VACANCY

YOU ARE URGENTLY NEEDED

SUMMARY

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*SPECIAL PROJECT*

**CHAPTER ONE**

**SORRY NO VACANCY**

People tends to put blame on everyone and every circumstances for their predicament except themselves. They believe that their inability to get a desirable job, or opportunity is as a result of some circumstances that has surrounded them failing to understand that they themselves might actually be the problems to their predicaments. They would rather blame the government, the economy, the educational system, lack of connections, corruptions, the environment, lack of infrastructure, employers, customers, their parents and some even put the blame on their ancestors. They refuse to accept the fact that they can be their own problem. You need to take responsibility of whatever happens to you and reasons why there is “**no vacancy”** for you. You might not be able to change the circumstances surrounding your predicaments, but can change yourself to take responsibilities and create opportunities for yourself.

By taking responsibility, you are working for no other person but yourself and selling one product which is **YOU**. For you to sell yourself, you need to be in the problem solving equation by sorting out for underlying problems or challenges that people want to desperately get rid of, and providing solutions to them appropriately. Therefore in order to avoid the **“Sorry No Vacancy”**, you need to take responsibility and be responsible for yourself and also develop the mindset of an entrepreneur who establishes himself/herself in delivering solutions of high value.

**CHAPTER TWO**

**PEOPLE PAY FOR SOLUTIONS**

Your certificate is not all that counts. Going to the university or any tertiary institution to obtain a certification in a field of study is not all that is needed to fit in an organization or become successful, but accompanying the certification with necessary and usable skills is the best, because employers and customers are not necessarily concerned about your certifications but getting things done by using usable skills to provide usable solutions to problems.

You also need to always remember that some solutions are not necessarily needed by the customer/employers. Selling out solutions or providing solutions that are not needed by customers/employers might not get their attention as well **“No Vacancy”**. Therefore you need to sell out solutions that meet the needs of your employers/customers and getting to know the problem that can be solved to create a positive impact on customers/employers at a particular point in time is very important which will definitely get the customer/employers attention. Also, finding a way to help your customers/employers to lower their cost, save money, save time, make more sales etc. will let you be known and customers/employers will be ready to pay for your solutions.

As you continue to know the problem to solve and to create positive impact, you also need to think about adding value which is very important and paramount. Customers/employers will pay you more or may probably offer you certain positions because of the value you’ve added or created. ***The more value you create the more money you make.***

**CHAPTER THREE**

**THE ULTIMATE ADVANTAGE**

This chapter talks about the ultimate advantage you have which is never to stop learning, because it is an erroneous idea to think that you’ve learned all that is supposed to be learnt in school after graduation. Completing a formal education doesn’t mean that learning or education is over, and it’s just a stepping stone to learning more. You need to always crave to learn more and never relent because **learning never stops**. The more you learn, the more your mind is open to new ideas, and possible ways of finding problems and proffering solutions to them. You also need to feed yourself about new information, because it keeps your mind abreast of new ideas. And you need to continually learn new skills that will be required in solving emanating problems more effectively.

You also need to change your ratings to the solutions to the problem you solve from time to time. Learning more will tend to increase your skills and you’ll be able to deliver and proffer solutions to problem which will increase your ratings by customers/employers. Learning the key skill also is another ultimate advantage; as you continue to learn, you’ll be updated and the relevant and key skill needed to solve problems will be acquired, and the growth of your earnings will be fully dependent on the relevant knowledge you’ve acquired overtime. Therefore you need to be a continual learner who always crave and seek for more knowledge. ***“The more you learn, the more you earn”.***

**CHAPTER FOUR**

**BECOMING A THINKER**

This chapter talks about becoming a ***critical thinker***. It explains that the more effectively you think, the better prepared you are mentally and the more productive you’ll be able to solve complex problems that arises from your customers/employers if you can engage yourself in critical thinking. It further emphasizes that good thinking can change your problem solving skills, improve your mental abilities, create more opportunities for you and increases your chances of getting good result.

It explains that to be a critical thinker or in order to think effectively, you need to continually exercising your mind by learning more and gaining more useful and relevant information. You have to improve your thinking attitude and thinking abilities in order to provide effective approaches to solving problems that will meet your employers/customers need. Changing your thinking attitude will also go a long way in helping you deliver effectively in your daily routines and activities because faulty thinking can sabotage your abilities in solving problems. In summary, it explains that your problem solving technique will increase if you improve and work more on your thinking abilities, and your income or earning will increase too as a result of your problem solving technique acquired from critical thinking.

