowledge on numerous topics. Watching documentaries on various topics will help here. Improve your vocabulary. This does not mean that you use heavy and big words, but it means that you will be able to understand the topic better and contribute effectively.

Last but not the least; mentally visualize yourself as succeeding a Last but not the least; mentally visualize yourself as succeeding and you will succeed.

7.-Interview Skills

There are some easy steps that you can take that will increase your chances of success at interviews. First, remember that job interviews should be a process of two-way communication. Not only are they a tool for employers to use to evaluate you, but they are also an opportunity for you to assess the job, the organization, and to see if there is a "fit." The keys to a successful interview are preparation and practice. The following suggestions will help you prepare for an interview: Self-evaluation It is important for you to think about yourself and your past experiences in order to be ready to articulate what you have to offer an employer.

Consider the following topics:

- How your present and past experience relate to the position
- Your current and future career goals
- What skills and expertise you have to offer
- The skills that you would like to develop or improve
- Location, salary, and lifestyle priorities
- Kinds of people and environments you prefer
- Past experiences you want to highlight such as volunteer work, hobbies, travel

➤ Before the Interview

- Research the Company - A company's website is an excellent place to begin. It usually gives you information on whether it is international or domestic, what its revenues are, how many locations it has, and the nature of its major products. Most companies are very proud of their websites. Don't be surprised if one of the first questions interviewers ask when you arrive is, "Have you have had a chance to look at our website?"
- Practice interviews - Write down a list of possible questions that you think may be asked, then have a friend act as an interviewer and direct them to you in a practice interview situation. Don't stop until you feel comfortable answering each question. Practicing beforehand will make you feel more comfortable and relaxed during the interview.
- Dress Professionally - In today's environment, wearing a suit isn't always necessary. Contact the HR Manager of the company or your recruiter, and find out what the dress code is for the company at which you are going to interview. Then dress one level above. For instance, if it is business casual, men can wear dress pants, dress shirt, and sport coat. Women can wear a pantsuit, dress, or a skirt and blouse. Visual impressions are very important. Therefore, if in doubt, always dress on the conservative side.
- Arrival - Try to arrive at the interview location a little early. This gives you time to determine where you need to go, and will give you a few minutes to collect your thoughts. DO NOT arrive late. Nothing destroys your chance at impressing an employer more than arriving late and offering no explanation. If you learn at the last minute that you are going to be arriving

late at the interview, call and let the interviewer know. Interviewers understand that things can come up suddenly. You are never considered late if you call and make them aware of the fact.

➤ **During the Interview**

- First impressions - First impressions take only thirty seconds. Establishing rapport, direct and sustained eye contact, a firm handshake, a warm smile, good posture, and introducing yourself in a confident manner are important ingredients. A well-groomed, professional appearance is critical. Greet the interviewer with a firm handshake, whether it is a woman or a man. (No one likes a weak handshake.) Always maintain eye contact while shaking hands.
- Smile - A smile denotes confidence in a candidate. Try to smile often. Also, don't be afraid to use some hand animation while answering questions. This suggests enthusiasm in a candidate.
- Body Language - Use good posture, and look the interviewer right in the eye. Sit up straight. Never slouch.
- Speak Clearly - Don't mumble. It portrays a lack of confidence. Speak with assurance. This indicates confidence.
- Listen Before Answering - Allow the employer to begin the interview, but be prepared with some opening statements or questions such as, "I understand that this position involves...", or "What are you looking for in a job candidate?" Make sure you understand the question. If not, ask the interviewer to clarify it. Don't be afraid to take some time to think before answering. Interviewers are impressed with someone who thinks out an answer before speaking.
- Give Brief Answers - Make your answer concise and to the point. Rambling tends to suggest that you really don't have the answer to the question(s) asked.
- Previous Employers - Never, ever say anything negative about your present or previous employers. No matter how much you may have disliked someone, find a way to give your experiences a positive spin.
- Be Truthful - Don't lie when asked about something you haven't done. The next question will be "tell us about it."
- Know Your Resume - Be prepared to talk about every fact that is on your resume. Many people embellish their accomplishments on their resumes. Avoid this, since the only point of reference an interviewer has about you is the resume you provide to him/her beforehand.
- Keep things at a professional level - Sometimes near the end of an interview, the two parties start feeling comfortable with each other. Don't let this comfortable feeling lead you to telling them something about yourself that they really shouldn't know. Always keep things at a professional level.
- Look for something in Common - This is something that has given us an edge in the past. Try to find a common bond between yourself and your interviewer. If you are being interviewed in an office, look at how the office is decorated. Look for something you can identify with. Is his/her college diploma hanging on the wall? Did you attend a nearby school, or perhaps one in the same Division? If so, make a quick comment about it: "Did you attend Penn State? I attended the University of Michigan. What a great football conference." Interviewers sometimes feel more comfortable with people with whom they have something in common.

This approach has helped several candidates obtain a position over other qualified candidates. Above all, be sincere.

➤ **After the Interview**

- Back in Touch - Ask the interviewer when s/he expects to get back to you on her/his decision.
- Get Everyone's Business Card - Before you leave, be sure to get the business cards of all of the people with whom you visited. If you cannot do that, ask a secretary for their names and e-mail addresses.
- Thank the Interviewer - Verbally thank the interviewer for taking the time to interview you, before leaving. Within a day, send thank-you letters to all of the interviewers with whom you spoke. This does not need to consist of a written letter sent via snail mail; an e-mailed thank-you works just as well.
- Do not give up - Sometimes, within ten minutes of the start of an interview, you will know that the job is not one you want to pursue. If you begin to feel this way, don't give up on the interview. Continue to interview as if the job was the most important thing in the world. This provides you with practice for your next interview, which may be for your dream job! Not all interviews will lead to offers of employment, but, if you approach every interview as if it's the most important interview you ever had, you will come out a winner!

➤ **Additional tips**

- Focus on presenting a positive, enthusiastic tone.
- If you are asked to describe a weakness, mention lessons learned, and steer away from negative descriptions.
- Think about three or four key points that you want to make about your personal characteristics, skills you have learned, and relevant experiences that demonstrate that you could perform the job well.
- Find specific, rather than general, examples from your experience that illustrate important points about yourself.
- When answering questions, focus on experiences that demonstrate flexibility, adaptability, responsibility, progress, achievement, creativity, initiative, and leadership.
- If the employer signals the end of the interview and asks you for questions, and you haven't discussed some key points, say: "There are a couple of points I would like to mention."

After the interview, write a brief thank you letter. Express your appreciation for the opportunity to interview and learn about the organization, re-confirm your interest, and re-emphasize how your background and skills might be of interest to the organization.

➤ **Some Interview Questions**

You can expect to be asked some of the following types of questions in an interview.

- Case Questions are often used by consulting companies to assess analytical and problem solving skills. The interviewer presents a situation and asks you to discuss possible solutions. A sample case question is, "Describe a managed care company that you think is successful

and explain why. What do they do that works? What are their potential problems? What is your outlook for their future? What suggestions do you have for their future?"

- Behavioural or situational questions are used to assess how you would behave in different circumstances and to predict your behaviour in future, similar situations. An interviewer may ask, "Tell me about a time when a team you were working on was unable to proceed due to some interpersonal conflict. How did you respond, and what role did you play on the team?"
- Role-play questions entail the interviewer asking you to put yourself in another role and decide how you would handle a specific problem.
- Industry-specific questions are questions regarding the latest trends or issues in the industry. An interviewer may ask, "If you were a CEO of Microsoft's main competitor, what actions would you take in the on-line services market?"
- Brainteasers are quick questions where the obvious answer is not necessarily the right answer such as, "Which would you rather receive: fifty thousand pennies or a 10x10x10 room filled with pennies?"

➤ **General questions**

- Tell me about yourself.
- What are your key experiences and accomplishments?
- How would you rank your achievements?
- What are your strengths and weaknesses?
- How would your friends describe you?
- Explain your reason for leaving your current job.
- What are the most important things to you in a job?
- What do you value in a supervisor?
- How would you describe your management style?
- What appeals to you about this job and organization?
- Describe the ideal position in our company.
- What qualities do you think make someone successful in our industry?
- What would you like me to know most that is not on your resume?

Explain your understanding of the issues and trends in your specialty and in the overall industry.

- Why are you qualified for this position?
- Give an example of a situation where you demonstrated leadership.
- Give an example of how you worked on a team.

- What questions do you have about the organization? Questions for the interviewer are queries that usually focus on the culture or mission of the organization, and job responsibilities. This is not the time to bring up questions about salary, benefits, and vacation about which you can inquire after you have been offered the job.

➤ **The Phone Interview**

Due to a company's geographic location, travel costs, and divergent schedules, a phone interview may often be your initial contact with a prospective employer. Therefore, we're offering some phone interview tips.

Objective - The idea behind a phone interview is to gain an invitation for a personal interview, and to gather more information for future steps in the process.

Preparation - Have a pad, pen, and a copy of your resume near the phone. Use a phone in a quiet area. Avoid any background noise. Also avoid using a cordless phone, because they tend to transmit poorly.

➤ **Speaking**

- a. Smile and be enthusiastic. Your enthusiasm will carry through to the interviewer.
- b. Speak in a conversational manner, and be sure to speak loudly enough to be heard. Speak with some inflection and tone.
- c. Let the interviewer do most of the talking. When s/he asks you a question, expound upon the answer. Use the opportunity to sell your skills and experience.
- d. When the interview is over, let her/him know that you are very interested in scheduling a personal interview at her/his place of business.

8.-Report Writing

A report is a document of the summary of an event, issue, or a topic. A report is never a fictional story. Writing a report aims to let the unaware readers know about a particular topic or idea. However, there is no particular definition of a report. Any discourse, written or verbal, covering a particular topic is known as a report. A report can be a courtroom confession or a child's book report. But in general, when people talk about a report, it is more of an official document describing the facts of a topic, which is typically written by experts. The information regarding the event or topic must have enough evidence to support the statement. The data must be factually correct as it reaches various readers. A report must be written in an informative tone rather than opinionated.

What to Include in a Report?

A report is a document which covers all the information related to the event or topic and includes all the factual information. Therefore, the one who writes a report must ensure that all the information provided has proper evidence for the same.

The information that can be added to a report include,

- The brief details of the event
- Consequences and effects of the event
- Evaluation of statistical data and analytics
- Interpretations from the information
- How the information is relevant to other events

There is often a lot of confusion when it comes to report writing and essay writing, although there are clear differences between them. Both essays and reports are written based on factual information; essays include the personal opinion of the author; whereas, reports stick to the facts. However, reports also include the author's interpretation of the topic in the conclusion of the report. The only difference is that these interpretations are objective. A report is a more systematic and organised way of writing which includes headings, subheadings, etc. and makes it easier for the readers to read. Essays, on the other hand, are mostly written in a single flow without subheadings or breaks.

➤ Types of Reports

Reports are classified into three main types depending on the purpose or motive behind the report. The common types of reports are:

- **Academic Reports:** This report tests the child's comprehension ability. It tests if the student has understood the lesson and is able to comprehend the subject matter, such as books, historical events, biographies, etc.

- Business Reports: It can be a marketing report, work report, etc., and the main purpose of writing the business report is to identify different business strategies.
- Scientific Reports: Share research findings like case studies and journals.

➤ **Report Writing Format and Structure**

The structure of a report depends on the type of report and the requirements of the report. The basic format for writing a report is mentioned below.

- Executive Summary: Like an abstract in any academic paper, an executive summary is a standalone section of the report that summarises the whole of the report so that the readers know what to expect. These are mostly used in official reports.
- Introduction: The introduction of the report plays a crucial role as it includes the main idea of the report. The main argument is discussed in the introduction before you put your points and the evidence is collected.
- Body: The body comes after the introduction of the report. It includes all the information regarding the event or the topic. All the facts and evidence collected can be displayed in the body of the report. The body covers the major part of a report.
- Conclusion: It is the part of a report where all the information is gathered together, and your personal opinion or judgement is explained in this paragraph.

➤ **How to Write a Report?**

A report can be written easily if you have adequate information and you know how to categorise your points. You can follow to the tips provided below to write a report.

- Finding a suitable topic
- Conducting a research
- Gathering all the information
- Writing a thesis statement
- Preparing an outline
- Writing the final report
- Reviewing and revising
- Editing and proofreading

• Finding a Suitable Topic

Before you can start writing your report, it is crucial to find the topic you wish to write on. In most cases, the topic is already given, and if not, you can find a suitable topic for the same. To find the topic, you must keep in mind that you must be interested in the topic and must be able to collect the required information.

• Conducting a Research

Whatever the kind of report, academic, business, news, etc., healthy research must be conducted. Research is essential to find adequate information regarding the topic. Since a report includes all the factual data, extensive research is essential. It is essential to find the right evidence to prove your topic.

- **Gathering all the Information**

After you are done with your research, you can jot down all the points at a place and note down all the facts collected. After collecting the information, you can decide on the subheadings and divide them as per their categories.

- **Writing a Thesis Statement**

A thesis statement is written to conceptualise the main theme of the report. Just like the first sentence or the topic of the report, the thesis statement summarises the main points in brief.

- **Preparing the Outline**

Preparing an outline of a report is essential for all the kids who are writing a report because you can categorise your important points and it becomes easy for you to decide on the headings and subheadings. It is essential to prepare the outline so that you do not miss out on the important points.

- **Writing the Final Report**

After you have prepared the rough draft, you can start writing the final report. The final report must be written in simple language and in short sentences. The sentences must be short but convey the message clearly.

- **Reviewing and Revising**

After the final report is written, it is crucial to revise and recheck if all the information has been added and you are not missing out on important information. Make sure to check if all the information has been added under the right heading and subheading.

- **Editing and Proofreading**

After the final revision of the report, you must check the report for any grammar, spelling, and typographical errors. It is common that while writing, you might have overlooked a lot of mistakes. Therefore, final proofreading is essential.

9.-Project Writing

Project Writing - Project planning is the process of establishing the scope, defining the objectives and steps to obtain them. It is one of the most important of the processes that make up **project** management. The output of the **project** planning process is a **project** management plan. Project work can be defined as a method of learning that involves learning through tangible means like doing individual research and presenting it in a certain way. It inculcates, promotes, and upholds the principles of learning through experience and experimentation.

Project work can be seen as the experiential learning process in action - a sort of experience that is both holistic as well as educational in the right context and when used right. A lot of students, however, find it irritating that they have to do project work, especially school students. They feel that they are already overburdened by the cognitive load of the education system and project work only adds to it. However, this is not the case. There are a lot of advantages to using project work as a tool for teaching and learning in schools.

project steps:

1. Step 1: Find the right supervisor
2. Step 2: Don't be shy, ask!
3. Step 3: Select the right topic
4. Step 4: Keep your plan realistic
5. Step 5: Prepare a project timeline
6. Step 6: Write, write and write

1. Find the right supervisor

My professor asked a faculty member to become my supervisor. I floated an idea about what area I was interested in working on, and she agreed to keep an eye on me. In terms of a supervisor I couldn't have asked for anything better. She is patient with me, she knows my shortcomings and she always motivates me even if I am unable to see myself progressing. Having such a supervisor makes this journey very comfortable and easy.

2. Don't be shy, ask!

I told you earlier that I did not have any clue about how to do a research project. That was my reality and I didn't try to hide it. I communicated my weakness openly to my supervisor and warned her in advance that I would be asking stupid questions throughout the duration of my

project just so I could get an idea of what I was doing. “No question is stupid,” she assured me. The credit indeed goes to her, but it is ultimately *your* responsibility to communicate with your supervisor and ask as many questions as you need to.

3. Select the right topic

Your topic will determine your project. It should be interesting and it should be something that you really want to investigate. So never rely on others for recommendations about what should be your topic of research. Try to read and think a lot and you will find an area of interest. Explore your inner self, even if it takes time. In a few weeks you will start gathering your thoughts and realize what you actually are interested in researching.

4. Keep your plan realistic

Your topic could be the best in the field, but do you have enough resources to finish the project? Suppose your research project involves travelling halfway around the world to conduct a field investigation. The question you must be asking yourself is: can I afford that much time and money? If not, then no matter how brilliant your idea is, you need to think of something else. Save this one for when you receive a healthy research grant.

