EE691S
Special Problems in Information Engineering and Management

Day 1- Session 2
Course Objectives

• Develop (design) a career vision
  – Assignment 1 +
• Improve communication skills
  – Written assignment
  – Presentations
• Develop habits of success
  – Read 7 Habits – Covey (Presentations by you)
• Evaluate and develop your leadership skills
  – Read Developing the Leader Within - Maxwell
• Develop networking skills
  – Later assignments
Communication

Think about the most important skills for your job – do them better!

• Written
  – Common weak area
  – Gets noticed! Judgments made!

• Verbal
  – Impromptu or Extemporaneous
  – Something we ALL will do - so learn to be better.
  – Promotions often tied to communicating ideas
  – Toastmasters!
Written

• Types
  – Informal – magazines, memos, etc
  – Formal – technical reports, manuals, journals

• Know your audience and assume nothing
Common Mistakes

• Unclear objectives
• Unclear writing and organization
• Failure to define terms
• Too much jargon
• Sloppy language
• Indefinite references
  – Search for “this” and “it”
• Spelling/typos
  – Reread
PPT presentations

• State purpose
• Slides easy to read
• Keep to the point
• Keep detail vs. time balance
Common Presentation Mistakes

• Where are you going?
• Slides too fancy to read
• Groupies out of control
• I’m sorry
• Four second rule! Not quite.
• Not prepared when things go wrong
PPT Assignments

• Cover 2 books
  – June 2 …. 7 habits
  – July 14 …. Leadership

• 15 minutes each

• Preload on a PC

• Class will offer ways to improve delivery
  – Written
  – verbal
June 2\textsuperscript{nd}

Collier, Todd  
Dickerson, Matthew  
Ferrell, Maegan  
Hill, Natalie  
Madadha, Solomon  
McGaughy, Sam  
Miller, Vanessa B  
Norris, Melinda  

7H-Part 1  
7H-habit 1  
7H-habit 2  
7H-habit 3  
7H-habit 4  
7H-habit 5  
7H-habit 6  
7H-habit 7
July 15

Pickard, Trey            Max-ch1
Ramos, Gilberto M.       Max-ch2
Newbold, Tiffani J.     Max-ch3
Ahmed, Moiz             Max-ch4
Hyde, Rusty             Max-ch5
Saleem, Mohammad         Max-ch6
Assignments Summary

June 2 Deliverables

• Hard copies
  – Written vision, stepping stones, SWOT
  – 2 page proposal for your technical paper (bring 2 hard copies)

• PPT presentation of text (specific assignments)

• Read 7 Habits
Proposal for June 2

• Introduction
  – What are you going to do
  – Why do I care
  – General overview

• Background sections discussing work in this area

• Your specific proposal
  – What will you do
  – How
  – What will be the result/contribution of your work

• Conclusion References (use IEEE format)