

Managing Oneself

What are my strengths?

Most people know their strengths while most don't. People usually act according to their strengths. It is good to know your strength in order to identify where you belong. Most people identify their strengths according to feedback. Make a decision and write down your expectations and compare with the original results. This technique will show you where your strength lies. This strategy will let you know about your particular competency. Put yourself where your strength can produce results. Work on your weak areas, fill the gap and improve skills. Third, discover where your intelligence arrogance is giving your personality negative impacts. It is equally essential to remedy your bad habits. Feedback will also identify that the problem is lack of manners. Lack of courtesy leads to many problems especially in a professional way. Saying thankyou and please will make your commands more polite. Energy, resources and time convert an ordinary man into a star.

How do I perform?

Most people know how to do things. How do I perform sometimes related to the personality specifically. How to perform can be slightly changes but not completely. People achieve results on how they perform things.

Am I a reader or listener?

How do I learn?

Writers don't learn by listening and reading, they learn by writing. People learn in different ways. Some learn by hearing themselves. Some people work best in team rather than working lonely. Some are competent as mentors while some are as team members. Some act best on advice while some take decisions on their own.

What are my values?

What kind of person do I want to see in the mirror? Short term results and long-term growth are the responsibilities of a company. Values differ from one organization to another.

Where do I Belong?

Most people don't know until their mid-20s. it is decided on what are my strength, how do I perform and what are my values.

What should I contribute?

Contribution is doing your own part. Perform where your results would be prominent.

Responsibility for Relationships

Another person is as individual as you are. Allow them to work in their own way.

Takes responsibility for communication.

Trust between workers.

Second half of your life

Keep on doing what you had done. Midlife crises of the executives are the boredom. If you want to change the career do this:

To start a new one.

Develop a parallel career.

Where there is a success there has to be a failure.

Moral Vs Legal

There is no law for moral values and no penalty as well.

But in legal there is a law and penalty as well.

Profession VS Occupation

Profession needs expertise and training.

Profession can be occupation if a person is paid for skills.

Profession has a degree.

Profession is autonomous.

Professional Body:

Professional body is a non-profitable organization.

Shared interest of people of professional bodies.

Functions of Professional Body:

Decide a code of conduct.

Establish mechanism for good practice and new developments.

Set standards to the people who want to join.

Advise regulatory bodies in your expert area.

Reservation of title => reserved for the people who are qualified in that area.

Reservation of function => certain activities are restricted to certain professional people.

Computing does not appear to be a 'profession' in the strictest sense, the way law and medicine are professions, but it is more of a 'profession' than many other occupations.

BCS Code of Conduct

The Public Interest

Regard public health, privacy, security and wellbeing of public.

Regard rights of third party.

Conduct your professional activities without personal biasness.

Promote equal access to the benefits of IT.

Duty to the Relevant Authority

Avoid conflicts of interest.

Avoid misrepresentation

Don't pass on confidential information without permission.

Duty to the Profession

Accepting personal duty and avoid actions which can harm the image of the profession.

Seek to improve professional standards through participation in their development, use and enforcement.

Encourage and support fellow members in their professional development

Professional Competence and Integrity

Only take a job or offer a service that is within your professional competence.

Do not claim for any level of competence that you do not possess.

Get up to date knowledge in your relevant field.

Respect and value alternative viewpoints and, seek, accept and offer honest criticisms of work.

Avoid harming others by false devilish or negligent actions.

Reject bribery.

Organization

An organization is a group of people working together in a formal way. Legal existence is must for an organization.

People with particular skills set an organization to earn profit.

Sole Trader

Person who runs his own organization, if business is big than have to legalize it with any income tax organization.

Everything is at his own risk if a business fails.

Partnership

Non limited company, group of people earning profit.

Problem => Share rate.

Cooperatives

Cooperatives are another way in which an organization can acquire a legal existence. They are important in fields such as agriculture and enjoy a special legal status.

Limited Companies

- Legal cooperative identity, a person different from the one who works there.
- Ownership will be divided into shares and shares must be sold independently.
- In case of debt, owner will not pay, most shareholder will do.

Constitution of a Limited Company

Memorandum

Company name should be unique.

Known office location

Type of business must be clear.

In the case of a company limited by shares, this clause merely states that the liability of the members is limited.

The company's authorized share capital and the number and nominal value of its shares.

Declaration of Association

We, the several persons whose names, addresses and descriptions are written below, are desirous of being formed into a company in pursuance of this Memorandum of Association, and we respectively agree to take the number of shares in the capital of the company set out opposite our respective names.

Directors

- The one who runs or direct the company
- Has duty towards shareholders as well as company employees
- Must devote himself to the companies benefits and avoid personal interest
- Is liable for any wrong decision.

Non-Commercial Bodies

- Non-profitting
- Staff working as volunteers or nominal pay
- Charity or Government runs it