5. Prepare a project timeline

Having a project timeline is everything. It keeps you on track all the time. You should have a timeline set out in the first week, stating targets that you must achieve throughout the duration of your research project. Things could go wrong here and there, and you can always adjust dates, but it is very important to have a schedule, ideally broken down further into weekly targets. Ask your supervisor about what kind of targets you should set and try to achieve these on a weekly basis. Doing this should help you avoid becoming overwhelmed.

6. Write, write and write

If you're unsure how to write a thesis, the best advice I can give is not to leave the writing stage until last. Start writing from day one. This is something I learned the hard way. My supervisor always suggests writing, but I don't feel comfortable doing that unless I have all the information in hand. However, I've learned how important it is to write down whatever you do, and make notes of whatever you read. Documenting the whole process as you go will help you finalize the project in a very effective way. So don't worry about writing things that

are “wrong” or that don’t make sense. Remember, it only has to make sense once the whole project is finished. So even if it seems raw, keep on writing and get regular feedback from your supervisor.

These are some general rules that apply to every research project. You will definitely have to alter a few things here and there depending on your area of interest and your topic. I wish you good luck for this. And if you need to talk to me, don’t hesitate to leave a comment below. Finally, remember that persistence is the key. You may feel like giving up when things go off track, but stick with it and you’ll not only emerge with a completed project, you’ll also gain lots of invaluable skills along the way.

10. Public Speaking

What Is Public Speaking?

Public speaking is the art of conveying information to an audience through oral presentation. It is an act of communication and dates back to the times of ancient Greece. The purpose or intention of public speaking varies and can include informing, motivating, celebrating, entertaining, and persuading. Public speaking involves a presenter (the person speaking) and an audience (the people listening).

There are several specific elements of public speaking that include:

1. the speaker
2. the message
3. the audience
4. the channel
5. the effect(s)

The **speaker** refers simply to the person who is presenting, and the **message** is the content being presented. The **audience** is the intended recipient of the message. These three elements are sometimes referred to as who, what, and whom.

The **channel** is the medium used to share the message--it is how the message gets sent. The **effect** is the result of the message having been sent and received. The effect is not necessarily consistent with the speaker's goal.

Public speaking is a more formal type of communication as opposed to small talk or other informal conversations. Public speaking requires preparation and organization.

10 Tips for Public Speaking:

1. Nervousness Is Normal. Practice and Prepare!

All people feel some physiological reactions like pounding hearts and trembling hands. Do not associate these feelings with the sense that you will perform poorly or make a fool of yourself. Some nerves are good. The adrenaline rush that makes you sweat also makes you more alert and ready to give your best performance.

The best way to overcome anxiety is to prepare, prepare, and prepare some more. Take the time to go over your notes several times. Once you have become comfortable with the material, practice — a lot. Videotape yourself, or get a friend to critique your performance.

2. Know Your Audience. Your Speech Is About Them, Not You.

Before you begin to craft your message, consider who the message is intended for. Learn as much about your listeners as you can. This will help you determine your choice of words, level of information, organization pattern, and motivational statement.

3. Organize Your Material in the Most Effective Manner to Attain Your Purpose.

Create the framework for your speech. Write down the topic, general purpose, specific purpose, central idea, and main points. Make sure to grab the audience's attention in the first 30 seconds.

4. Watch for Feedback and Adapt to It.

Keep the focus on the audience. Gauge their reactions, adjust your message, and stay flexible. Delivering a canned speech will guarantee that you lose the attention of or confuse even the most devoted listeners.

5. Let Your Personality Come Through.

Be yourself, don't become a talking head — in any type of communication. You will establish better credibility if your personality shines through, and your audience will trust what you have to say if they can see you as a real person.

6. Use Humour; Tell Stories, and Use Effective Language.

Inject a funny anecdote in your presentation, and you will certainly grab your audience's attention. Audiences generally like a personal touch in a speech. A story can provide that.

7. Don't Read Unless You Have to. Work from an Outline.

Reading from a script or slide fractures the interpersonal connection. By maintaining eye contact with the audience, you keep the focus on yourself and your message. A brief outline can serve to jog your memory and keep you on task.

8. Use Your Voice and Hands Effectively. Omit Nervous Gestures.

Nonverbal communication carries most of the message. Good delivery does not call attention to it, but instead conveys the speaker's ideas clearly and without distraction.

9. Grab Attention at the Beginning, and Close with a Dynamic End.

Do you enjoy hearing a speech start with "Today I'm going to talk to you about X"? Most people don't. Instead, use a startling statistic, an interesting anecdote, or concise quotation. Conclude your speech with a summary and a strong statement that your audience is sure to remember.

10. Use Audiovisual Aids Wisely.

Too many can break the direct connection to the audience, so use them sparingly. They should enhance or clarify your content, or capture and maintain your audience's attention.

11.-Stress Management

Everyone experiences stress at various times in their lives. It's a normal reaction that occurs when you encounter changes or challenges (stressors). Your body responds physically and mentally to stress.

Stress management involves using techniques to improve how you respond to life stressors. These techniques can prevent or ease stress-induced symptoms.

Symptoms of Stress

The symptoms of stress may vary. However, the most common symptoms are:

1. Anxiety
2. Insomnia
3. Migraines
4. Dizziness
5. Headaches
6. Depression
7. Weight gain
8. Hypertension
9. Heart disease
10. Rapid heartbeat
11. Shortness of breath
12. Tension
13. Poor memory
14. Issues with concentration

Effects of Stress on Your Health

There are some physical changes that a person experiences during stress. These physical changes include- headaches, irritability, mood swings, sleep disorders, etc. Prolonged stress can adversely affect health, leading to conditions such as

- Fatigue
- Depression
- Atherosclerosis
- Fertility problems
- Breathing problems
- Weight gain or loss

- Abnormal heartbeat
- High blood pressure
- Heart-related disorders
- Cramps and constipation

Types of Stress Management

The types of stress management can be better known with the facts below.

Physical Methods

The physical methods can be better learned with the facts stated below.

- Exercise: Exercising is the best way to lower the level of stress as people generally tend to get tired, which helps them think lesser.
- Healthy Eating: A balanced diet can help your body better cope with stress. Certain foods, such as those high in Omega-3 fatty acids (like salmon and avocados), have been shown to reduce stress signs.
- Adequate Sleep: Lack of sleep can exacerbate stress and impair your mental functioning, emotional regulation, and physical health. Strive for 7-9 hours of sleep per night.

Spiritual Methods

Spiritual methods apply to link with a larger goal or telling in life. The spiritual methods have been stated below.

- Prayer or Meditation: For many, connecting with a higher power through prayer or meditation can deliver ease and ease stress.
- Spending Time in Nature: Being in nature can help you feel more connected to the world around you, feeding a sense of peace and easing stress.
- Yoga: Yoga mixes physical poses, breathing exercises, and meditation, making it a holistic method that can reduce stress.

Process of Stress Management

The process of stress management has been defined in detail below.

Step 1-Identifying Your Stressors

The first step to effective stress management is spotting what causes stress. Is it exam strain, relationship issues, money crises, or something else? Being aware of your stressors is vital to working on them.

Example: Keep a stress diary for a week or so. When you feel stressed, write down the cause, feelings, and response. Over time, ways may occur that can help you know what triggers stress.

Step 2-Knowing Your Stress Responses

How do you react when you're stressed? Do you get anxious or angry, or do you draw from others?

Identifying your stress replies can guide you in choosing the proper stress management techniques.

Example: Take note of your bodily, emotional, and behavioral replies when feared. Do you get headaches? Do you feel moody or edgy? Do you start to isolate yourself or pick fights with others?

Step 3-Exploring the Types of Stress Management Techniques:

Now that you're aware of your stressors and your responses, you can start exploring different types of stress management techniques. These methods can be classified largely into four types, as noted below.

- Physical: These methods have physical action or caring for your physical health. This has regular exercise, keeping a levelled diet, getting good sleep, and evading toxic senses like nicotine and alcohol.
- Psychological: These methods involve managing your views and emotions. This could include mental and behavioural methods (like reframing negative thoughts), mindfulness and meditation, or explicit cures (like art therapy or music therapy).
- Social: These methods involve talking to others. This could include talking to a pal or family fellow about your stress, partaking in social moves, or joining an aid group.
- Spiritual: These methods apply to join with a bigger goal or to mean in life. This could include prayer, meditation, or paying time in nature.

Example: Try different stress management techniques and see which ones work best. One might find that combining various methods, such as exerting, meditating daily, and talking to a pal when you're feeling stressed, works best for you.

Step 4- Implementing Your Chosen Methods

Once the types of stress management techniques that work for you have been spotted, integrate them into your daily habit. Consistency is vital for these methods to be useful.

Example: Maybe you've been practicing mindfulness meditation for a couple of weeks but haven't noticed a drop in your stress levels. One should keep trying one or the other type of meditation, or you might decide to try a different process, like yoga or deep breathing exercises.

Step 5- Assessing Your Progress

After executing the chosen methods, often assess whether they are aiding you in handling stress. If they aren't, don't pause to try other methods.

Example: If you've been meditating often but find it's not aiding with stress, consider trying other methods, such as refined muscle breathing or time management strategies.

Step 6- Seeking Professional Help

If stress persists in interfering with your daily life despite your best efforts, consider seeking skilled help. Therapists and advisors can provide personalized stress management strategies and help you better know and manage your stressors.

12.-EQ and IQ

➤ What is Emotional intelligence (EQ)?

Emotional intelligence is the capacity to blend thinking and feeling to make optimal decisions. It's being smarter with feelings.

In the Six Seconds Model of Emotional Intelligence, it is broken down into 3 pursuits:

- Self-Awareness: Be more aware, by clearly seeing what you feel and do
- Choice: Be more intentional, by doing what you mean to do
- Purpose: Be more purposeful, by doing it for a reason

➤ What are the components of emotional intelligence?

Self-awareness

If you're self-aware, you can see your own patterns of behaviors and motives. You know how your emotions and actions impact those around you, for better or for worse. You can name your own emotions when they come up and understand why they're there.

You can also recognize your triggers, identify your strengths, and see your own limitations.

Being self-aware can also mean you're humble — we're all only human, after all.

Self-regulation

If you can self-regulate, your emotional reactions are in proportion to the given circumstances.

You know how to pause, as needed, and control your impulses. You think before you act and consider the consequences.

It also means you know how to ease tension, manage conflict, cope with difficult scenarios, and adapt to changes in your environment. It's all about bringing out the part of you that helps manage emotions.

Motivation

If you're intrinsically motivated, you have a thirst for personal development. You're highly driven to succeed, whatever your version of success looks like.

You're inspired to accomplish goals because it helps you grow as a person, rather than doing it for outside rewards like money, fame, status, or recognition.

Empathy

If you're empathic, you're a healthy level of self-interested — but not self-centered. In conversations, you can understand where someone is coming from. You can “walk a mile in their shoes,” so to speak. Even if the exact scenario hasn't happened to you, you can draw on your life experience to imagine how it may feel and be compassionate about what they're going through. You're slow to judge others and possess the awareness that we're all just doing the best we can with the circumstances we've been given. When we know better, we do better.

Social skills

If you've developed your social skills, you're adept at working in teams. You're aware of others and their needs in a conversation or conflict resolution. You're welcoming in conversation, using active listening, eye contact, verbal communication skills, and open body language. You know how to develop a rapport with others or express leadership, if the occasion calls for it.

➤ Examples of emotional intelligence

Emotional intelligence exists on a continuum. Here are some common examples that explore what a higher versus a lower EQ may look like.

Self-regulation

- **Scenario:** You're in a meeting and a boss criticizes you in front of other co-workers.
- **Higher EQ:** You maintain composure, then politely excuse yourself to process your emotions in a safe environment.
- **Lower EQ:** You may become defensive and storm out of the office.

Empathy

- **Scenario:** Your roommate tells you that it hurts their feelings when you forget to take out the trash, which you agreed to.
- **Higher EQ:** You explain why you dropped the ball and tell them you understand why they're hurt, then come up with an action plan together about how to get both of your needs met.
- **Lower EQ:** You find it difficult to understand why they're so upset and feel attacked by their criticism.

Self-awareness

- **Scenario:** You and your colleague were up for the same promotion, but they got it instead of you.

- **Higher EQ:** You reflect and realize that, if you're being honest with yourself, you weren't working as hard as your co-worker and their promotion is well-deserved.
- **Lower EQ:** You may fire off an angry email to your boss, demanding an explanation or threatening to quit.

Motivation

- **Scenario:** You passed an exam and posted about it on social media.
- **Higher EQ:** You're proud of yourself for the goal that you achieved and appreciative of any support you receive.
- **Lower EQ:** You may question your success or worth because your post didn't get very many "likes."

Social skills

- **Scenario:** You're on a date and it doesn't seem to be going very well.
- **Higher EQ:** You ask open-ended questions, maintain good eye contact, and practice active listening.
- **Lower EQ:** You may stop paying attention and decide there must be something wrong with your date.

➤ **How to improve emotional intelligence**

Some people are born with EQ, while others can think of it as a skill set that needs to be acquired. With practice, it's possible to develop or strengthen it.

Here are a few ways to do just that:

- **Self-awareness.** Consider setting a regular time or day to journal. This can allow you to reflect on how you behaved in interactions and make a note of things that bothered you. You can go back and read over them from time to time and "study" yourself. You can also meditate and observe your thoughts.
- **Self-regulation.** It may help to practice deep breathing exercises regularly, especially during conflict. You can learn to reframe challenges as opportunities in disguise and "failures" as learning experiences. Try to practice radical acceptance of any emotions that come up and verbalize what you're feeling.
- **Motivation.** Consider taking time out and celebrating each one of your wins. When you decide you want to do something new, it's a good idea to identify your "why." It can also help to break down your to-do list into bite-size chunks, or micro-tasks, and to work with an accountability partner or coach.
- **Empathy.** To build empathy, try paying attention to your surroundings. See if you can pick up on the "energy" of your environment. You could also try talking to new people or

volunteering for a cause you care about. If you're stuck in traffic, consider looking around at people sitting in their cars and seeing what you can pick up about them.

- **Social skills.** Aim to put yourself in new situations. When you do, try to pay attention to your body language and maintain eye contact. Practicing active listening can be beneficial, too. Consider this quote from Gandhi: “Speak only if it improves upon silence.”

➤ What is Emotional intelligence (IQ)?

The full form of IQ is **Intelligence Quotient**. IQ is an overall score obtained from a series of standardized measures or subtests designed to measure individual intelligence.

A measure of someone's intelligence found from special tests: Children with very low/high IQs often have problems at school. IQ is just one measure of intelligence.

IQ, short for *intelligence quotient*, is a measure of a person's reasoning ability. In short, it is supposed to gauge how well someone can use information and logic to answer questions or make predictions. IQ tests begin to assess this by measuring short- and long-term memory. They also measure how well people can solve puzzles and recall information they've heard — and how quickly.

IQ tests also can help identify students who would do well in fast-paced “gifted education” programs. Many colleges and universities also use exams similar to IQ tests to select students. And the U.S. government — including its military — uses IQ tests when choosing who to hire. These tests help predict which people would make good leaders, or be better at certain specific skills.

It's tempting to read a lot into someone's IQ score. Most non-experts think intelligence is the reason successful people do so well. Psychologists who study intelligence find this is only partly true. IQ tests can predict how well people will do in particular situations, such as thinking abstractly in science, engineering or art. Or leading teams of people. But there's more to the story. Extraordinary achievement depends on many things. And those extra categories include ambition, persistence, opportunity, the ability to think clearly — even luck.

A number meant to measure intelligence. Once the standard measure of human mental capacity; now widely considered to be neither accurate nor fair. Controversy exists today over the effect of race and class on scores and whether IQ tests really measure intelligence. Tests of special aptitudes and personality factors are now favoured over the pure intelligence test.

So, why is it called 'IQ', a quotient, if nothing gets divided? The simple reason is that the concept of IQ had become too popular for the term to be discarded. Even so, it is interesting

to note that in adults it is not really a quotient at all: it is an indication of how well one performs on mental tests, compared to others. Besides extending the concept of IQ, another major step in the development of IQ testing was the creation of group tests; before this, people had been individually tested by qualified psychologists. The first group test was created for the US army, but they soon spread to schools, workplaces and beyond, becoming one of psychology's greatest popular successes, and remain so to this day.

