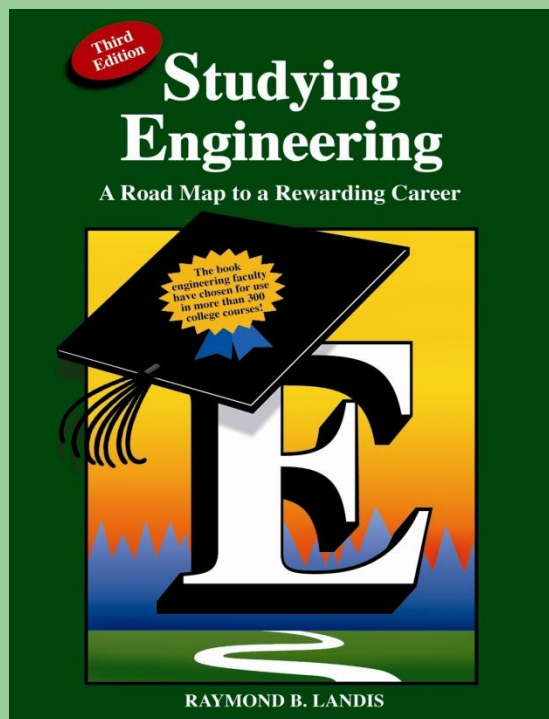


Chapter 6

Personal Development



Lecture Overview

- Assessment of your strength and areas of improvement
- Developing your communication skills

Strength Assessment

- Why do you need personal development?
- How do you assess your personal strengths?

Strength Assessment

Assessment based on Employment Model

1. Personal qualifications including maturity, initiative, enthusiasm, poise, appearance, integrity, flexibility, and the ability to work with people
2. Scholastic qualification as shown by grades in all subjects or in a major field
3. Specialized courses relating to a particular field of work
4. Ability to communicate effectively, both orally and in writing
5. Kind and amount of employment while in college
6. Experience in campus activities, especially participation and leadership in extracurricular life

Personal Development Plan

Improving interpersonal communication skills

- Talk more with people
- Discuss your problem with a counselor
- Take a course in interpersonal communications
- Read a book on self-esteem
- Join the campus Toastmasters Club
- Take an acting class
- Join a student organization

Importance of Communication Skills in Engineering

- Letters, memoranda and e-mail correspondence
- Design specifications
- Proposals
- Contracts, patents, and other documents
- Daily work logs
- Instruction manuals
- Formal presentations
- Project and committee meetings
- Written and oral performance evaluations

Communication Skills

In all communication transactions,
Your performance will always be judged

If your performance does not “measure up”,
Your potential success will be undermined
Or severely limited

Communication Skills

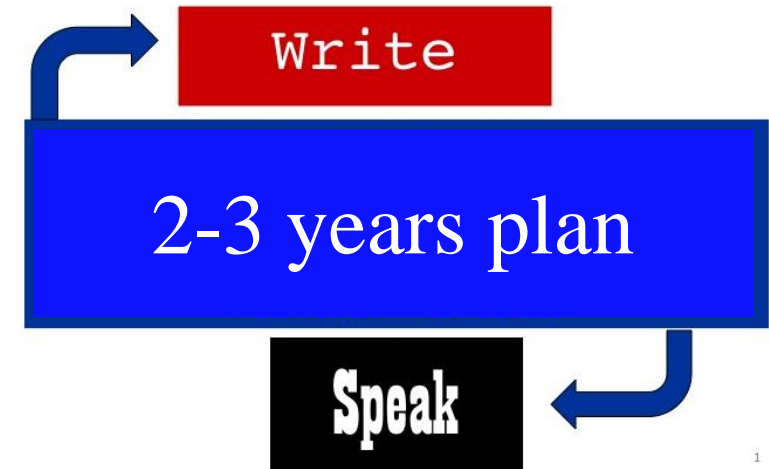


“Take advantage of every opportunity to practice your communication skills so that when important occasions arise, you will have the gift, the style, the sharpness, the clarity, and the emotions to affect other people.”

Jim Rohn

Communication Skills

You can become an effective communicator



Strength Assessment

Plan to improve communication skills

- Include many courses focusing on communication skills
- Approach classes with enthusiasm
- Practice your presentations before a group of friends or classmates
- Get involved in student organizations
- Study techniques of famous people

Group Work

Each group will prepare a short 3-5 minutes presentation on a different topic.

List five things for improvement and elaborate on how you can improve:

- Your effectiveness in communicating with people different from you
- Your presentation skills
- Your writing skills
- Your interpersonal skills
- Your group communication skills