Career Skills for Techies
Webinar Series
Session 1: Manage Your Knowledge and Your Work

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

- your time
- your tasks
- your information
What does it mean to manage your knowledge at work?

- Organization skills
- Time management skills
- Project management skills
- Knowledge auditing/inventory skills
Benefits of being proficient in this skill:

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

Directly related to your organization skills

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

Ties into your ability to budget resources

Benefits of being proficient in this skill:

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

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

Projects entail:

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

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

Benefits of being proficient in this skill:

• Allows you to approach your work with a holistic mentality; understanding of the full lifecycle, not just your part in the project
• Impacts your reputation in the workplace and reliability as a team member
Benefits of being proficient in this skill:

- Helps you avoid information overload
- Find gaps in your knowledge – proactively find ways for self-improvement
- Improves your documentation skills

Knowledge Auditing and Inventory Skills

Being able to catalogue what you know

Provides a back-up resource for reference
Talent Bridge for Networking Academy