13.-Creative Thinking

Creative Thinking Definition

Creative thinking is all about developing innovative solutions to problems. Creative thinkers brainstorm not only a large number of ideas but also a variety and range of them.

Once they've brainstormed their ideas, creative thinkers will experiment with them. They look at ideas from multiple perspectives and examine how their solutions fit into the scope of what they're working on. Creative thinkers aren't afraid to take risks and try new ideas. In fact, this ability to develop, test, and implement original solutions makes them a valuable asset to just about any workplace. At work, creative thinking may look like:

- Holding an interactive brainstorm to gather initial thoughts on a project
- Evaluating a current process and offering suggestions on how to improve it
- Researching other ways to market a product and leading experiments on new marketing channels
- Developing an innovative way to reach out to prospective clients
- Identifying a unique opportunity to promote the company brand and developing a strategy to do so

Creative thinking includes the process of innovative problem-solving — from analyzing the facts to brainstorming to working with others. Examples of these skills include analytical skills, innovation, and collaboration.

Analytical Skills

Analytical skills are problem-solving skills that help you sort through facts, data, and information to develop rational solutions. These skills aid you in the first part of the creative thinking process as you brainstorm and start to generate ideas.

Analytical skills include:

- Data analysis
- Research
- Forecasting
- Reporting
- Interpreting
- Communication

Innovation

Innovation is the ability to come up with something new; however, you don't need to develop the first flying car to be an innovative thinker. "Something new" at work might mean a method you haven't tried before or experimenting with an unfamiliar process. Innovators in the workplace aren't afraid to step away from tradition and explore something original, even if it might fail.

Innovation skills include:

- Risk-taking
- Brainstorming
- Imagining
- Critical thinking
- Ambition
- Resilience

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Collaboration

Creative thinking doesn't have to happen alone; you might have your most creative ideas when bouncing your work off others. Collaboration skills ensure you consider multiple perspectives and ways of thinking when you develop and refine ideas.

Collaboration skills include:

- Written and verbal communication
- Active listening
- Empathy
- Feedback
- Inclusivity

How to Include Creative Thinking Skills in a Job Application

While creative thinking is a skill employers might look for, you don't necessarily need to write "creative thinking" on your resume to show you have this skill.

"Think of your best mental strengths," Laura Fontenot, resume writing expert, ACRW, and CPRW, recommends. "Are you a great problem solver? Do you understand how to phrase things differently? Can you learn a new skill quickly? Those questions can help you find great words for the resume. Consider adding things like problem-solving, intuition, collaboration, fast learner, organized, or communication."

>>**MORE:** Need help crafting the perfect resume? Check out Forage's Resume Writing Master class.

You can show these skills outside of your resume in creative ways — including your LinkedIn profile.

“Early professionals can make creative thinking a part of their professional brand by explicitly adding creative thinking or creative problem solving to their list of skills on their resumes and LinkedIn profiles — this will help with ATS optimizations,” Alejandra Garcia, manager, alumni college and career success at Code2College and Forage content development partner, advises. “They can also consider adding projects or an online portfolio website link to their resume and LinkedIn where they can showcase projects they’ve worked on that demonstrate their problem-solving skills.”

In the interview, make sure you can describe your workflow and process for these projects. Elaborate how you brainstormed ideas, what range of ideas you had, how you tested and experimented, and how you decided on a final solution.

4 Ways to Improve Creative Thinking

1. Put Yourself in a Box

Creative thinking is about “thinking outside the box,” but putting limitations on your problem-solving can help you think more freely and innovatively. For example, if someone tells you to make dinner, you may struggle to come up with a meal you don’t always cook. Yet if they ask you to make a hot dinner with three specific ingredients and two spices, you’ll more likely come up with something original.

Putting yourself inside a box, whether that’s by telling yourself you need to include three charts in your presentation or giving yourself a strict word count for an article, can help expand your thinking.

2. Switch up Your Routine

Routine can be a great productivity booster, but it also can get in the way of your creativity. So, switch up your routine for one project, day, or even an hour. This can be something as small as where you’re physically sitting when you do your work or something as big as your process for approaching projects. Challenging yourself to do something different will help you find creative ways to adapt to your new environment.

3. Challenge What’s Currently Working

Think about how you might expand or improve upon a current process. What would you do if you had more resources, whether that’s time, money, or another expert? What would you do if you had fewer resources? If this project was taking place at a different time of year? If the target audience was different? Imagining these different potential scenarios will force you to problem-solve and adjust for various (very possible!) circumstances.

4. Find Inspiration

Creative thinking doesn’t happen in a bubble. It’s vital to ask for others’ opinions, ideas, and feedback. Creative thinkers consider multiple perspectives and are curious about how others think. Ask your colleague about their work processes, whether it’s how they research for a client deliverable or how they approach meeting an external buyer.

Why Is Creative Thinking Important?

A soft skill like creative thinking will always be valuable to employers, whether you're looking for a marketing job or trying to land a career in finance. Employers need employees who can develop and experiment with new ideas to help them solve complex problems.

“Many employers seek candidates that are analytical and outside-the-box thinkers which are iterations of creative thinking skills,” Garcia says. “Thus, creative thinking, creative problem solving, innovative thinking, and analytical skills are all valuable in the current workplace — these skills are especially important in our ever-changing workplaces with new emerging technologies.”

Fontenot agrees. “The ability to navigate new challenges quickly can benefit any workplace!” she says. “The current world of work is fast-paced, technically driven, and constantly changing. Being intuitive, creative, driven, and a problem solver are key.”

Importance of Creative Thinking in Our life

Everyone wants to think creatively and be able to present new perspectives, whether in their practical, professional, or even personal lives. Thinking and planning ensure a person avoids problems and bad situations and helps him achieve his interests and goals. Creative thinking may mean inventing new ways to carry out tasks, solve problems and meet challenges. Creative thinking brings a new and sometimes unconventional perspective to your life and work. This way of thinking can help departments and organizations to be more productive.

Creative thinking is also important for other reasons, including:

Creative thinking provides self-awareness: We start to think authentically as we use our thoughts, feelings and beliefs. This creates biases in our thoughts, but we can learn to put these thoughts aside and get to know deeply about ourselves. This makes us more confident in our thoughts and awareness

Creative thinking provides tremendous freedom: When we innovate, we have the opportunity to interact with the world without judging ourselves. It is similar to how we felt when we were children, we do not care what people think of us, and we think and move with full freedom and our full will.

Creative thinking provides courage: Falling into critical problems and situations and making difficult decisions is inevitable and cannot be ignored, but you can deal with them with art and professionalism so that you can be creative in finding a solution. And this gives you sufficient courage to implement and accept the results, whatever they are, in addition, it helps you accept the lack of success and develop continuously.

Creative thinking eliminates surrender: One of the most important features of creative thinking is that it makes you less receptive to the idea of giving in to failure. And it always pushes you to develop thinking and master new skills, in order to help you in creativity in a different way.

Creative thinking provides stress relief: Practicing creative thinking on a permanent basis is to relieve tension and stress that fall on people because of the routine and multiple

responsibilities. And the solution here lies in dealing with matters that cause stress and tension in a different, more creative way.

Repetition of daily work or responsibilities with the same mechanism, leads to feelings of frustration and fear, especially if it does not produce impressive results, and every time it gives you the same results. Creative thinking here helps you get rid of the causes of stress and creates more creative and intelligent ideas. It may also help you get your tasks done faster and more efficiently.

Creative thinking provides improved productivity: Have you ever seen someone introduce a new or innovative product before and failed or did not achieve high sales? of course, not.

When you present new and innovative ideas or different solutions, they will overcome obstacles to the progress of professional productivity, and contribute to raising the level of creativity and innovation in the above, but the smart approach becomes your way and your secret to success, and this guarantees you not to lose for a long time.

Creative thinking provides bonding and teamwork: One of the most important features of creative thinking is the creation of a spirit of cooperation between the work team and also generates social cohesion among the members of the same team.

Because the public interest will only be implemented through participation, putting forward creative ideas, and developing them in a way that suits the nature of work. This will achieve impressive success and huge sales of your product or service provided to the community.

How to Promote Creative Thinking

Creative thinking is the great human ability to find appropriate solutions to the various problems that he may encounter in a timely manner and without any delay. And this great ability can only be acquired by a person after long effort and diligence.

There are many methods that enhance creative thinking. Here, we'll introduce you to the most important tips to help boost your creative thinking skill.

- Train your mind to visualize on a regular basis instead of focusing mental strength on routine actions to confront problems. This is done by trying to see any practical or entertaining matters from three angles.
- Set aside a certain amount of time for creative thinking. It is possible to set an hour of the day or of the week during which creative thinking about something specific is practised. Provide a short and clear description of any new idea in three sentences.
- Although some consider curiosity to be a bad trait, at times using it properly contributes to the development of a creative sense in a person. That is why you should direct your curiosity towards discovering new things that no one has ever done before, in addition to your movement and search for all the strange things and phenomena that you encounter in your daily life.
- Nothing can develop a person's sense of intellectual and mental creativity more than a sense of self-confidence. So we recommend that you trust a lot in yourself and in all the abilities that you possess, no matter how simple.
- I also advise you to trust your abilities to achieve success, progress, and all difficult work with distinction and creativity.
- The spirit of risk-taking plays a fundamental role in enhancing the creative skills of a person. So if you want to enhance your creative thinking process, you have to have a spirit of risk

that helps you develop your abilities and skills without thinking or allowing fear to dominate you. Even if you failed the first time, make sure that you will succeed next time.

- To develop your creative thinking, you must persevere in the habit of reading and reading books on a daily basis, such as literary books, scientific books, and cultural books, books on psychology, neuro-linguistic programming (NLP), and books that talk about human development.

It is very necessary to get rid of your negative thinking that contributes to killing your creativity and persistence and weakens your ability to create unique ideas that guarantee you excellence and brilliance in life.

Think positively about all the matters and situations that pass in your life, because positive thinking enhances a person's creativity and mental abilities.

14.-Assertiveness

Some people confuse assertiveness with aggression and think that to assert yourself is to adopt a particular position in a disagreement, stand your ground and argue a point without compromise.

In fact, being assertive means communicating your needs, wants, feelings, beliefs and opinions to others in a direct and honest manner, while at the same time being receptive to their needs and without intentionally hurting anyone's feelings.

Using direct communication can reduce conflict and enhance your personal and work relationships, and build your self-confidence. It is helpful to imagine assertiveness as the middle ground between aggression and passivity.

By following a few simple suggestions, you can learn the skills to be more assertive in your relationships.

The advantages of assertive behaviour

The use of aggressive behaviours, such as verbal or physical threats, may get you what you want in the short term, but your relationships will suffer. On the other hand, passive behaviour can also ruin relationships, because your own needs, wants and feelings are ignored in favour of avoiding arguments.

The advantages of using assertive behaviour in all dealings with others include:

- your needs, wants and feelings are more likely to be understood
- both parties are more likely to feel respected and heard
- the relationship is strengthened by the exchange
- you experience fewer negative conflicts and arguments
- you feel in control of your own life
- your confidence and self-esteem are enhanced
- you have a better chance of getting what you really want.

Assertive behaviour is a learned skill

Like any other skill, assertiveness takes time to learn. Suggestions include:

- Decide that you want to be assertive rather than aggressive or passive. Commitment to change is a big step in the learning process.
- Think about a recent conflict where your needs, wants or feelings were not respected. Imagine how you could have handled it in a more assertive way.
- Practise talking in an assertive way, alone or with a friend. Pay attention to your body language and verbal cues as well as the words you say.

- Respect the wants, needs and feelings of others, and accept that their viewpoints may be different to yours.
- Take a problem-solving approach to conflict, seeking solutions that will meet both sets of needs. Try to see the other person as someone you are working with, rather than against.
- Tell the other person honestly how you feel, without making accusations or trying to make them feel guilty.
- Use assertive language such as ‘I feel...’ and ‘I think...’, which takes responsibility for and explains exactly how you are feeling, rather than aggressive language such as ‘You always...’ and ‘You...’, which blames the other and escalates conflict.
- Don’t interrupt the other person when they are talking. Try hard to listen and understand their point of view. Ask the other person to show you the same respect and attention.
- Suggest to the other person that you brainstorm ways to solve the problem together.
- If the exchange doesn’t go well, learn from the experience and plan how you will do things differently next time.

Assertive body language

When asserting yourself, suggestions include:

- look the person in the eye
- hold your body upright
- consciously relax your shoulders
- try to breathe normally and don’t hold your breath
- keep your face relaxed
- speak at a normal conversational volume (don’t yell or whisper).

Staying calm while being assertive

Despite your best efforts to be direct and calm, the other person will sometimes behave like you’re having an argument and will want to yell, criticise and goad. This can make you feel like responding in the same way. Suggestions for staying calm include:

- Breathe, and take your time to respond.
- Try not to take heat-of-the-moment criticisms to heart. (Remember that there may be other issues motivating their behaviour.)
- Steer the conversation back to the original point and try to understand the other person’s point of view.
- If the conversation is not going well, tell the person you’ll take up the subject again at another time, and leave.

Afterwards, think about what you have learned from the experience. Try to think of ways you might negotiate a similar scenario in the future.

Teaching children to be assertive

An assertive child is more likely to stand up for their rights in an appropriate way and less likely to be bullied. Parents can teach their children how to act assertively.

Suggestions include:

- Use assertive behaviour yourself so your child can learn from example.
- Explain the difference between assertiveness, aggression and passivity.
- Role-play typical scenarios with them so they can practise being assertive.
- Notice whenever they handle a situation assertively and compliment them.

What are assertiveness skills

Assertiveness skills refer to the ability to express your thoughts, feelings, and opinions in a clear, confident, and respectful manner while respecting the rights of others. It involves standing up for oneself, saying "no" when necessary, and communicating boundaries effectively.

Being assertive can be challenging for some people, especially if they have been socialized to be passive or aggressive in their communication style. However, it is an important skill to develop because it helps to establish healthy boundaries and promotes healthy communication in relationships.

Assertiveness skills involve several key components, including:

1. Clarity: Being clear about what you want to communicate and why.
2. Confidence: Feeling confident and self-assured in your communication.
3. Respect: Respecting the rights and feelings of others while communicating your own needs.
4. Directness: Communicating your message in a clear, concise, and direct manner.
5. Active Listening: Listening to others' perspectives and being open to feedback.

Assertiveness skills can be learned and practiced through various techniques, such as role-playing, assertiveness training, and cognitive-behavioral therapy. By developing these skills, individuals can improve their communication and relationships, reduce stress and anxiety, and increase their overall well-being.

How to improve assertiveness skills

Improving assertiveness skills can be a gradual process, but here are some tips that can help:

1. Identify your communication style: Observe how you communicate with others. Do you tend to be passive, aggressive, or assertive? Recognizing your communication style is the first step towards improving your assertiveness.

2. Practice saying "no": Saying "no" can be challenging, especially if you are used to pleasing others or avoiding conflict. However, it is essential to learn how to set boundaries and say "no" when necessary. Start by saying "no" to small requests and gradually work your way up.
3. Use "I" statements: When communicating your needs, use "I" statements instead of "you" statements. For example, say "I feel upset when you interrupt me" instead of "You always interrupt me." This approach is less confrontational and can help prevent defensiveness in others.
4. Express your needs clearly: Be clear about what you want to communicate and why. State your needs and expectations, and ask for what you want in a direct and respectful manner.
5. Listen actively: Listen to others' perspectives and respond to them respectfully. When you listen actively, you demonstrate that you value the other person's feelings and opinions, which can help build stronger relationships.
6. Seek support: If you find it challenging to improve your assertiveness skills on your own, seek support from a therapist, coach, or a trusted friend or family member. They can provide feedback and guidance as you work towards becoming more assertive.

Remember, developing assertiveness skills takes time and practice. With consistent effort, you can improve your communication skills and build stronger relationships.

