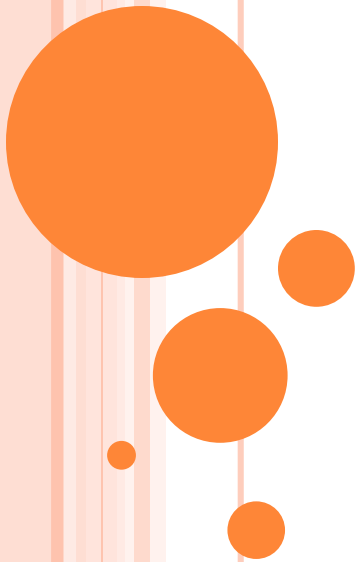


# OUT OF BOX

*A New way of Thinking*



# MAKE MORE LEADERS

- You have to use thousands of youngsters around you...develop them
- If you are devoted, others will respect you



# CONFERENCE MEETING

- Arrange conference mobile calls who wish to get you in a meeting
- It is time saving
- Record call with permission
- Video call may be arranged also
- Skype, hangout, etc.



# PLAN AND SUCCESS



# LIFESTYLE & FUTURE

Your lifestyle will determine your future



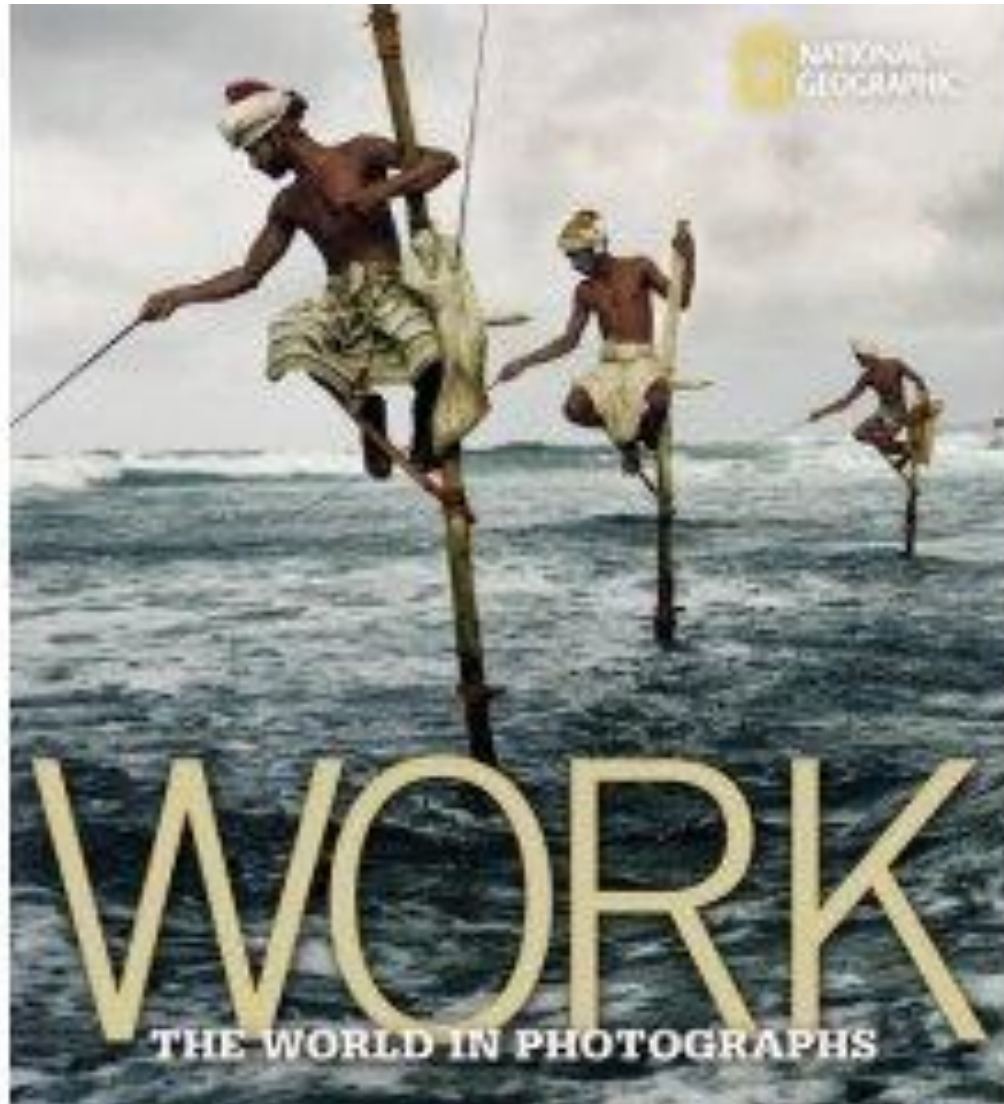
# PRESENTATION SKILLS IN SUCCESS



# PRODUCTIVE UTILIZATION OF TRAFFIC JAM



# NO WAY TO SLEEP





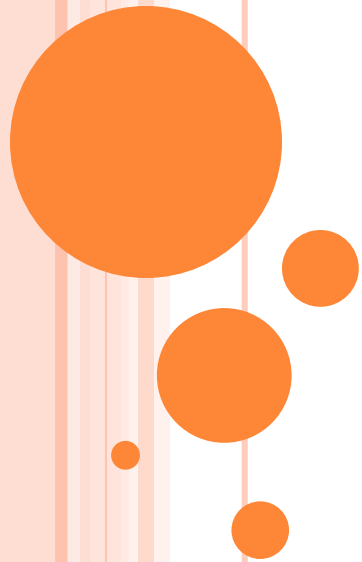
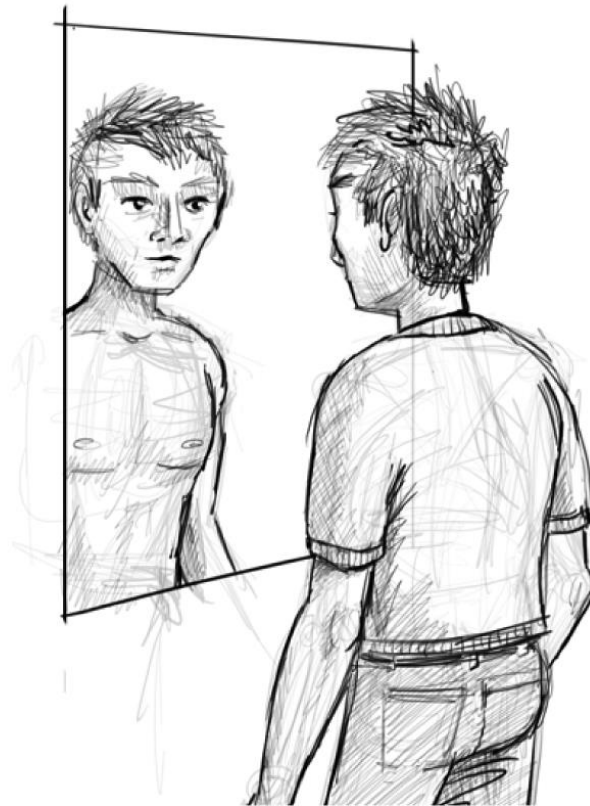
# TIME SEGMENTATION



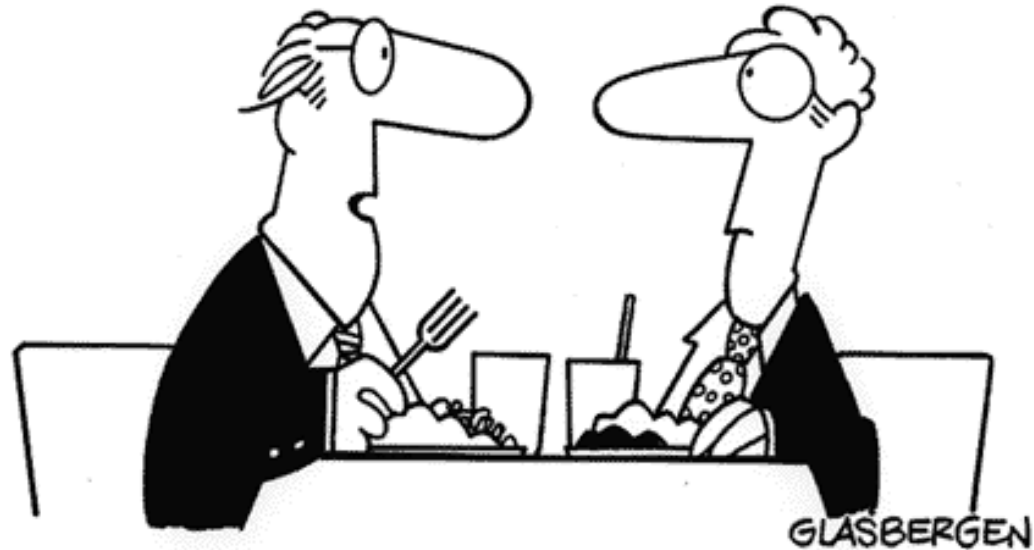
# MY DIARY, MY MOBILE.....



