Upcoming Webinars

- Cisco DevNet Series: Network Programmability with YANG/NETCONF/RESTCONF

  15 March, 9:00 A.M. Pacific Standard Time ,Register @ http://bit.ly/devnetseries

- Tying Certifications to Career Paths – Session 2: CCNA R&S and CCENT

  21 March, 9:00 A.M. Pacific Standard Time ,Register @ http://bit.ly/certs2careers

- Techies Guide to Getting Hired, Session 3: Manage Your Job Pursuit

  28 March, 9:00 A.M. Pacific Standard Time ,register @ http://bit.ly/techiesguide

Techie's Guide to Getting Hired
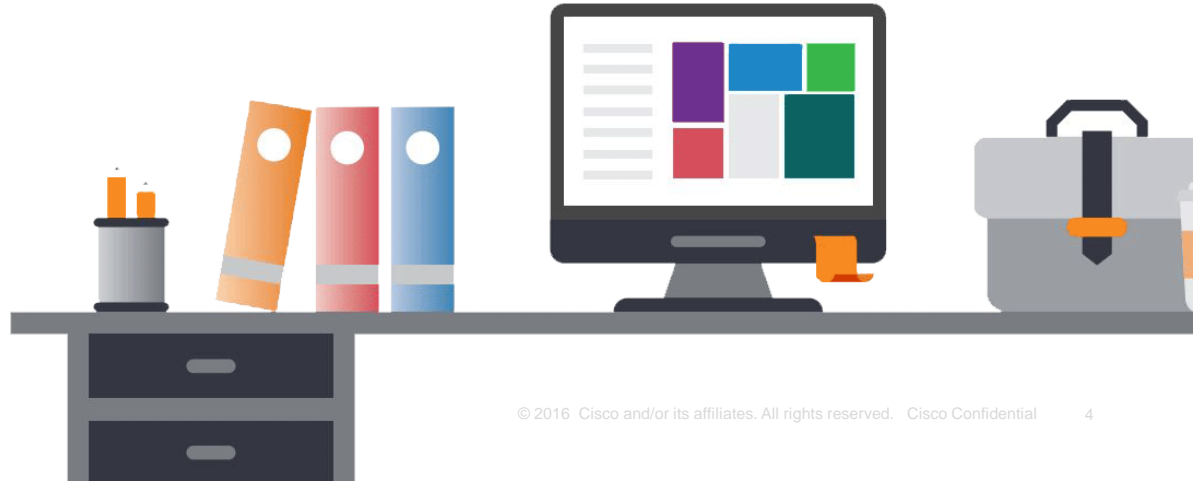## Session 2: Relevance of Professional Etiquette

Speakers: Jesal Gandhi, NetAcad Talent Bridge Team

Hostess: Kara Sullivan | Cisco Networking Academy
8 March 2018

Welcome to the 2nd session of the Techies Guide to Getting Hired webinar series

- Use the Q and A panel to ask questions.

- Use the Chat panel to communicate with attendees and panelists.

- A link to a recording of the session will be sent to all registered attendees.

- Please take the feedback survey at the end of the webinar.

CISCO

Significance of professional etiquette and your success at work

Professional Etiquette

A code of behavior expected of a person in a professional setting – polite and respectable. Behavior that is dignified and appropriate for the circumstances.

Why Does it Matter?

- Influences your reputation in the workplace

- Improves workplace relationships

- Supports your personal branding

- Improves your chances for career advancement

- Influences how people work with you vs. against you

Fundamentals of Professional Etiquette

Competence

Reliability

Honest/Respectful

Takes initiative

Positive influence

Supportive Team player

Focused/Diligent

Strong listener

Confident

Self-aware

Strategic

Can think holistically
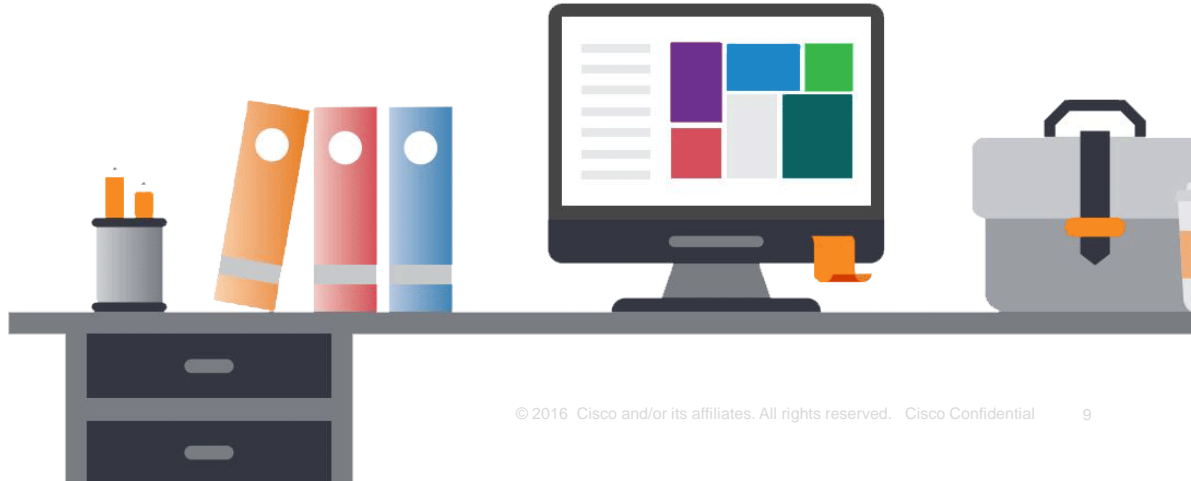
Passionate

Body language

Actively Improve Your Etiquette

- Take advantage of educational opportunities to practice
- Use every work experience to practice your etiquette
- Manage your behavior and body language

What do Employers think?

> "People skills are more and more important in an era where we have powerful and pervasive technology. It sounds counterintuitive, but to beat the bot, you need to be more human."[5]

Paul Roehrig
Chief Strategy Officer, Cognizant Digital Business

92%
92% of executives say that soft skills are equally important or more important than technical skills.[6]

89%
89% of executives say that it is difficult to find people with soft skills.[7]

Training for soft skills is the #1 priority for talent development in 2018

Talent developers say that training for soft skills is their key focus for 2018. In the age of automation, adaptability rules. While maintaining technical fluency will be important, demand for soft skills will continue to accelerate. Industry experts and organizational partners agree that this should be the top focus for talent development in 2018.

> "Soft skills—which are needed to effectively communicate, problem solve, collaborate and organize—are becoming more important for success as the workplace evolves socially and technologically."

SHRM

Make a Positive Impression upon Employers

Explore your options with Cisco and our Channel Partners

Checklist Recap

Personal Branding Checklist

Be aware of how you portray yourself to employers through these:

- Email
- Phone
- Social Presence
- Resume
- Virtual Meetings
- In-person Meetings

Ways you present yourself professionally directly to employers:

- 30-second Elevator Pitch
- Grooming, Attire, and Hygiene
- Attitude and Mindset

Session 1

Professional Etiquette Checklist

- Competence/Knowledge
- Reliability
- Honest/Respectful
- Ability to take initiative
- Positive mindset
- Supportive team player
- Focused/Diligent

- Strong listening skills
- Confident
- Self-aware
- Strategic
- Ability to think holistically
- Passionate
- Uses body language properly

Session 2

Q&A

Save the Date

NEXT SESSION:

Manage Your Job Pursuit

28 March – 9:00 A.M. PT

Register at: http://bit.ly/techiesguide