The obstacles in improving assertiveness skills

There can be several obstacles to improving assertiveness skills, including:

1. Fear of conflict: Many people avoid assertive communication because they fear it will lead to conflict or negative consequences. They may worry about being rejected, criticized, or judged. Overcoming this fear requires developing confidence in your ability to communicate effectively and cope with any negative outcomes.
2. Lack of self-awareness: Some people may not realize that they are communicating in a passive or aggressive manner, which can hinder their ability to improve their assertiveness skills. It is important to recognize your communication style and identify areas for improvement.
3. Cultural or social conditioning: Some cultures or social contexts may promote passive or aggressive communication styles, which can make it difficult to adopt an assertive approach. It is important to recognize and challenge these norms and work towards developing a more assertive communication style.
4. Low self-esteem: Low self-esteem can make it difficult to assert oneself or set boundaries. It is important to work on building self-esteem and self-confidence to support assertive communication.
5. Lack of practice: Developing assertiveness skills requires practice and repetition. Without consistent effort, it can be challenging to improve communication skills and establish new patterns of behavior.

6. **Cognitive distortions:** Negative thoughts or self-talk can distort your perception of yourself and your ability to assert yourself. It is important to challenge these cognitive distortions and replace them with more positive and realistic thoughts.

Identifying and addressing these obstacles can help you overcome them and improve your assertiveness skills. With time and practice, you can become more confident and effective in your communication with others.

What the leader can do to improve assertive skills

As a leader, there are several things you can do to improve your assertiveness skills:

1. **Model assertive behaviours:** Leaders who model assertive behaviours can set the tone for the organization and encourage others to communicate assertively. Make sure to communicate your needs and expectations clearly and respectfully, and demonstrate active listening skills.
2. **Provide assertiveness training:** Provide training or workshops on assertiveness skills for yourself and your team. This can include topics such as effective communication, conflict resolution, and setting boundaries.
3. **Encourage feedback:** Encourage open and honest feedback from your team, and be receptive to constructive criticism. This can help you identify areas for improvement and refine your communication style.
4. **Recognize and reward assertive behaviour:** Recognize and reward team members who demonstrate assertive behavior. This can help create a culture that values assertiveness and encourages others to communicate assertively.
5. **Address passive or aggressive behaviour:** Address passive or aggressive behaviour in your team, as it can undermine assertive communication. Provide feedback and coaching to help team members improve their communication skills.
6. **Foster a culture of respect:** Foster a culture of respect where all team members feel valued and heard. Encourage open and honest communication, and make sure to address any instances of disrespect or incivility.

Improving assertiveness skills is an ongoing process, and as a leader, you can play a crucial role in supporting your team's development in this area. By modeling assertive behavior, providing training, and fostering a culture of respect, you can create an environment where assertive communication is encouraged and valued.

15.-Digital Competencies for New Age

Key things you need to know 1. What does ‘digital competence’ mean? Digital competence is the set of skills, knowledge and attitudes that enable the confident, creative and critical use of technologies and systems. It is the skill set that enables a person to be a confident digital citizen, to interact and collaborate digitally, to produce work digitally, and to be confident in handling data and computational thinking (problem solving). 2. What should my setting/school be doing to implement the Digital Competence Framework? The Digital Competence Framework (DCF) was made available in September 2016. Settings and schools should now have had time to begin to consider it and begin to incorporate it into their provision. Settings/schools will be:

- developing a clear vision for digital learning
- developing relevant policies and procedures to support the delivery of digital competence
- identifying a senior lead responsible for digital competence
- incorporating digital competence into school improvement plans
- undertaking a mapping exercise for delivery of digital competence
- undertaking a staff audit and identifying professional learning requirements.

Introduction

During recent years, *digital competence* has become a key concept in the discussion of what kind of skills and understanding people should have in the knowledge society. It is more or less a political concept, reflecting beliefs and even wishes about future needs, and has its roots in the economic competition in which the new technologies are regarded as an opportunity and a solution (e.g. Punie, 2007, see also Sefton-Green, Nixon & Erstad, 2009; OECD, 2010). In research, the concept is still seldom used. Because of the novelty of the concept, we decided to consider *digital competence* from two points of view: first, based on research evidence and, second, based on some main policy-related papers. It was also needed to consider the synonyms and the related concepts to cover the entity of digital competence because the technologies are in rapid change, and they change also the practices and the necessary competences.

Examples of related concepts

1. Digital literacy

An example of a concept used close to digital competence and often as a synonym is *digital literacy*. This concept has a longer tradition than digital competence, connected to media literacy (Erstad, 2010), and there are studies about digital literacy related, e.g., to education (Sefton-Green, Nixon and Erstad, 2009). The elaboration of this concept is connected both to traditional literacy as well as to media studies. An example of such a definition is the one that Jones-Kavaliar and Flannigan (2008) suggested: Digital literacy represents a person's ability to perform

tasks effectively in a digital environment; *digital* means information represented in numeric form and primarily use by a computer, and *literacy* includes the ability to read and interpret media, to reproduce data and images through digital manipulation and to evaluate and apply new knowledge gained from digital environments. Aviram and Eshet-Alkalai (2006) described digital literacy as a combination of technical-procedural, cognitive and emotional-social skills. Sefton-Green, Nixon and Erstad (2009) explained that the concept is used to describe our engagements with digital technologies as they mediate many of our social interactions; they say, however, that the literacies associated with participation in digital practices and cultures are complex. The authors regard the concept *digital literacy* fundamentally useful but it needs to be analysed far more at the intersection of formal and informal learning domains.

There are several approaches to digital literacy, and several ways of defining the concept; even increasing fuzziness of the concepts *text* and *literacy* (Carrington (2005). For Carrington, the change of printed text to digital “texts” is a profound change also concerning participation in the open and interactive literacy culture. It is typical to see digital literacy in a wide and general way; for example, Erstad (2007), defined it, referring to his book (Erstad, 2006), as “skills, knowledge and attitudes in using digital media to be able to master the challenges in the learning society”. Similarly, Eshet-Alkali and Amichai-Hamburger (2004) gave a broad meaning to the term: they suggested digital literacy to consist of five major digital skills: photo-visual skills (“reading” instructions from graphical displays), reproduction skills (utilizing digital reproduction to create new, meaningful materials from existing ones), branching skills (constructing knowledge from non-linear, hypertextual navigation), information skills (evaluating the quality and validity of information), and socio-emotional skills (understanding the “rules” that prevail in cyberspace and applying this understanding in online cyberspace communication). In addition, one more skill was added to the list: real-time thinking skill (the ability to process and evaluate large volumes of information in real time (Aviram & Eshet-Alkalai, 2006).

Another way of defining the concept is to broaden the traditional concept of literacy and investigate what kind of new features digitalism brings to the content of literacy². Leu, Kinzer, Coiro, and Cammack (2004) suggested principles for the new literacies, and all these were additions to traditional literacy (e.g., “The relationship between literacy and technology is transactional” and “Critical literacy’s are central to the new literacies”); they also expanded literacy to education (e.g., “Learning is often socially constructed within new literacies” and “Teachers become more important, though their role changes, within new literacy classrooms”). Another example of broadening the scope of literacy is Merchant (2007) who regarded it “important to place written (symbolic) presentation at the heart of any definition of digital literacy” (p.121), which is then mediated by new technology. He defended this approach with examples of new technologies, which, although strongly visual, incorporated also a strong element of writing. Multimodality is an essential characteristic of

digital literacy, as is the context within which it is created and in which it is to be used. Merchant (2007) continued by introducing the concept *critical digital literacy* with which he emphasized the responsibility to provide the young with tools and understanding to interpret the constructed nature of popular culture and to investigate it critically (see also Hague & Williamson, 2009). It is obvious that good digital skills are based on such academic skills as reading and writing. Hague and Williamson (2009) have a research-based but practically oriented definition which connects digital literacy to literacy but expands it “to the reading and writing of digital texts” (p.5), and in this sense, it means the functional skills required to operate and communicate with technology and media. (Several researchers, like Twist and Withers (2007), emphasized that digital literacy should not be about replacing existing literacies: reading, writing and numeracy are crucial skills for full participation in a digital society. However, the content and the scope of basic digital skills need to be changed.

² This kind of developmental approach from literacy – new literacies – digital literacy is similar to the development of *digital competence*: computer skills – ICT skills – digital skills – digital competence. E.g., Leu, Kinzer, Coiro, and Cammack (2004, p. 1572) define the new literacies “of the Internet and other ICTs include the skills, strategies, and dispositions necessary to successfully use and adapt to the rapidly changing information and communication technologies that continuously emerge in our world and influence all areas of our personal and professional lives. These new literacies allow us to use the Internet and other ICTs to identify important questions, locate information, critically evaluate the usefulness of that information, synthesize information to answer those questions, and then communicate the answers to others”.

Erstad (2010) broadens digital literacy to media literacy and he suggests the following aspects of media literacies as part of school-based learning: 1) Basic skills, 2) Media as an object of analysis, 3) Knowledge building in subject-domains, 4) learning strategies, and 5) Digital Bildung/Cultural competence.

2. Literacy skills for the twenty-first century

Close to *digital competence* (or *skills*) are *literacy skills for the twenty-first century*, sometimes also the form *21-century skills* is used. Jenkins et al. (2006) define these as skills that enable participation in the new communities emerging within a networked society. These skills consist of:

- play (the capacity to experiment with the surroundings as a form of problem-solving),
- performance (the ability to adopt alternative identities for the purpose of improvisation and discovery)
- simulation (the ability to interpret and construct dynamic models of real world processes)
- appropriation (the ability to meaningfully sample and remix media content)
- multitasking (the ability to scan one's environment and shift focus)
- distributed cognition (the ability to interact meaningfully with tools that expand mental capacities)
- collective intelligence (the ability to pool knowledge and compare notes with others toward a common goal)
- judgment (the ability to evaluate the reliability and credibility of different information sources)
- transmedia navigation (the ability to follow the flow of stories and information across multiple modalities)
- networking (the ability to search for, synthesize and disseminate information)
- negotiation (the ability to travel across diverse communities, discerning and respecting multiple perspectives, and grasping and following alternative norms)

3. Digital divide

A concept which is often discussed together with digital skills is *digital divide*: concepts digital competence / digital skills are often used when investigating the digital divide. Digital divide was originally used to describe different social groups' unequal access to digital services, and differing abilities to make use of various digital possibilities (see Norris, 2001; van Dijk & Hacker, 2003). At present, the concept is also used to emphasize the role of social and

cultural circumstances and competences in using digital resources. The *quality of use* creates the digital divide, and the digital competence is needed for a higher quality of use. (Quality can mean e.g. passive, consumer-type of use instead of active use for personal creation and development.) To overcome the educational and social problems of the digital divide, there is a large body of studies concerning the best educational practices as well as pilots and practical experiments.

summary: Digital competence and the related concepts

Each of these key competencies implies the mobilization of knowledge, cognitive and practical skills, as well as social and behavioral components including attitudes, emotions, values, and motivations. The underlying part of the framework is reflective thought and action. Thinking reflectively demands relatively complex mental processes and requires the subject of thought process to become its object; reflectiveness implies the use of metacognitive skills, creative abilities and taking a critical stance.

The first key competence, Use tools interactively, is close to digital competences. It means the ability to use technology with other people for communication, for working, for playing etc., which requires an awareness of new ways in which an individual can use technologies in his/her daily life. An individual should have the ability to make use of the potential of ICT to transfer the way of working, to access information, and to interact with others. In the report, the key competence is divided to the following sub-competencies:

- 1) Use language, symbols and texts interactively: the effective use of spoken and written languages skills, computation and mathematical skills, in multiple situations.
- 2) Use knowledge and information interactively: require to
 - recognise and determine what is not known
 - identify, locate and access appropriate information sources
 - evaluate the quality, appropriateness and value of that information, as well as its sources; and
 - organise knowledge and information
- 3) Use technology interactively requires awareness of new ways in which individuals can use technologies in their daily life; to use the potential of ICT to transform the ways of working together, accessing information and interacting with each other. We have to go beyond the basic technical skills that are needed only to use the Internet, send e-mails and so on. European Union (2010) (see also Ala-Mutka, Punie, Redecker, 2008) has created a framework for key competences for lifelong learning in a knowledge society, in which eight key competences are identified and defined. These are
 1. communication in the mother tongue;
 2. communication in foreign languages;
 3. mathematical competence and basic competences in science and technology;
 4. digital competence;

5. learning to learn;
6. social and civic competences;
7. sense of initiative and entrepreneurship;
8. Cultural awareness and expression.

These competences are not defined, but, shortly presented in a chapter, for the digital competence new technology for schools is needed to ensure basic ICT skills as part of digital competence. In addition, besides basic ICT skills, such aspects as critical thinking in the use of new technologies and media, risk awareness, and ethical and legal considerations have received less attention, and these issues should be explicitly addressed in teaching and learning. The potential of new technologies for enhancing innovation and creativity, new partnerships and for personalising learning needs to be better exploited.

Practical work for defining necessary digital competencies

There appears to be a common and wide interest in trying to define the necessary competencies for the future; various institutions, consortia and national policy makers have projects aiming to define the competences either in a general sense or for a chosen group, such as teachers or students. See, e.g., the following sources:

- UNESCO (2010) has a project about ICT Competency Standards for Teachers. The competencies consist of four components: Policy and vision, Technology literacy, Knowledge deepening, and Knowledge creation, and each of them, several topics.
- International Society for Technology in Education has defined the educational technology standards for students (ISTE, 2007). The main competencies are creativity and innovation; communication and collaboration; research and information fluency; critical thinking, problem solving, and decision making; digital citizenship, and technology operations and concepts.

The Assessment and Teaching of 21st Century Skills project (ATC21, 2009) was created by Cisco, Intel and Microsoft and launched 2009 (the project is still going on and the paper referred is a draft). In this project, the focus was in the new ways and methods for assessment and teaching.

Summary

As a summary, the concept *digital competence* is an emerging concept and related to the development of technology as well as the political aims and expectations for citizenship in a knowledge society. It consists of a variety of skills and competences, and its scope is on several areas: media and communication, technology and computing, literacy, and information science. Digital competence consists of 1) technical skills to use digital technologies, 2) abilities

to use digital technologies in a meaningful way for working, studying and for everyday life in general in various activities, and 3) abilities to critically evaluate the digital technologies, and 4) motivation to participate in the digital culture. Digital competence is regarded as a core competence in policy papers; in research, however, it is not yet a standardized concept. Several policy- or practice-related projects are currently working for finding a common and acceptable definition.

16.-Writing good Research Paper

What is a research paper?

A research paper is a type of academic writing that provides an in-depth analysis, evaluation, or interpretation of a single topic, based on empirical evidence. Research papers are similar to analytical essays, except that research papers emphasize the use of statistical data and preexisting research, along with a strict code for citations.

Research papers are a bedrock of modern science and the most effective way to share information across a wide network. However, most people are familiar with research papers from school; college courses often use them to test a student's knowledge of a particular area or their research skills in general.

Considering their gravity, research papers favor formal, even bland language that strips the writing of any bias. Researchers state their findings plainly and with corresponding evidence so that other researchers can consequently use the paper in their own research.

Keep in mind that writing a research paper is different from writing a research proposal. Essentially, research proposals are to acquire the funding needed to get the data to write a research paper.

How long should a research paper be?

The length of a research paper depends on the topic or assignment. Typically, research papers run around 4,000–6,000 words, but it's common to see short papers around 2,000 words or long papers over 10,000 words.

If you're writing a paper for school, the recommended length should be provided in the assignment. Otherwise, let your topic dictate the length: Complicated topics or extensive research will require more explanation.

How to write a research paper in 9 steps

Below is a step-by-step guide to writing a research paper, catered specifically for students rather than professional researchers. While some steps may not apply to your particular assignment, think of this as more of a general guideline to keep you on track.

1 Understand the assignment

For some of you this goes without saying, but you might be surprised at how many students start a research paper without even reading the assignment guidelines.

So your first step should be to review the assignment and carefully read the writing prompt. Specifically, look for technical requirements such as **length, formatting requirements** (single- vs. double-spacing, indentations, etc.) and **citation style**. Also pay attention to the particulars, such as whether or not you need to write an abstract or include a cover page.

Once you understand the assignment, the next steps in how to write a research paper follow the usual writing process, more or less. There are some extra steps involved because research papers have extra rules, but the gist of the writing process is the same.

2 Choose your topic

In open-ended assignments, the student must choose their own topic. While it may seem simple enough, choosing a topic is actually the most important decision you'll make in writing a research paper, since it determines everything that follows.

Your top priority in how to choose a research paper topic is whether it will provide enough content and substance for an entire research paper. You'll want to choose a topic with enough data and complexity to enable a rich discussion. However, you also want to **avoid general topics** and instead stick with topics specific enough that you can cover all the relevant information without cutting too much.