**CHAPTER FIVE**

**BECOMING A GENIUS**

It explains that becoming or being a genius does not necessarily have to do with how high your IQ is. Some geniuses like Mark Zuckerberg, Albert Einstein and the likes doesn’t have high IQs but they followed some principles which made them the genius they are, and well known for. It explained that there are certain principles that can be followed and adhered to in becoming a genius which includes:

* The courage to solve variety of problems and to do things other people seem to see or perceive impossible.
* Having a clarity of vision and being committed to goals and objectives that has been set aside
* Being persistence in increasing their knowledge by continually accumulating information
* Being optimistic that certain problems will always have a solution, and always having faith and believing in themselves.
* Keeping an open mind and letting go narrow minded thinking
* Taking chances that that one might fail and taking dynamic action to provide valuable solution.
* Learning the act of effective communication that enables you sell the value you provide
* Never tolerating mediocrity, and being perfect in every possible ways
* Imbibing the spirit of enterprise by looking for problems and developing solutions
* Learning to be flexible, which enables them to adapt to changes readily and effectively.

It explains that putting some or all the principles into practice continually will help you to operate, and place you at a genius level and help you solve problems effectively.

**CHAPTER SIX**

**ATTITUDE AND CONFIDENCE**

This chapter talks about attitude that your attitude counts in all your daily activities at work and home. It explains further that your attitude determines how well you solve problems for your customers/employers and one needs to also take charge of his/her attitude because you are responsible for your actions and you have the ability to control the way you feel every day. You need to choose to exhibit the right attitude (positive) towards people, situations, ideas and life as a whole. Negative attitude will only drive people away from you.

Also, acting with confidence will always yield a better and positive result because there is no fear of failing, which will enable you focus more attention on attaining your goal and your problem solving ability to customers/employer will also appreciate. Apart from developing or having a good attitude and Confidence, being passionate about what you do for your customers/employers, having a positive mindset about the solutions you proffer, being grateful for what you have and your present situation regardless of your present situation, your reward and result will continually multiply and you’ll be able to solve more problems effectively for your customers/employers. *“****Attitude is like a flat tyre, you cannot go anywhere until you change it”.***

**CHAPTER SEVEN**

**CONNECTING AND COMMUNICATING**

This chapter explains that as a problem solver, your ability to communicate the value you bring will yield more success, because if you are not able to communicate your solutions to customers/employers who need them, you will fail at the point of selling yourself, your product, service or idea. To communicate and connect intentionally, to your customers/employers you need to be committed to successful. People need to feel your commitment to the solution you are offering.

Preparing to connect to your employers/customers will enable you prepare yourself towards understanding the needs of your customer/employers. Being able to talk is not the same thing as getting through, so you need to develop the ability of connecting while communicating with your employer/customer to give you good and clear insights about the problems of the customer/employer and possible ways you can help them proffer solutions to such problems. Asking questions will also enable you to learn more about your customer/employer so you need it to make it more about them than about you by asking relevant and intelligent questions and listening effectively to customers.

Communicating the right attitude too is another way to effectively connect to your customers/employers. You need to convey a sense of energy and enthusiasm that shows that you are ready for whatever challenges that may occur. Connecting to your customer/employer; you have to look out for what exactly your customer wants and also thinking from their past.

**CHAPTER EIGHT**

**UNDERSTANDING THE VALUE CHAIN**

As part of what is expected of you is to understand the value chain in your organization to know where your expertise, skills and knowledge will be required, and how you need to fit somewhere in the value chain in order to add more value to the company. A value chain is a chain of activities that a firm operating in a specific industry performs in order to deliver a valuable product or service for the market and therefore you need to understand where you belong on the value chain of the organization in order to perform your activities and contribute to adding value to product and services delivered by your organization to the market.

Every organization has the motive of adding value, so you need to be able to clarify your position on the value chain in an organization so that you can help your organization in delivering products and services of quality values. It is important to know that organization will be prepared to reward you (through salaries, bonuses etc.) if they perceive that you can add more value to the organization. You need to clarify how to move up the chain by simply acquiring new skills by learning and identifying a role where your expertise is required in the primary activity.

**CHAPTER NINE**

**GIVING THEM (EMPLOYERS/CUSTOMERS) WHAT THEY WANT**

You must have the required skills and knowledge employers/customers are targeting so that you can give your employers/customers what they want or desire from you. By giving them what they want means possessing right skills employers/customers are targeting to provide solutions that would do wonders to their business and lives. You must possess the primary ability to solve problems which involves the technical knowledge, skills or expertise required to solve a problem. Another ability you need to possess is the secondary ability which is also relevant to your technical abilities which includes:

* The ability to solve problems and to proffer solutions using the right skills and expertise by meeting the aims and objectives set aside by your employer/customer
* Doing what is needed to be done by adding more value to the company’s value chain by going extra mile in achieving the company’s objectives by not limiting yourself to your job description alone
* Being up to date with the latest technology, keeping your skills and professional knowledge current by continual searching for improvements (Continual Learning)
* Employers/customers being able to depend on you to get the job done quickly and efficiently
* Having the inner drive to organize work (self-motivation)
* Helping your employer/customer to make money by contributing to their bottom line
* Using and spending your time well on tasks without being distracted which involves planning ahead, working offline and taking up tasks immediately as they arise.
* Having or possessing the qualities of leadership in your workplace or developing yourself to become a leader
* Being a critical thinker who thinks outside the box
* Being honest to your employer/customers
* Having the knowledge of what your employer wants, how they want them and when they want them etc.