# SELF-ASSESSMENT: MATCHING SKILLS WITH JOBS”



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**“The reason I’m successful is because I’m lucky.  
But I didn’t get lucky until I started  
working 90 hours a week!”**

# SOME QUESTIONS



- Are you concerned about the future?
- Are you unsure how to start your career?
- Do you need to make changes in your direction?
- Are you concerned about finding stable and secure work?

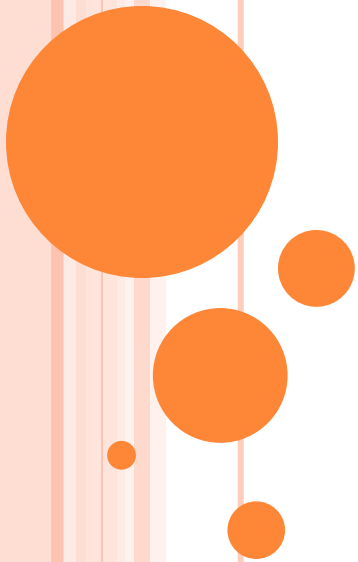


# SELF-ASSESSMENT: A KEY TO CAREER SUCCESS

- WHO AM I?
- WHAT DO I VALUE?
- WHAT KIND OF LIFESTYLE DO I WANT?



# 21<sup>ST</sup> CENTURY SKILLS



# 1: GLOBAL AWARENESS



- Master English language
- Understand and address global issues





## 2: CIVIC LITERACY

- Be an informed citizen
- Exercise the rights and obligations of citizenship
- Apply 21st century skills to make intelligent choices as a citizen



### **3: FINANCIAL, ECONOMIC, AND BUSINESS LITERACY**

- Understand the role of the economy and the role of business in the economy
- Integrate within and adapting continually to nation's evolving economic and business environment



# **4: COMMUNICATION AND INFORMATION TECHNOLOGY SKILLS**



# 5: THINKING AND PROBLEM-SOLVING SKILLS



## **6: INTERPERSONAL AND SELF-DIRECTIONAL SKILLS**

- Interpersonal and collaborative skills**
- Self-direction**
- Creativity and intellectual curiosity**
- Social responsibility**
- Accountability and adaptability**