Try not to be robotic about choosing your topic, though; it's still best to pick something that you're personally interested in. Ideally, you'll find a topic that satisfies both requirements, something that provides a suitable amount of content and also keeps you engaged.

3 Gather preliminary research

The sooner you start researching, the better—after all, it's called a *research* paper for a reason.

To refine your topic and prepare your thesis statement, find out what research is available for your topic as soon as possible. Early research can help dispel any misconceptions you have about the topic and reveal the best paths and approaches to find more material.

Typically, you can find sources either online or in a library. If you're searching online, make sure you use credible sources like science journals or academic papers. Some search engines—mentioned below in the *Tools and resources* section—allow you to browse only accredited sources and academic databases.

Keep in mind the difference between primary and secondary sources as you search. Primary sources are firsthand accounts, like published articles or autobiographies; secondary sources are more removed, like critical reviews or secondhand biographies.

When gathering your research, it's better to **skim sources** instead of reading each potential source fully. If a source seems useful, set it aside to give it a full read later. Otherwise, you'll be stuck poring over sources that you ultimately won't use, and that time could be better spent finding a worthwhile source.

Sometimes you're required to submit a literature review, which explains your sources and presents them to an authority for confirmation. Even if no literature review is required, it's still helpful to compile an early list of potential sources—you'll be glad you did later.

4 Write a thesis statement

Using what you found in your preliminary research, write a thesis statement that succinctly summarizes what your research paper will be about. This is usually the first sentence in your paper, making it your reader's introduction to the topic.

A thesis statement is the best answer for how to start a research paper. Aside from preparing your reader, the thesis statement also makes it easier for other researchers to assess whether or not your paper is useful to them for their own research. Likewise, you should read the thesis statements of other research papers to decide how useful they are to you.

A good thesis statement mentions all the important parts of the discussion without disclosing too many of the details. If you're having trouble putting it into words, try to **phrase your topic as a question and then answer it**.

For example, if your research paper topic is about separating students with ADHD from other students, you'd first ask yourself, "Does separating students with ADHD improve their learning?" The answer—based on your preliminary research—is a good basis for your thesis statement.

5 Determine supporting evidence

At this stage of how to write an academic research paper, it's time to knuckle down and do the actual research. Here's when you go through all the sources you collected earlier and find the specific information you'd like to use in your paper.

Normally, you find your supporting evidence by reading each source and taking notes. Isolate only the information that's directly relevant to your topic; don't bog down your paper with tangents or unnecessary context, however interesting they may be. And **always write down page numbers**, not only for you to find the information later, but also because you'll need them for your citations.

Aside from highlighting text and writing notes, another common tactic is to use bibliography cards. These are simple index cards with a fact or direct quotation on one side and the bibliographical information (source citation, page numbers, subtopic category) on the other. While bibliography cards are not necessary, some students find them useful for staying organized, especially when it's time to write an outline.

6 Write a research paper outline

A lot of students want to know how to write a research paper outline. More than informal essays, research papers require a methodical and systematic structure to make sure all issues are addressed, and that makes outlines especially important.

First **make a list of all the important categories and subtopics** you need to cover—an outline for your outline! Consider all the information you gathered when compiling your supporting evidence and ask yourself what the best way to separate and categorize everything is.

Once you have a list of what you want to talk about, consider the best order to present the information. Which subtopics are related and should go next to each other? Are there any subtopics that don't make sense if they're presented out of sequence? If your information is fairly straightforward, feel free to take a chronological approach and present the information in the order it happened.

Because research papers can get complicated, consider breaking your outline into paragraphs. For starters, this helps you stay organized if you have a lot of information to cover. Moreover, it gives you greater control over the flow and direction of the research paper. It's always better to fix structural problems in the outline phase than later after everything's already been written.

Don't forget to include your supporting evidence in the outline as well. Chances are you'll have a lot you want to include, so putting it in your outline helps prevent some things from falling through the cracks.

7 Write the first draft

Once your outline is finished, it's time to start actually writing your research paper. This is by far the longest and most involved step, but if you've properly prepared your sources and written a thorough outline, everything should run smoothly.

If you don't know how to write an introduction for a research paper, the beginning can be difficult. That's why writing your thesis statement beforehand is crucial. **Open with your thesis statement** and then fill out the rest of your introduction with the secondary information—save the details for the body of your research paper, which comes next.

The body contains the bulk of your research paper. Unlike essays, research papers usually divide the body into sections with separate headers to facilitate browsing and scanning. Use the divisions in your outline as a guide.

Follow along your outline and go paragraph by paragraph. Because this is just the first draft, **don't worry about getting each word perfect**. Later you'll be able to revise and fine-tune your writing, but for now focus simply on saying everything that needs to be said. In other words, it's OK to make mistakes since you'll go back later to correct them.

One of the most common problems with writing long works like research papers is connecting paragraphs to each other. The longer your writing is, the harder it is to tie everything together smoothly. Use transition sentences to improve the flow of your paper, especially for the first and last sentences in a paragraph.

Even after the body is written, you still need to know how to write a conclusion for a research paper. Just like an essay conclusion, your research paper conclusion should **restate your thesis, reiterate your main evidence, and summarize your findings** in a way that's easy to understand.

Don't add any new information in your conclusion, but feel free to say your own personal perspective or interpretation if it helps the reader understand the big picture.

8 Cite your sources correctly

Citations are part of what sets research papers apart from more casual nonfiction like personal essays. Citing your sources both validates your data and also links your research paper to the greater scientific community. Because of their importance, citations must follow precise formatting rules . . . problem is, there's more than one set of rules!

You need to check with the assignment to see which formatting style is required. Typically, academic research papers follow one of two formatting styles for citing sources:

- MLA (Modern Language Association)
- APA (American Psychological Association)

The links above explain the specific formatting guidelines for each style, along with an automatic citation generator to help you get started.

In addition to MLA and APA styles, you occasionally see requirements for CMOS (The Chicago Manual of Style), AMA (American Medical Association) and IEEE (Institute of Electrical and Electronics Engineers).

Citations may seem confusing at first with all their rules and specific information. However, once you get the hang of them, you'll be able to properly cite your sources without even thinking about it. Keep in mind that each formatting style has specific guidelines for citing just about *any* kind of source, including photos, websites, speeches, and YouTube videos.

9 Edit and proofread

Last but not least, you want to go through your research paper to correct all the mistakes by proofreading. We recommend going over it twice: once for structural issues such as adding/deleting parts or rearranging paragraphs and once for word choice, grammatical, and spelling mistakes. Doing two different editing sessions helps you focus on one area at a time instead of doing them both at once.

To help you catch everything, here's a quick checklist to keep in mind while you edit:

Structural edit:

- Is your thesis statement clear and concise?
- Is your paper well-organized, and does it flow from beginning to end with logical transitions?
- Do your ideas follow a logical sequence in each paragraph?
- Have you used concrete details and facts and avoided generalizations?
- Do your arguments support and prove your thesis?
- Have you avoided repetition?
- Are your sources properly cited?
- Have you checked for accidental plagiarism?

Word choice, grammar, and spelling edit:

- Is your language clear and specific?
- Do your sentences flow smoothly and clearly?
- Have you avoided filler words and phrases?
- Have you checked for proper grammar, spelling, and punctuation?

Some people find it useful to read their paper out loud to catch problems they might miss when reading in their head. Another solution is to have someone else read your paper and point out areas for improvement and/or technical mistakes.

Revising is a separate skill from writing, and being good at one doesn't necessarily make you good at the other. If you want to improve your revision skills, read our guide on self-editing, which includes a more complete checklist and advanced tips on improving your revisions.

Technical issues like grammatical mistakes and misspelled words can be handled effortlessly if you use a spellchecker with your word processor, or even better, a digital writing assistant that also suggests improvements for word choice and tone, like Grammarly (we explain more in the *Tools and resources* section below).

Tools and resources

If you want to know more about how to write a research paper, or if you want some help with each step, take a look at the tools and resources below.

Google Scholar

This is Google's own search engine, which is dedicated exclusively to academic papers. It's a great way to find new research and sources. Plus, it's free to use.

Zotero

Zotero is a freemium, open-source research manager, a cross between an organizational CMS and a search engine for academic research. With it, you can browse the internet for research sources relevant to your topic and share them easily with colleagues. Also, it automatically generates citations.

FocusWriter

Writing long research papers is always a strain on your attention span. If you have trouble avoiding distractions during those long stretches, Focus Writer might be able to help. FocusWriter is a minimalist word processor that removes all the distracting icons and sticks only to what you type. You're also free to choose your own customized backgrounds, with other special features like timed alarms, daily goals, and optional typewriter sound effects.

Google Charts

This useful and free tool from Google lets you create simple charts and graphs based on whatever data you input. Charts and graphs are excellent visual aids for expressing numeric data, a perfect complement if you need to explain complicated evidential research.

Grammarly

Grammarly goes way beyond grammar, helping you hone word choice, checking your text for plagiarism, detecting your tone, and more. For foreign-language learners, it can make your English sound more fluent, and even those who speak English as their primary language benefit from Grammarly's suggestions.

Many college courses use research papers to test a student's knowledge of a particular topic or their research skills in general. While research papers depend on the course or professor, you can expect to write at least a few before graduation.

How do I determine a topic for my research paper?

If the topic is not assigned, try to find a topic that's general enough to provide ample evidence but specific enough that you're able to cover all the basics. If possible, choose a topic you're personally interested in—it makes the work easier.

Where can I conduct research for my paper?

Today most research is conducted either online or in libraries. Some topics might benefit from old periodicals like newspapers or magazines, as well as visual media like documentaries. Museums, parks, and historical monuments can also be useful.

How do I cite sources for a research paper?

The correct formatting for citations depends on which style you're using, so check the assignment guidelines. Most school research reports use either MLA or APA styles, although there are others.

17.-New Career Opportunities

Career Opportunities refers to any opportunities that take you closer to your career goals. This can be a job, an internship opportunity or a training programme that helps you excel in your career. It traditionally refers to a job that provides a chance for you to use your training, develop additional skills, and have a realistic potential for future advancement. It is a pattern among individuals who identify their job as a career opportunity.

There are four types of career paths

- Knowledge-based
- Skill- based
- Entrepreneur-based
- Freelance

Every kind of career path caters to a specific set of qualifications that help you perform your job.

Choosing a career is an important decision that can have a significant impact on your life and future. A career is more than just a Job –it is a long term pursuit that can provide personal fulfilment, financial stability, and a sense of purpose. The career is a technical fact of real life.

Focusing on growth can help employees explore their passions, earn more money, get a promotion, or gain more responsibility. Ultimately, it may improve their general happiness and well-being and give them a sense of purpose.

There should always be set an of career objectives. Your career objectives is a personal statement defining the specifics you wish to attain via professional work. Others may share similar goals, but your objective should state your goals in terms that are comfortable to you.

What is a career opportunity?

A **career opportunity** traditionally refers to a job that provides a chance for you to use your training, develop additional skills, and have a realistic potential for future advancement.

Years ago, I noticed a pattern among individuals who identify their job as a career opportunity. They tend to be more productive, perform better, and advance further in their respective organizations.

Obviously, not every job is a career opportunity. So, before you quit or accept another position too quickly, maybe your current job deserves further consideration.

How can I identify a career opportunity?

I've created the following list of factors that could indicate your job is a career opportunity.

1. The job's essential functions involve work that you consistently do well
2. The job provides adequate compensation and benefits
3. Your boss and management treat you with respect at work
4. Company management demonstrates the values they promote
5. The job offers opportunities for continuing education and professional development
6. The company offers opportunities for career advancement
7. Your personality and temperament are well-suited to the job
8. You find the work consistent with the core values that guide your life (which is ultimately more important than a job title or prestige)

Where do you go from here?

Today, you can be thankful for any job that can help you provide for your family.

However, discouragement with circumstances, situations, and people at work can obscure your vision. Your current job may offer more opportunities for **growth and career advancement** more substantial than our dislike for the negative aspects.

Sure, you may need to start looking for another job. But before you quit a job out of frustration, use the factors listed above (and others) to evaluate your position more objectively. Doing so will give you the confidence you need to either stay in your current role or transition to a new job.

Otherwise, choosing to quit your current job based solely on how you *feel* may cost you a career opportunity you will later regret.

Business administration degree is a multidisciplinary qualification that focuses on various subjects, such as marketing, accounting, economics, human resources, mathematics, finance and ethics. Students can opt for an associate, bachelor's, master's or doctoral degree in this discipline. While other courses might concentrate on a single aspect of business, such as marketing or finance, a business administration degree is more inclusive, as it provides a complete understanding of how to operate a business. It is a versatile course that may benefit aspiring business consultants, market research analysts, entrepreneurs and financial advisors.

There are numerous career paths you can follow with this qualification. Here are several options you may consider:

Project Manager

A project manager supervises a project from start to finish while ensuring that their team completes everything efficiently and on time. To do this, they divide the project into tasks and subtasks and distribute them among various team members. Their duties include:

- Defining the crucial milestones
- Finalising a schedule for the development of deliverables
- Negotiating and managing the time everyone gives to the project
- Setting deadlines and monitoring progress
- Handling issues with clients or team members
- Setting a budget and ensuring everyone adheres to it
- Satisfying the needs of stakeholders
- Evaluating the overall effectiveness of the project

Sales Representative

Sales representatives act as the main contact between a company or a brand and its consumers while selling its services and products. They ensure that they satisfy a company's current customers while also working to obtain new clients. Their duties may include:

- Identifying customer leads and new markets
- Preparing weekly and monthly reports
- Creating presentations for current and future clients
- Coordinating sales efforts with marketing strategies
- Helping to determine pricing schedules for quotes
- Assisting with promotions
- Submitting and processing orders to ensure that customers receive all services and products on time

Client Services Manager

A client services manager handles and resolves client queries, creates strategies to improve customer services and attracts new clients to a business or brand. Some of their duties include:

- Authorising refunds on products
- Training services staff
- Maintaining professional relationships with existing clients

- Improving revenue by encouraging clients to buy accessories and additional services
- Coordinating internal projects
- Determining the best use of resources to increase customer satisfaction
- Providing daily updates to clients regarding the progress of customer service projects and campaigns that directly affect them

Accountant

An accountant maintains and interprets financial records and handles various finance-related tasks for individuals, organisations and businesses. Their duties include:

- Managing all forms of accounting transactions
- Preparing budget forecasts
- Publishing financial statements on time
- Handling monthly, quarterly and annual closings
- Ensuring that bank payments occur on time
- Calculating taxes and preparing tax returns
- Managing balance sheets and profit and loss statements
- Complying with financial policies and regulations
- Reinforcing financial data confidentiality

Related: What Does A Junior Accountant Do? (With Helpful Job Skills)

Marketing Manager

Marketing managers monitor the communication between a business and its customer base. They help generate interest in services and products across numerous media channels. Their typical duties include:

- Identifying industry trends and incorporating new ideas into a company's marketing strategy
- Allocating a marketing budget
- Assisting with paid advertisements
- Collaborating with the product team to help with brand messaging
- Building strategic relationships and partnering with key industry players, agencies and vendors

- Creating valuable and engaging content for a company's website and blogs to convert its target audience into customers

Related: What Is A Marketing Manager? Definition, Roles And Skills

Financial Analyst

A financial analyst guides individuals and companies on business investment decisions. They do this by analysing current business news, economic trends and an organisation's overall business strategy. Some of the typical duties of a financial analyst include:

- Guiding the cost analysis process by establishing and enforcing policies and procedures
- Increasing productivity by developing automated forecasting tools
- Performing financial forecasting, reporting and operational metrics tracking
- Collaborating with the accounting team to ensure accurate financial reporting
- Performing market research, data mining, business intelligence and valuation comparable analysis

18.-Mock Interview

A mock interview is a training exercise that simulates a job interview. In other words, it is a practice interview that, as nearly as possible, resembles a genuine interview. A **mock interview** is an emulation of a job interview used for training purposes. The conversational exercise usually resembles a real interview as closely as possible, for the purpose of providing experience for a candidate. It can help a job applicant to understand what is expected in a real job interview, and can help an applicant to improve his or her self-presentation. Mock interviews can be videotaped; the candidate can view the tape afterward, and get feedback. There are coaches who can provide feedback on aspects of the interview process. Mock interviews are most common for job interviews, but may also be used to train public figures to handle interrogations by journalists, as well as help candidates for office prepare for debates. Some organizations schedule mock interview events to help many students prepare for job interviews.^[1] For example, some schools have mock interview training days, often organized by career and guidance counselors.^[2] While the usual sense of the term is an exercise done as a form of preparation prior to applying for jobs,^[3] there is another sense of the term which describes a playful or non-serious interview.^[4] Mock interviews can help a person gain confidence for real interviews,^[5] as well as provide the interviewee with information about how to handle an upcoming interview.