**CHAPTER TEN**

**WILLINGNESS TO PAY AND CREATING THE APPROPRIATE VALUE**

Willingness to pay is your ability to demonstrate so much value that employers/customers willingly accept to pay the price that you have set. In order to generate the willingness to pay, you need to have the appropriate value employers/customers seek for. For you to be able to generate a willingness to pay from your employers/customers you need to continually be a problem solver which stands out amongst others. You need to offer value to your customers/employers not only by doing what you are told to do, but also doing what is needed to be done and also by understanding the pain points of your employers/customers in order to offer value by solving their problems which will increase their willingness to pay for your value added.

Another concept is understanding your value. Before offering a value, you need to understand your value or the value you can create, or what value makes you stand out beyond the average person and the value you are bringing to the table for your customers/employers.

You also need to sell the right perception about yourself. You must perceive yourself as possessing so much value, so that you’ll be able to dell yourself at a high rate to your employers/customers. Having a wrong or bad perception about yourself will only sell you low to your potential employer/customer. Your perception of yourself will ultimately become your reality, and so you have to make sure you are selling the right perception of yourself as a problem solver offering great value.

**CHAPTER ELEVEN**

**LEARNING TO NEGOTIATE**

You need to learn how to negotiate and be good at it. Negotiation is based on objectives and expected outcomes in a given context or situation. It is a measure of what is important and what is considered value and valuable. Before you negotiate, you need to understand some principle which includes:

* Defining your objectives by stating clearly in your mind what your objectives are, which will be your guiding principles and thoughts that will enable you decide what is important and what is not. Also you need to understand and find out the objectives of others by carrying out some research using article, internet or possible discussions with the company’s customer/employers with that you’ll be able to find possible solutions to them.
* Having the **Best Alternative To Negative Agreement (BATNA)** is another principle which means you should always have an alternative, if your negotiation for a particular job offer is not going to work out or yield a positive outcome.
* Another principle is the **ZOPA** (**Zone of possible agreement**) principle which allows you to know the possible zones of agreement. That is the ability of take a good decision when there is no possible agreement or no positive agreement in a particular negotiation.

Your success in negotiating is to agree to a solution that is agreeable to all, and it is a win-win situation where both parties get to enjoy the benefits. You need to ensure that the other party feels good about your win, and you need to ensure that in your negotiations for benefits and compensation you do not appear greedy or eager to hold the company ransom, and also give concessions that will endear you to your employer/customer.

**CHAPTER TWELVE**

**YOU ARE THE ANSWER**

This chapter tends to summarize the idea behind the whole book. It explains that you need to put yourself in a state in which you are simply employable. The first step to reaching your goals is to be accountable for you and to yourself by stopping to make excuses and putting blames on other circumstances that surrounds you. You need to stand out as desirable, as a problem solver that employers and customers are willing to pay to get their services. You need to take full responsibility for developing yourself by adding continual knowledge and skills to your domain to become and remain part of the desirable instead of the available.

Get clarity on the kind of job you are taking or doing. You have to be clear about what you do and what you want to be seen as because you cannot take appropriate action on something that you are not clear about. And most of all you need to understand clearly what problem you want to solve, for whom, and what reward you want in exchange. You need to take actions because you can only get reward when you take appropriate actions to solve problems for your customers/employer. Whenever you think of anything that you want, you should also automatically think of the action that you can take to achieve or solve it.

Selling yourself is another key concept where you need to sell yourself to your prospective employers/customer by providing the right solutions your employers/customers’ needs and having a good presentation. You also need to increase your productivity by spending more hours to work rather than being distracted which can undermine your productivity in solving employers/customers problems, concentrating on high value tasks that solves problems for employers/customers and engaging yourself with the problems you’ve been hired to solve, going the extra mile to get things done and not limiting yourself to the scope of your job too is another way to increase your productivity, demonstrate excellence rather than mediocrity by pushing yourself to rise above every tendency in order to deliver and offer better solutions, and make sure when delivering solutions, you deliver them fast because employers/customers wants their problems solved quickly and are willing to pay more for fast solution. Discipline yourself to stay put and get the knowledge, skill and competence that will enable you become a problem solver, and apply them to provide value, you will earn the reward meant for you as a solution provider.

**You need to take responsibility of whatever happens to you, and by taking responsibility you are working for no other person but yourself and selling one product which is YOU. Who you are determines your reward, you can be a problem solver if you choose to be one because you have what it takes. And by choosing and taking necessary actions to become a problem solver, solving problems for employers/customers there is always a reward for you, you will become high in demand, you will earn more and enrich your life, and there is always a VACANCY FOR YOU.**