# Principles of Leadership

Be technically proficient

Seek responsibility and take responsibility for your actions

Make sound and timely decisions

Set the example

Know your colleagues and look out for their well-being

Keep your colleagues/workers informed

Develop a sense of responsibility in your workers

Ensure that tasks are understood, supervised, and accomplished

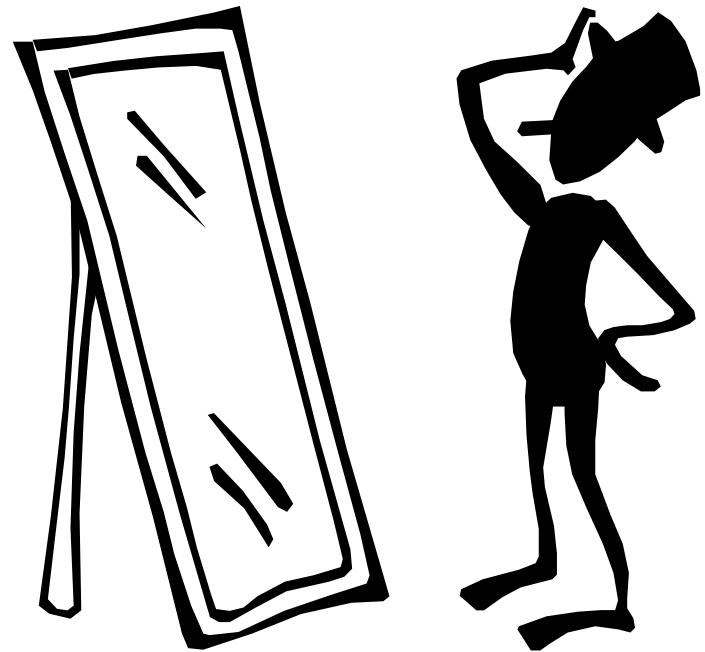
Train as a team

Use the full capabilities of your organization



# Leader skills and Characteristics

- Patience
- Flexibility
- Decisiveness
- Patience
- Flexibility
- Decisiveness
- Tact
- Communication skills
- Sense of humor
- Authority
- Knowledge
- Communication skills
- Sense of humor
- Authority
- Knowledge



# The Tasks of Leadership

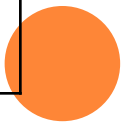
- Leaders establish vision and set direction
- Leaders affirm and articulate values
- Leaders have high standards and high expectations
- Leaders are accountable
- Leaders motivate
- Leaders achieve unity
- Leaders involve others in decision-making
- Leaders serve as role models
- Leaders listen and explain
- Leaders represent the organization





# Are Leaders and Managers different kinds of people?

<b>Managers</b>	<b>Leaders</b>
<b>Watch bottom line</b>	<b>Watch the Horizon</b>
<b>Maintain</b>	<b>Develop</b>
<b>Control</b>	<b>Inspire Trust</b>
<b>Short-term View</b>	<b>Long-term View</b>
<b>Ask How and When</b>	<b>Ask What and Why</b>
<b>Copy</b>	<b>Originate</b>
<b>Are Good Soldiers</b>	<b>Are their own people</b>
<b>Do Things Right</b>	<b>Do the Right Things</b>



# CRITICAL ETIQUETTE TOPICS TO CONSIDER

- Etiquette Basics
- Professional Appearance
- Office Etiquette
- Dining and Table Manners
- Networking



# MOTIVATION

- Motivation is the desire to achieve a goal, combined with the energy to work towards that goal
- Motivation is the basic drive for all of our actions and it directs our behaviour
- A motive is a need for specific experiences
- Motives are stimulated by the situation



# SELF MOTIVATION & CONFIDENCE



# Prepare & Maintain a Career Guide Book

It will reflect your aspiration, ambition and goal in career.

Most of the students cannot set goal properly and endure failure.



# Sleeplessness

Even when you are not able to sleep you can think any topics or productive idea of your interest



# Learn to say sorry

Many people think that if he says sorry then it's expressing his fault but this concept is not always right.

Saying sorry can also lighten up your image to others

It re-builds relationship, more strongly

It helps you do your works easily



# Life has problems & negative works

We need to accept the fact that we will face a lot of difficulties and obstacles doing our job.





# Before facing any challenge do some homework

When fail, do homework to overcome.

Before trying to do any job you must first get a good idea about it.



# Be Positive

Your positive attitude will turn other people positive.



# Ego & Tolerance

Ego is nothing but pride in its inflated form.



# Be cool to react in a hard situation

winner tackles a tough situation much logically and patiently



# Love criticism

From mistake, we can learn to overcome.  
Critics assist us finding out our mistakes.



# Patience

"Patience is bitter, but its fruit is sweet." ~Aristotle



# Humbleness & Politeness

Talent is God given. Be humble. Fame is man-given. Be grateful. Conceit is self-given. Be careful.-----**John Wooden**

Self-praise is for losers. Be a winner. Stand for something. Always have class, and be humble.-----**John Madden**



# You know everything

Google will let you everything





# Expand Your Networking

It can be done physically by visiting and communicating, by mobile phone contacts & by other technology and technology based social networking like- facebook, twiter, forums etc.



# Use of Email

Learn labeling

Learn nesting

Same email thread for similar communication



# Synchronization

Contact Synchronize with Google contact



# Proper Documentation

Cloud (Google Drive)

CD

Photographs

scanned credentials

Office Files



# Quote

When you will get the success lot of jealous people will heat you and embarrass you but you must absorb.

When you will be successful, they will also make you trouble but if fail to absorb and control then you will not be able to reach your destination.