What is the purpose of a mock interview?

A mock interview process helps candidates gain confidence with the chance to reflect on their non-verbal and verbal communication abilities. It also provides an opportunity for interviewees to make mistakes and work on correcting them in a safe atmosphere. Additionally, a candidate's problem-solving skills improves as a result of the instant feedback, which will help them present their ideas more effectively.

What are the benefits of mock interviews?

Mock interviews offer several benefits to individuals preparing for real job interviews. Here are some key advantages:

Practice and Preparation: Mock interviews provide an opportunity to practice and refine your interview skills.

Feedback and Assessment: Mock interviews allow you to receive valuable feedback from the interviewer.

Identifying Weaknesses: Mock interviews help you identify areas where you may struggle during an interview.

Building Confidence: By repeatedly going through mock interviews, you build confidence in your abilities.

Improving Communication Skills: Mock interviews enhance your verbal and non-verbal communication skills.

Time Management and Organization: Mock interviews help you develop time management skills in the context of an interview.

How to prepare for mock interview?

1. Select a suitable mock interviewer

Your interviewer should ideally be able to ask you as many questions, about your field, as possible, and also provide you with precise feedback on your answers. Seek assistance from an experienced and senior professional, or approach your local career center, online and offline employment portals to check for the availability of the mock interview services.

2. Research on the company culture and goals

Ensure to review the organization's website, social media posts, and any news-related items that may be available before going to the interview. Make an effort to learn about their mission along with any recent changes that have occurred. “What do you know about our company?” is one of the most often asked questions during job interviews. It is advantageous to be well-prepared and thoughtful on the same.

3. Dress formally as one would for a real interview

Dressing up appropriate for an interview helps inculcate a professional state of mind. As a part of the process, your mock interview examines how you dress, hence, you may receive input on how you should present yourself. Dress in the same manner as you would for the official interview.

4. Choose an ideal interview setting

You and the interviewer would be naturally facing each other across a desk or table during an actual in-person interview. Hence, during the mock interview, try to replicate that circumstance

and ask the interviewer to assess your body language.

The goal is to feel more comfortable in the interview situation in order to make sure you are not nervous or self-conscious and can focus entirely on having a professional conversation with the interviewer.

5. Record the session

While the mock interviewer's feedback on your interview questions can be helpful, recording the mock interview and assessing your performance yourself can also be beneficial. When watching the recording, try to be as objective as possible. Keep a notepad handy to jot down ideas.

If you record the interview, you'll be able to go back and review the areas where you went wrong. While reviewing your recorded interview, pay attention to your facial expressions, hand movements, and posture. Pay heed to your voice's tone and pace, as those aspects may also reveal a lot about you. Practicing in these certain areas where you believe you need to improve is also the ultimate goal of a mock interview.

What are some good mock interview questions?

Prepare a list of questions that you may want to reflect upon beforehand. Memorization is not the goal; it is to the extent where you might forget the answer to a particular question, that will in-turn make you nervous. Here are some common interview questions asked in a job interview:

- “Tell us something about yourself”
- “What are your strengths and weaknesses?”
- “Where do you see yourself in five years?”
- “Why do you want to be part of our company?”

A mock interview is an excellent approach to prepare for a real job interview. It offers you an idea of what you need to do and establishes your goals. You should practice so that you can see where you can improve. You'll be well-prepared for the real job interview by the time it arrives.

When practicing mock interviews, think of them as a two-way dialogue to get to know each other. Keep in mind that you should be evaluating the company at the same time as they are evaluating you. Prepare a list of pertinent questions to ask about the position's daily responsibilities and the company's work culture.

They should meet your requirements for having a nice work environment, just as you want to meet their criteria for the employment role. You'll be more likely to pass the real job interview and be hired if you keep that mindset and practice mock interviews frequently.

Purpose of a mock interview?

The purpose of a mock interview is to simulate a real job interview experience in a controlled environment. It serves several valuable purposes:

- **Skill Assessment:** Allows candidates to showcase their skills, communication, and problem-solving abilities, providing valuable insights into their performance under interview conditions.
- **Feedback and Improvement:** Provides constructive feedback from interviewers, helping candidates identify strengths and weaknesses. This feedback guides targeted improvement for future interviews.
- **Reducing Anxiety:** Alleviates interview anxiety by offering a practice run. Familiarity with common questions and interview dynamics helps candidates feel more confident and composed during actual interviews.
- **Behavioral Preparation:** Assists in preparing for behavioral questions by practicing responses to commonly asked questions. This helps candidates articulate their experiences and achievements effectively.
- **Technical Proficiency:** Specifically beneficial for technical interviews. Mock interviews allow candidates to tackle coding challenges, technical questions, or case studies, refining their technical proficiency.
- **Time Management:** Helps candidates manage interview time effectively. Mock interviews simulate real-time constraints, encouraging candidates to express themselves clearly and concisely within allotted timeframes.

Types of Mock Interviews

There are generally six types of mock interviews:

Mock Telephone Interviews

These simulate phone-based interviews. It helps candidates practice their verbal communication and answer questions over the phone

Mock Offline or Face-to-Face Interviews

These mock interviews replicate in-person interview scenarios. They focus on candidates' interpersonal skills, body language, and face-to-face communication

Online Mock Interview (Video Call)

Online video interviews mimic real video interviews. They allow candidates to practice presenting themselves effectively via video calls

Mock Online Video Conference Interview (Multiple Interviewers)

These simulate interviews with multiple interviewers, preparing candidates for panel-style interviews conducted via video conferencing platforms

Mock Whiteboard or IDE Interviews (Technical)

These interviews assess technical skills, with candidates solving problems or coding on a whiteboard or Integrated Development Environment (IDE) to practice technical communication

Mock Skill Assessment or On-Site Interviews (with or without Presentations)

These emulate on-site interviews, which may include technical assessments, presentations, or skills demonstrations to prepare candidates for in-person evaluations

Benefits of Mock Interviews

Here are the benefits of a mock interview:

- Candidates are able to reduce their anxiety and stress by sitting for mock interviews. There are no consequences of not performing well during these interviews, thus, candidates can test their answers and get the necessary feedback. Unlike real interviews, candidates can redo or retake their interviews as well.
- Mock interviews boost the confidence of candidates. Once candidates begin to perform well during practise interviews, they become confident of their abilities and skills. The results of this are projected during real interview sessions as well, allowing candidates to remain calm and composed under stress.
- Acquire constructive feedback that allows one to clarify questions, responses and problems. Identification of mistakes and weaknesses are especially important and practise interviews do just that for students, freshers or working professionals.
- Helps with interviews that are behaviour-based and focused upon analysing the personality of a student. This is especially useful when candidates are not familiar with the kind of questions that are asked during real interviews.

Best 5 Tips to practice with mock interviews

1. **Replicate Real Conditions:** Set up a mock interview environment that closely mirrors real interview conditions. Dress professionally, sit in a quiet space, and use video conferencing tools if applicable. Mimicking the actual setting enhances the realism of the practice.

2. **Diversify Interview Scenarios:** Practice with a variety of interview scenarios, including behavioral, technical, and situational questions. This prepares you for different aspects of the interview process and helps build versatility in your responses.
3. **Receive Constructive Feedback:** Seek feedback from peers, mentors, or professionals after each mock interview. Focus on both strengths and areas for improvement. Constructive feedback enhances self-awareness and guides targeted skill enhancement.
4. **Use Recording Tools:** Record your mock interviews using video or audio tools. Reviewing the recording allows you to assess non-verbal communication, identify areas of improvement, and refine your body language, tone, and expression.
5. **Time Management Practice:** Practice time management by simulating real interview time constraints. Set timers for responses to ensure clarity and conciseness. Practicing within time limits helps you deliver effective and well-structured answers during actual interviews.

What are the Core Objectives of a Mock Interview?

Here are the core objectives of a mock interview:

- Identifying weaknesses and teaching candidates how to fix them
- Make candidates learn which skills they lack and find out if there is any gap in communication, thus helping improve communication skills or verbal abilities
- Emulate difficult questions and stress along with a time constraint
- Ensure that candidates prepare for the mock interviews, thus helping them during real interviews as well
- Help candidates learn about the domain, industry or job role more and what kind of questions they will face
- Teaching important interview techniques
- Help candidates develop interview strategies
- Allow candidates to grow more confident and stay calm in interviews
- Facilitate an environment for practising and becoming perfect

Thus, the more you sit for mock interviews, the better you will perform during the interview for your dream company or your favourite job role. There are dozens of great mock interview practice services that you can easily use to sit for a mock interview online for free. There are personalised mock interviews for software engineers, freshers, students or working professionals applying for senior positions. When it comes to your career, there is no point in taking a risk, thus, it is always better to make the best impression you can on your potential employers.

19.-Mind Management

What is mind management?

The key question is what is mind management and why do we all need it.

At it's most basic level mind management is about managing your mind.

Which maybe isn't saying much – or more like it's saying the same thing twice – there's a nice word for that – tautology!

But mind management is about managing your mind and we're very keen on the whole idea of it. Our strap line here at Brilliant Living HQ is '*Mind management for your best life and business*' or at least it was until we changed our site recently – we thought our logo looked better without it but maybe we should put it back somewhere so people know what it's about!

And the strapline to our podcast (and the Changeability book) is 'Manage your Mind – Change your Life'.

Why the obsession with mind management – what lies behind it?

Mind management is the idea you can:

'Harness the amazing power of your mind to help you get what you want in life.'

In other words you can reprogram or train your mind to create the right mindset to change what you don't like into what you do like, and achieve your desires and live life to the full.

"The state of your life is nothing more than a reflection of your state of mind." ~ Wayne W. Dyer.

That's a good start, but can we define it further and look at the individual elements of 'mind management' to get a better working definition?

How do we define mind management?

The Business Dictionary defines management as:

"The organisation and coordination of the activities of a business in order to achieve defined objectives."

The Merriam-Webster dictionary adds a useful extra dimension defining management as:

"The act or skill of controlling and making decisions about a business."

If we take these definitions together and replace business with the mind we come up with:

"Mind management – The act or skill of controlling, organising and coordinating the activities of the mind in order to (make decisions to) achieve defined objectives."

This does assume that you have already determined what you want from your life, and have a vision of your defined objectives (goals) and what you have to do to achieve them.

And for us that's where it always begins – getting clear about what you want – because there are clear mind management reasons for doing this and for using the power of your brain and mind to help you achieve those goals and the changes you want. It has to start with intention plus inspiration which equal your vision or goals.

So that's the management bit. Now for the second part.

Mind management is a way to control one's mind. To do this, we need to be cautious about our thinking process and also need a high level of understanding and meditation as well. Understanding is wisdom – 80 percent of people are knowledgeable, while 20 per cent are wise. Knowledgeable men take sides without reason. They feel sad seeing deprived people but jealous when they see happy people. They work in the guidance of others' inspiration, take unnecessary responsibility to keep themselves disturbed. Unless we control or manage our mind, it is difficult to achieve success and peace. Psychologists say every interest is first born in the mind as a seed. Then it continues to grow. Later it takes its real form which everybody can see. The interest that first appears in the mind remains weak for the first three minutes and it becomes strong within the next five minutes

Mind management is an art that needs rigorous dedication and practice. It is controlling one's mind. The art of being able to control, manage, and implement our mind is called mind management.

In today's time, stress and anxiety have taken over our regular living. Not a second goes by when our mind remains free of thoughts. Every time there is one or another thought doing rounds in our head. Our stressful lives, 9 to 5 desk jobs, family, social life, and whatnot have conquered our heads.

In times like these, management has become very crucial. Humans have somehow forgotten their essence of living in the race of attaining something beyond themselves. Our whole life is the game of our mind. If we keep the charge of our mind, it can become our best friend.

Mind management is the process of controlling the thoughts and filtering anything that comes into our mind. It is the art of managing everything with an attentive mind and making the most of every situation.

Mind management skills can transform your way of living and thought process. Through this coaching, you can learn how to live a controlled life and how to make your mind your best friend.

The Importance of Mind Management:

- **Achieving Goals:** A well-managed mind is like a compass that guides you towards your goals. It helps you stay focused, motivated, and determined to overcome obstacles on your path to success.
- **Reducing Stress:** Mind management allows you to handle stress more effectively by regulating negative emotions and cultivating a sense of calm and balance.
- **Enhancing Relationships:** Positive mind management fosters better communication and empathy, leading to healthier and more fulfilling relationships with others.

- **Boosting Confidence:** When you manage your mind, you gain confidence in your abilities and decisions, empowering you to take bold and meaningful actions.
- **Increasing Productivity:** A clear and organized mind leads to increased productivity, as you can prioritize tasks, maintain concentration, and avoid distractions.
- **Improving Mental Health:** Mind management plays a crucial role in maintaining mental well-being, reducing anxiety, and preventing the onset of conditions like depression.

How can mind management improve life?

As said by Lord Krishna, “ Your mind, if controlled, can be your best friend and if left uncontrolled can become your worst enemy. You should control your mind to push yourself towards success and not degrade yourself to anything other than that. Today, humans run after money, fame, property, and otherworldly pleasures. We have somehow forgotten to master our minds.

It is the mind that controls everything around us and inside us each day. Due to this reason, everyone today is unhappy. People try to find happiness in materialistic things, but this happiness is temporary. Inner happiness comes from our mind. The fulfillment and happiness that we look for outside are somewhere inside us.

Our Vedic scriptures have now and then emphasized the importance of a healthy mind. JagadguruShankaracharya had said thousands of years ago that, “ The person who conquers his mind can conquer the world.”

In our course of everyday activities, many thoughts come to our mind. If everything around us is going well, positive thoughts surround our minds. On the other hand, when things aren't going much well, we delve ourselves into negative thoughts.

For instance, you got a raise in your salary. You'll be very happy thinking your efforts got you success and how the company acknowledges your work. Now, suppose they incremented your salary but gave promotion to your co-worker and not you. Within a fraction of a second, all your positive thoughts will turn to negative ones. Now, you'll think, what a rubbish company, I worked so hard and this what they gave in return and whatnot.

Here are a few points why you should remove negative thoughts:

- As these negative thoughts persist in the mind, they come out as irritation, anxiety, depression, or temper issues.

- These negative thoughts stem out and create an unhealthy state of mind in us.
- Negative thoughts impede our capacity to perform efficiently and respond the way we want to respond.
- Negative thoughts never let you achieve success or happiness.
- A person with so much negativity can never find inner peace.

It is due to all these reasons why mind management is essential. Removing negative thoughts and replacing them with more positive and controlled thoughts is essential for a happy and fulfilling life.

Benefits of Mind Management

Mind management has many benefits. Some merits of mind management are:

- Mind management helps your mind to relax and stay calm, even in the most difficult situations.
- You learn to watch and filter your thoughts.
- You learn how to get over and ignore negative thoughts.
- You start controlling your mind and take the right action in any situation.
- Small situations and downfalls won't affect your way of living anymore.
- You will be able to form better interpersonal, family, and social relationships.
- It will open the gateway to a new and peaceful life for you.
- Many things around you like, workplace stress, family issues, relationship concerns, will not take over your sanity.

There are many other benefits of mind management coaching. People feel victimized by the circumstances and outside situations because they have never controlled their minds.

4 effective ways to manage the mind

Do you constantly feel like sailing on two boats? Are you unable to know what's right and what is wrong?

The best thing that you can do to achieve your goals and change your way of living is to make your mind your friend. Wondering how you can do this?

Here are four ways in which you can conquer your mind:

- **Set Goals**

The first thing that you need to do is understand what you really want. Once your ambitions are clear, you can work towards managing your mind. If you'll have a direction to go and an ambition to follow, then your process becomes easier and mindful. If you don't have a passion to follow, your mind will constantly get distracted with every little change. It will never lead you anywhere.

- **Meditation**

It is believed from ancient times that meditation is the best way to connect to your inner self. A person who meditates knows how to control his or her thoughts. Meditation is itself about controlling the mind and navigating the thoughts that pop up in our mind. Even 10-minutes of meditation is enough to control and manage the activities of our day.

- **Release Fears**

What holds us back from achieving what we want is our fears. Fears are born and nurtured in our minds. If we understand this and overcome the thoughts that scare us, we won't be scared of facing arduous situations anymore. Mind management helps in releasing such fears and helping you succeed in life.

- **Positive Affirmations**

The more we say something, the more it starts turning into reality. Our thoughts become things, and it is why affirmations play a crucial role in our lives. Positive affirmations can help us instill positivity in ourselves. If we fill our minds and say positive things to ourselves, then positive things will happen around us. For example, if you say I will succeed, your chances of succeeding will be much higher than those who are always scared of failing.

Practical Tips for Mind Management:

- **Mindfulness Meditation:** Dedicate a few minutes each day to practice mindfulness meditation. Observe your thoughts without judgment, allowing them to come and go like clouds in the sky.
- **Create a Positive Affirmations List:** Develop a list of positive affirmations that resonate with you. Repeat them daily to rewire your subconscious mind with empowering beliefs.
- **Journaling:** Keep a journal to jot down your thoughts and feelings. Reflect on your experiences and use journaling as a tool for self-discovery and emotional release.
- **Practice Gratitude:** Cultivate an attitude of gratitude by acknowledging and appreciating the blessings and positive aspects of your life daily.

- **Visualize Your Dreams:** Use the power of visualization to see yourself accomplishing your goals. Visualize the process and the joy of achieving what you desire.
- **Limit Negative Influences:** Be mindful of the media, social media, and toxic relationships that may impact your thoughts negatively. Seek uplifting and inspiring content instead.
- **Limit Multitasking:** Focus on one task at a time to improve concentration and productivity. This will reduce mental clutter and enhance your ability to accomplish tasks efficiently.
- **Set Boundaries:** Learn to say no and set healthy boundaries to protect your mental and emotional well-being.
- **Physical Exercise:** Engage in regular physical activity to release endorphins and boost your mood. Exercise is a powerful tool for mind management.
- **Practice Mindful Eating:** Pay attention to what you eat and how it makes you feel. Mindful eating helps you develop a healthier relationship with food and nourishes your body and mind.
- **Limit Negative Self-Talk:** Challenge and reframe negative thoughts and replace them with positive and encouraging self-talk.
- **Affirmations for Stressful Situations:** Develop calming affirmations for stressful situations to remind yourself of your resilience and ability to handle challenges.

Why choose our mind management coaching?

Mind management is simple yet complicated. You might try opting for it at your home, but it might not yield the required results. Mind management when done under the guidance of a Life coach can help you in attaining inner happiness.

I have mentored more than 12,000 people and have guided them towards the right track. The skillful management of our mind is about consciously introducing positivity into the mind. This positivity will eventually eliminate our negative thoughts.

These positive thoughts can be in the form of affirmations or activities. We, at our mind management coaching, utilize many innovative techniques to overcome negative and fearful thoughts.

I personally analyze each client to get to know the real cause of concern. With the help of many psychological and scientific methods, I help a person develop a habit of controlling the mind. All my clients feel free and light as they do not let anything affect their peace of mind.

If you are seeking peace, power, and strength, then undertake our mind management coaching today itself.

20.-Employability Quotient

To begin at the very beginning, employment is created when an employer has the need to employ a person to carry out certain tasks. The employer has a specific need or a set of needs for the employee to fulfill and this set of needs, the “skill set” is what the employer looks for in a prospective candidate. The skill set, generally constitutes the educational qualification, transferable skills and personal attributes.

Developing your skill-set, the level of development, preparedness, clarity of goals and self-confidence would constitute your level of employability or in other words your Employability Quotient (EmQ).

Employability in simple words is the quality of being suitable for paid work (i.e. employment). The concept of Employability Quotient is gaining a lot of attention from industry as well as academia now a days. Employers are looking for skills that go beyond the qualification and experience. Therefore if you are a fresh graduate trying to get an entry into the real world, or an experienced professional trying to change roles either within your organisation or outside the your organisation, your employability quotient is the key to your success.

Skills that can enhance your employability quotient

Employers are often looking for skills that go beyond qualification and experience.

Employers place a lot of emphasis on hiring candidates with the right skills and competencies for their organisations. Depending on the industry and domain you choose to work in, there could be very specific skills, abilities and knowledge needed to do the job.

Your education and experience may make you eligible to apply for a job but to be successful in most roles, you will need skills that you are likely to develop over time. Some will be specific to the job, but the vast majority will be so-called ‘soft-skills’ that can be used in any job or employment sectors. These soft skills are called ‘employability skills’ and these can significantly help improve your employability quotient.

Complementing these are general competencies and behaviours that are essential for thriving at the workplace. These are the key employability skills – the core skills that make you effective at work.

- **Zeal/passion to work**

Companies look for employees who are passionate about what they do; this results in employer and employee being happier and more productive at work. Their passion stems from caring

deeply about what they do or where they work and being personally invested in and motivated by the organisation's mission.

As Steve Jobs famously said, "The only way to do great work is to love what you do."

- **Personality (body language)**

The importance of body language cannot be emphasised enough since it constitutes a large part of how we communicate with others. The reality is we're communicating with people all the time even when we're not speaking. Being mindful of what our gestures, expressions, voice, and appearance are communicating can greatly impact our interpersonal skills.

- **Education**

Your level of education is often paramount to future success. Completing increasingly advanced levels of education shows that you have a drive and commitment to learn and apply information, ideas, theories, and formulas to achieve a variety of tasks and goals.

- **Professional skills**

An individual's professional skills are extremely important in the business world. The way that someone cooperates with others, handles their workload and acts around the office can determine their success or failure as an employee. These professional skills includes interest in work, initiative, planning and organising, setting goals, ability to learn, quality of work, quantity of work, creativity, problem solving skills, etc.

- **Knowledge as per market needs**

Employers want employees who fit in and get along well with others at the workplace. This requires knowledge as per the market needs. This is so valuable that based on an employee's knowledge, the employer can decide to keep or promote him/her.

- **Expertise**

An expert is someone who has an authority on a particular subject, or has mastered a specific technique or skill. When you become an expert, you will be the go-to person for help or advice. You will be more innovative in your role, too, because you will be able to spot opportunities. This can open doors to better assignments, promotions, speaking invitations, and to a great reputation.

- **Innovation**

This skill refers to the employee's ability to offer new ideas to benefit the company. Employers look for bright, imaginative minds that can keep their business ahead of the rest in a competitive environment.

- **Communication**

This covers verbal and written communication, and listening skills. It's about being clear, concise and focused; being able to tailor your message for the audience and listening to the views of others. Communication is really more of a package than an individual skill.

- **Learning ability**

Learning is about wanting to understand new things and picking them up quickly. It also involves taking on new tasks and being able to adapt to change. Learning ability refers to how much information, knowledge and skills the employee can pick up while on the job. It is important for an employer to see progress in their employees and have them discover new possibilities.

In my mind Employability develops when a person starts working. In other words, majority of skills needed to do a job are learnt on the job.

Building employability quotient involves

- Focusing on the future of jobs
- Understanding the drivers of employability
- Effects of current global job market
- Training the workforce

And this is how we will try and look at the issue on hand. So, let's start with the future of jobs or workplace. The 4th industrial revolution is already here.

The Indian educational system is dynamic and constantly evolving. The Indian higher education system has grown significantly to become the world's second-largest. Many of the higher education institutions have already included the development of employability skills in their course curriculum for the development of the future generation and the nation itself.

Educators must remember that 21st-century learners have a very different profile. Students now prepare to use technologies that have not yet been invented in the near future.

The students are still connected on a global scale. They prefer to multitask, are digitally literate, and have strong visual and spatial abilities. They are still connected to the internet, want to learn important things, and are looking forward to exploring more challenging jobs.

List of some skills that enhance the employability quotient:

1. **Emotional Intelligence** - Emotional intelligence (EI) is a new skill that employers place a high value on because it is seen to significantly impact self-motivation by processing and managing emotions, particularly in professional relationships and interpersonal communications assesses

the ability to modify behaviour in response to the mood of a co-worker, partner, or family member.

2. **Professional skills** - In today's business world, a person's professional skills are extremely important. These professional skills include work interest, initiative, planning and organization, learning ability, quality and quantity of work, creative approach towards problem-solving skills, and so on.
3. **Innovative approach** – Thinking innovatively refers to the ability to pitch new ideas that benefit the organization. Employers seek bright, imaginative minds who can keep their organization ahead of the competition in a competitive sustainable environment.
4. **Communication** - Communication is more of a package than a single skill. It is important to be clear, concise, and focused; to be able to tailor your message and cater it to the audience, and be humble enough to approach for feedback.
5. **Flexibility and openness to change** – Flexibility refers to the learning ability of the amount of information, knowledge, and skills that an employee can pick up while working. It also entails taking on new tasks and being adaptable to change.

A variety of personal and social skills, colloquially known as soft skills, have become essential for improving employability in both wage and self-employment situations.

If India is to be a developed nation in the next 20 to 25 years, we must improve and develop its human resources, which are just as important as the country's natural resources. It is only possible if students' employability skills are prioritised and enhanced.

21.-How to do Internship

Internship are an opportunity to gain real-world experience in the career you are pursuing. By interning with an organisation, you can learn more about what your daily responsibilities may look like in a particular position. Knowing the process for pursuing an internship can help you find one with your dream company. In this article, we explore what are internships, discuss what an intern does and explain how to become one.

An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills. It offers the employer the opportunity to bring new ideas and energy into the workplace, develop talent and potentially build a pipeline for future full-time employees. A quality internship:

- Consists of a part-time or full-time work schedule that includes no more than 25% clerical or administrative duties.
- Provides a clear job/project description for the work experience.
- Orients the student to the organization, its culture and proposed work assignment(s).
- Helps the student develop and achieve learning goals.
- Offers regular feedback to the student intern.

Student Interns Expect:

- To gain real work experience and provide meaningful assistance to the company. They don't want to be gophers!
- To have a mentor who provides guidance, feedback, receptiveness and models professionalism.
- To gain experience and skills in a particular field.
- To develop professional contacts.
- To gain exposure to upper management.
- To receive an orientation to the company for which they are interning. This introduces the student to the company's mission and goals and provides them with information about company rules, regulations and procedures. It also introduces the intern to fellow employees who they can go to in the future with questions.

Why Are Internships Important?

- As an intern, you get a chance to work side by side with accomplished industry professionals and get a pretty good idea of what an entry-level role might entail. You'll not only gain real work experience, but also meet and learn from the pros. And you'll start to build your own network, from your fellow interns to seasoned leaders.

- One other less obvious but equally important benefit of an internship is the chance to figure out what you *don't* want to do. It's often difficult to know where to even start when it comes to job searching. Internships give you the chance to try a few things out without committing. If you're lucky, you'll find something you love. And if not, you'll at least know what *doesn't* work for you. When it comes to something as tricky as finding the right career, the more information you have to work with, the better.
- As internships have gotten more and more common, employers expect to see them on resumes. Applicants with previous work experience are much more competitive than those who only have relevant coursework. Internships offer you the chance to not just build relevant skills and learn about the field, but to demonstrate those skills and industry acumen on the job. For most employers, even ones who are extremely adept at hiring new graduates, nothing quite makes up for real-life experience.
- Companies also use internships as talent pipelines to fill their own full-time positions. For employers, internships are a lot of things: a super-extended interview, a training program, and (frequently) a smart way to hire for open roles. This means some college students can walk into their senior years with job offers in hand (and therefore have a much less stressful last year at school).
- In short, internships can help you figure out what you want to do with your career and then make it easier to land your first full-time job in that industry.

How to Find Your First Internship?

I know it takes work to start on your own. It is hard to convince an interviewer that you are willing to do good even if you don't have experience. I have given the background information and resources above. Now, I will discuss how I would like you to approach this internship.

1. Find Relevant Skill Certifications

As I have said earlier, relevant skills for a job will make you stand out from the crowd. Remember, while pursuing a BBA, someone with technical skills is still way above just a BBA degree.

If your college organizes events and fests, it is the best way to showcase skills like leadership and teamwork. I think you should participate. If you have no other option like fests, try certificates on skills like Excel and other domain-related skills. You should go through those websites to get a certificate or two. At least you will start somewhere, and then you can upgrade to more like paid certificates when you have mastered the basics.

2. Build A Portfolio

It is entirely okay if you don't find an internship. That should not stop you from learning and growing. If nothing, you can start your own personal projects. If you are a content writer, start writing on your own blog. If you are an aspiring data analyst, build your own PowerBi

Dashboard with public data sets. Build a portfolio to show in addition to your resume. This will show proof of your work and skills to employers. It is nice to say, "Yes, this is my first internship, but I have a blog I write on."

3. Go with Unpaid Internships

On Internshala, you will find many internships that are listed as unpaid internships. These can vary from 1 week to 6 months as well. Most of the time, these internships carry a certificate of completion at the end. This is not my favorite method out of the three, but it works too. Unpaid Internship is still experience, and when combined with relevant certifications, they build an excellent online internship-worthy resume.

However, I suggest looking forward to 1 week or 15-day unpaid internships rather than a 3 month long one. These are often hectic if stretched so long. Sometimes, they mass-hire for unpaid interns. As long as it is via Internshala, it is probably safe.

PS- I did my first content writing internship as a week-long unpaid internship for an NGO. So, as much as I hate this way, it works!

That's all for now. While writing, I found a few topics that can be a part of the following article under BBA Diaries. Before I bid you adieu, here are the key takeaways for the lazy-heads.

Key Takeaways

- It is essential to intern while you learn so that you stay grounded in the reality of the corporate world.
- Before applying to internships, one must acquire some skills to stand out from the crowd.
- You can find work-from-home or work-from-office internships at Internshala, a student-friendly platform.
- Even if you are not getting paid internships, try with certificates, an online portfolio, or unpaid internships.

How To Apply For An Internship?

You may prepare for an internship just the way you prepare for a job. The process is very similar, both from your end and the company's end. If you are looking for an internship, follow these steps:

1. Know the type of internship you want

If you are a law or an accounting student, you would like to intern with a law or an accounting firm. If you are a humanities' student, you can have a wider choice. For example, you may have recently graduated in finance, but are not sure if you want it to be your career. You can then intern with a financial services company and get to know your preferences. If you are undecided about a career, you can intern with more than one company to know about your interests as they develop. Be open and understand that an internship is for gaining knowledge and experience. Once you decide on the type of internship, fix the duration and your time availability. After you have all the relevant details, prepare your resume.

2. Get a recommendation

Talk to the heads of your department in your college, or bosses from your previous internships. Request a letter of recommendation to attach to your resume. It adds value when employers see such letters of recommendation from senior professionals.

3. Write a resume

Prepare a crisp and brief resume with a formal cover letter. Give prominence to your academic record, awards and previous internships, if any. Mention the purpose and expectation of your internship request. Mention your IT skills and your familiarity with word processing tools, spreadsheets and presentations. Proofread your resume and ensure that it is error free.

4. Apply for internships

Start applying for internships at least a month before your vacations, or when you are ready to begin. The process might take a few days or weeks, and you could lose valuable time by searching and applying late. Do not restrict to just one or two, but apply for many prospective opportunities. If you are applying in response to an advertisement, refer to that in your cover letter. If you are applying online, make sure you attach resumes and recommendations. **What To Do After Applying For An Internship?**

After applying for an internship, consider doing these things:

1. Respond and follow up

If a company replies saying that they do not have an opportunity, send a reply thanking them. If you have not heard from a company for more than ten days, you can call them and find out the status of your application. If a company replies asking you to call later, make a note in your calendar and call them promptly.

2. Prepare for the interview

Attending interviews is a great way to know about your strengths and the areas that you can improve upon. Read about the company, what they do, their employee profiles and job descriptions. An interviewer may expect you to know basic information about the company you are applying to. Be clear about your expectations and why you want to intern there.

3. Attend the interview without fail

If you receive a call or an email inviting you for an interview, respond appropriately. If for any reason you are unable to attend, let them know and ask for an alternate date. Dress appropriately and greet the interviewer once you enter the room. Sit only after they offer you a seat. Sit in an upright position. Since they are aware that you are new and may not be very comfortable, they may engage in ice-breaking conversations to make you feel at ease. Answer the questions with confidence and enthusiasm.

4. Follow up after interviewing

Interviewers may offer you the internship during the interview or may ask you to wait. If you are offered the internship on the spot, ask about date and time of joining. Find out about any documentation or identity proof that you may have to submit. Ensure you follow all protocols on time. If the interviewer says "*We will revert to you*", or "*Call me in a week*" do the required follow up. If you are unable to accept the position, respond to them by phone or email with a clear explanation.

5. Be professional

Dress appropriately and focus on learning. You may be given insignificant tasks like running errands within the office, making copies, filing, sorting or making tea for the team. Do it without complaining and learn from everyone. Observe how an office functions and the nuances of every job role. If you make a good impression, and you like working there, it is quite possible that the company may consider you for a full-time position. Be punctual and complete your assigned jobs on time. Ask questions to understand the process and the job. Offer to do tasks before being asked.

6. Get the internship certificate

At the end of the internship, thank your mentors and everyone who helped you. Before leaving, you can find out if you can reach out for similar internship roles in the future. You can also find out if you can refer the company to other friends who are looking for an internship. As a standard practice, companies give out certificates for internships. Make sure you get one before your tenure is complete.

22.-Developing Career Profile

A personal career development profile is a summary of your skills, strengths and experiences as relevant to the person reading it. If you're applying for a job, for example, you'll include a brief profile on your resume that highlights your qualifications for the position. You want to catch the attention of the hiring authority and motivate them to schedule an interview with you.

Understanding the process for students

Deciding on a major or a career direction can feel overwhelming. The more we understand the process, though, the more control we have in managing our careers. Career development is an ongoing process consisting of four main recurring steps: self knowledge, exploration, decision-making, and action.

Self knowledge

Self knowledge means to understand ourselves, and this begins by understanding four main elements: our personality, interests, skills, and values.

- **Personality:** Who am I?
- **Interests:** What do I like (and dislike)?
- **Skills:** What am I good at?
- **Values:** What's important to me?

The goal is to be able to communicate these answers clearly and to understand how the four elements interrelate and connect to careers.

How can the Career Center assist you?

- Make an appointment to meet individually with a career counselor (career resources specialist). During these confidential appointments, the career counselor will discuss your career goals, questions, and concerns and identify career assessments and inventories that would benefit you.
- Take in-depth career assessments and inventories to help you gain self knowledge and clarify your career goals. A career counselor will interpret the results and discuss next steps with you.
- Enroll in the two-credit-hour class, IDS 120: Exploring Majors and Careers. This semester-long course, which is available either online or in a seated classroom, covers all the stages of the career development process.

Exploration

How many job titles exist? No one knows, because the number constantly changes. However, the U.S. Department of Labor has categorized 840 classifications of occupations. How can we explore so many possibilities?

- Use the self knowledge gained through career assessments to discover potential career options that would be a good fit for your personality, interests, skills, and values.
- Read *What can I do with this major?* to discover the connections between majors and career paths
- Talk to professionals working in occupations that interest you. Informational interviews are interviews in which the student asks the employer questions and receives advice for entering the career field. You also may be able to job shadow the professional. Job shadowing is a method for observing or "shadowing" professionals at work. Sometimes a job shadow experience lasts only an hour or two; sometimes you are able to shadow a professional for an entire day or longer.
- Get involved in campus organizations. Many organizations often sponsor career panels.
- Research occupations, industries, employers, and geographic regions.

How can the Career Center assist you?

- If you have completed career assessments with the Career Center, your career counselor can help you with this exploration process. In addition, if you have decided on a major, you may want to meet with the career resources specialist linked to your major.
- If you need help in locating professionals to interview or job shadow, a career resources specialist can help you.

Decision-making

The decision-making stage can be challenging for many people, because we may feel a career decision is an either-or situation: If we decide on one career, then we eliminate all the others we're considering. And that feels like a huge commitment, so huge that many people put off making the decision as long as possible. As many wise people have noted, "knowledge is power," and the more knowledge you have of occupations and the world of work, the more powerful your ability to make career decisions will be.

Use decision-making techniques to develop a career plan and to clarify your career goals.

1. Identify the decision

2. Gather information
3. Identify alternatives
4. Determine pros and cons
5. Choose among alternatives
6. Take action
7. Review and evaluate decision

Keep a file or notebook on careers, so when you hear about an occupation that you want to explore, you can document it. This also will enable you to log helpful resources for your career explorations. This could include everything from websites to a list of names and contact information of people to add to your network.

How can the Career Center assist you?

- Make an appointment with a career resources specialist to help you locate resources for learning about careers.
- Learn about decision-making techniques from a career resources specialist.

Action

While collecting information and analyzing it are crucial steps, they have little value without action.

Take charge of your major and your career by setting S.M.A.R.T. goals to obtain your objectives:

- **Specific** – What is your specific goal? Be as precise as possible. Answer who, what, when, where, and why.
- **Measurable** – How do **you** measure success? How will you know when you have reached your goal? Your measurement needs to be precise and answer the question of “how many” or “how often.”
- **Attainable** – Make sure your goal is attainable and realistic. If it isn’t, it will always remain a dream. While setting high standards is important, if the standards are unrealistic, then they probably will not be achieved.
- **Realistic** – Does your goal align with your other goals and your values? If it conflicts with your vision of yourself or your short- or long-term plans, then you should reassess the goal.

- **Time-based** – Set a deadline for achieving your goal. If your goal includes steps or milestones, make a timeframe for them as well. Again, be precise. If your deadline is a vague “sometime in the future,” then your goal may always remain a dream.

How can the Career Center assist you?

Make an appointment with a career resources specialist to learn more about setting **S.M.A.R.T.** goals.

Creating Your Career Development Profile

Don't let the "comprehensive profile" meaning intimidate you into thinking you have to write your life story. Instead, you're emphasizing the most important information as it pertains to the position you're applying for, whether it's a promotion, a new job, an internship or program application.

The Career Development Center at Hamline University in St. Paul, Minnesota, suggests writing a profile that's 500 words or less. Why? Those who review resumes, LinkedIn profiles and other types of professional bios typically scan those documents quickly. Unless your career development profile catches their attention right away, they're not going to read any further to find out what you have to offer. When writing your profile, keep these tips in mind:

stay brief and focused: In addition to keeping the profile under 500 words, include only information relevant to the position you seek. For example, if you're applying for a job as an assistant manager of a clothing store, you'd include information about previous retail experience and any coursework in business or fashion merchandising. If you ran the Boston Marathon three years in a row, that's not important enough to the job to include it in your profile. However, if the clothing store specializes in running apparel, it's an important point, as it speaks to your expertise in a specialized niche.

Write to your audience: If you're responding to a job announcement, use language that reflects your understanding of what's expected. For example, in an ad for an experienced administrative assistant, you could include a statement such as "four years of progressively responsible office experience."

Include brief examples: Merely saying that you have "leadership qualities" does not give a prospective employer anything to explain what that means. Instead, you can include a statement similar to this one: "Led team of three in the implementation of new database management software for our organization."

State your objective clearly: Avoid empty phrases such as "Seeking a position that allows me to use my skills and experience for advancement." For one thing, such a phrase says nothing about what you have to offer. Second, you're talking about advancement from a position you've not even been hired for yet. The employer wants

to know why she should hire you. Convince her by telling her why you would be an asset to the organization.

Professional Development Profile Examples

There are many professional development profile examples online. Don't copy directly, as plagiarism is easy to detect and will likely disqualify you from consideration. However, use examples with goals and experiences similar to yours to get ideas about what to include. Students and recent graduates may benefit from examples posted by career centers at colleges and universities, such as those from the [Buffalo State](#) website.

If you've been working in a particular occupational field, look on reputable employment websites such as Monster, JobHero and LinkedIn to find relevant examples. You may also benefit from examples in professional and personal development books available through booksellers or at your local library.

Setting Goals with a Personal Career Development Profile

Even if you're not applying for a position right now, it can be helpful to write your personal career development profile as a way to clarify short and long-term goals for yourself. As explained on the employment website [Indeed](#), your profile can serve as a continual reminder of what you want to accomplish. By updating your development profile as you reach new milestones, you can be encouraged by the progress you've made and set new goals.

Having a professional profile is your opportunity to showcase your expertise and accomplishments. You can list your skills, certifications, work experience, and accomplishments in a structured and organized manner.

A career portfolio is a collection of documents, samples, and evidence that showcase your skills, achievements, and potential in your chosen field. It can help you manage your career by highlighting your strengths, identifying your goals, and demonstrating your value to employers, clients, or collaborators. In this article, you will learn why you should create a career portfolio and how to use it effectively.

For a confident career path, you need to have career conversations that engage with professionals through talks and job fairs, interview development training, and job shadowing. This helps you

explore the future in a practical way by speaking with people who have the experience to guide you.

23.-Developing Positive Attitude

THE POWER OF POSITIVITY

The wonderful thing about positivity is that it doesn't just affect one area of your life. It affects every area. Depending on your personality and your upbringing, you may not believe that your happiness matters.

But the happier you are, the more you lean into the best version of yourself. This creates a ripple effect—when you're filled with joy and peace, you become a better student, a better friend, and a better teacher.

HOW DOES POSITIVITY AFFECT STUDENTS AND TEACHERS?

Positivity makes it easier to achieve your goals. That's because when you're in a positive frame of mind, you can make better decisions. You can look ahead and plot a course, rather than just reacting to the setbacks you encounter. You don't get stuck with negative self-talk. Here are 5 reminders about the importance of a positive attitude for students.

EASIER TO ASK FOR HELP

It's also easier to ask for help when you're feeling positive. This means when you see an obstacle in your path, you're more likely to reach out to a teacher or parent for advice. Soaking in their wisdom can be just what you need to overcome your obstacle and find success.

POSITIVITY CAN EVEN IMPROVE YOUR HEALTH.

One way that positivity can boost your health is by lowering your blood pressure and heart rate. When you're experiencing negative emotions like anger or fear, your body will begin producing adrenaline, the flight-or-fight hormone. This is a great mechanism when you're faced with an emergency like a serious car accident or house fire. But when you're faced with something less intense like turning a paper or taking an exam, that adrenaline response just isn't helpful. Fortunately, positivity makes it easier to relax and manage stress, so you don't have to spend the day feeling like you're on a rollercoaster.

POSITIVITY INCREASES YOUR SATISFACTION IN LIFE AND SCHOOL.

It's easy for students (and adults) to get focused on everything that's wrong in the world and it's tempting to spend your time looking at what everyone else has. But all of that wishing and jealousy is just another form of negativity.

When you choose to embrace positive thoughts and focus on the things you're grateful for and successful at, you stop comparing yourself. Instead, you can see all the amazing things around you—like your teachers, friends, and family.

POSITIVITY HELPS YOU GROW.

Positivity can be useful by prompting students to take risks and try new things in the classroom and at home. For example, students might experiment with taking trumpet lessons and discover that they love the instrument or they might try running and find their new favorite exercise routine.

Student Strengths in the Classroom • Find the Positive

Positive Messages for Students

How to Change from a Negative to a Positive Mindset

Visual Supports in the Classroom • 30 Ways To Help Students

Impact of Inclusion on Academic Outcomes for Students in Spec...

Handwriting Difficulties in Students with Learning and Motor ...

Positive Affirmations for Elementary Students

Positive Affirmations for Children

POSITIVE AFFIRMATION

School is tough these days – students have so much homework, activities, sports and more. It is easy to get stuck in a rut rather quickly or to feel like you are not succeeding. Students need all the support they can get. Read more about the importance of a positive attitude for students.

It is one of the best things you can do to help your students boost their happiness and build more positivity into their lives. The good news is this isn't difficult or complicated. There are a few things you can do to add more positive experiences and fun into your life.

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LEARN FROM YOUR MISTAKES.

Of course, being positive and taking a risk doesn't mean everything will turn out the way we might have hoped. Students who learn from their mistakes can still focus on the positive side of things. Maintain a positive outlook, and appreciate the valuable lessons and wisdom and students can share those experiences as well.

Combine positive affirmations for kids and proprioceptive input with *The Positive Path*. Children can jump along the path or do wall push-ups while they read words of encouragement. Students can benefit from proprioceptive input to help get their bodies ready to learn. The Positive Path highlights the importance of a positive attitude for students.

Using the power of positive thinking with daily affirmations and physical activity can help students get their brain and bodies ready to tackle the school day.

A positive attitude helps you cope more easily with the daily affairs of life. It brings optimism into your life, and makes it easier to avoid worries and negative thinking. If you adopt it as a way of life, it would bring constructive changes into your life, and makes them happier, brighter and more successful.

With a positive attitude you see the bright side of life, become optimistic, and expect the best to happen. It is certainly a state of mind that is well worth developing.

Positive attitude manifests in the following ways:

- Positive thinking.
- Constructive thinking.
- Creative thinking.
- Optimism.
- Motivation and energy to do things and accomplish goals.
- An attitude of happiness.

A positive frame of mind can help you in many ways, such as:

- Expecting success and not failure.

- Making you feel inspired.
- It gives you the strength not to give up, if you encounter obstacles on your way.
- It makes you look at failure and problems as blessings in disguise.
- Believing in yourself and in your abilities.>
- Enables you to show self-esteem and confidence.
- You look for solutions, instead of dwelling on problems.
- You see and recognize opportunities.

A positive attitude leads to happiness and success and can change your whole life. If you look at the bright side of life, your whole life becomes filled with light. This light affects not only you and the way you look at the world, but it also affects your environment and the people around you.

If this attitude is strong enough, it becomes contagious. It's as if you radiate light around you.

More Benefits of a Positive Attitude:

This might seem like a repetition of the above, but it helps to make this message clearer.

- It helps you achieve goals and attain success.
- It brings more happiness into your life.
- It produces more energy.
- Positive attitude increases your faith in your abilities, and brings hope for a brighter future.
- You become able to inspire and motivate yourself and others.
- You encounter fewer obstacles and difficulties in your daily life.

- You get more respect and love from people.
- Life smiles at you.

Negative attitude says: you cannot achieve success.

Positive attitude says: You can achieve success.

Having a positive attitude can provide a crucial benefit for your workplace, but this helps only if you can develop the right kind of perspective. The stresses of work can make it difficult to sport the best possible mindset every day. Here are some strategies for how to develop a positive outlook.

Be encouraging and empathetic.

Developing a positive attitude in the workplace can start with how you interact with your associates, regardless of their place in the hierarchy. Whether it's celebrating the small victories or helping deal with a bad case of the Mondays, injecting optimism and encouragement into the workplace can benefit everyone.

Be a team player.

Your workplace is full of people working toward a common goal; you're all acting as a team, whether directly or indirectly. Talk with your employees and co-workers to see how you can assist them. Helping others lighten their load, within reason, can strengthen your team.

Work with the right people.

Surrounding yourself with positive people in your work life can dramatically improve your attitude. Negative people can increase your stress level and make you doubt your ability to maintain success at work.

"If you find yourself surrounded by negative co-workers, see if you can switch cubicles or teams within the same department," said Jessi Beyer, a speaker and personal development coach. "Make conscious decisions with your space and your time at work that will result in surrounding yourself with co-workers with positive attitudes."

Focus on what's in your control.

Realistically, you cannot control every single aspect of your work. You can be the beacon of positivity, but some people at your job will still be negative. But while you can't control how people behave, you can decide how you let it affect you.

“No matter the positive or negative attitudes at work, it’s important to be mindful in the workplace,” said Lizzie Benton, a culture consultant at Liberty Mind. “Rather than letting yourself be consumed by a negative attitude, question why that person might be coming across in that way. Don’t take it personally, and do your best to build a barrier against negative comments or behaviors.”

Treat yourself positively.

No matter what stress you are experiencing in your work or personal life, you should always remember to be your biggest supporter. Practice positive self-talk. Framing daily events in a more positive light will help limit negative thinking. One way to approach this is to not say anything to yourself that you wouldn’t say to anyone else. It’s important to be gentle and encouraging with yourself.

If you start to think negatively, evaluate these ideas rationally. Replace defeatist thinking with affirmations of your strengths. Think about things you’re thankful for in your life, and reframe obstacles or roadblocks as opportunities for growth.