

What's your job?

I'M A CONSULTANT... BUT
WHAT ELSE?

JOB: What we do to make money, what
we do to make a living.

Introduction

A: What do you do for a living?

B: I'm a consultant.

When people ask you what your job is, they are not really interested in just your title. They are more interested in knowing what your typical day involves.

In this session, we will teach you how to further introduce your profession. Not only will this help you prolong a conversation, but it will also make you sound more interesting and competent.

Do you like your job?



Titles are Meaningless

Q: What do you do?

A: I'm a manager.

While it may sound impressive, understand that the title of manager could mean almost anything:

- ✓ anyone who uses management skills or holds the organizational title of 'manager'
- ✓ a manager of a department or division in an organization
- ✓ general manager: the person managing both the revenue and cost elements of an organization
- ✓ project manager: the person who has the responsibility of planning, execution, and closing of a project, typically relating to construction industry, architecture, or IT
- ✓ the coach of a baseball team

I am a manager.

Wow, what a very good job!

Yes, I manage the food in the store!

Are there any managers here?

Why do you think these people get a lot of money?
Many people work for him or her. It's very hard. You need to stay up, You have a lot of responsibilities, IT is a rich

Titles are Meaningless

Another example where 'having' the title only doesn't mean anything: engineer.

- ✓ an engineer is a person professionally engaged in a field of developing economical and safe solutions to practical problems, by applying mathematics and scientific knowledge while considering technical constraints
- ✓ a technician or a person that repairs or operates machinery or engines
- ✓ also used by repairers and fitters

Titles are Meaningless

So, instead of just giving your title, make sure that you give some details of your daily work routine or your duties and responsibilities.

Q: What do you do for a living?

**Do you think it's easy
to be a teacher?
Sometimes teachers
have 60 or 50 students
in a class.**

**A: I'm a language consultant. I give my clients advice
regarding English language learning. If they have
questions, I provide answer for them.**

I'm a teacher.



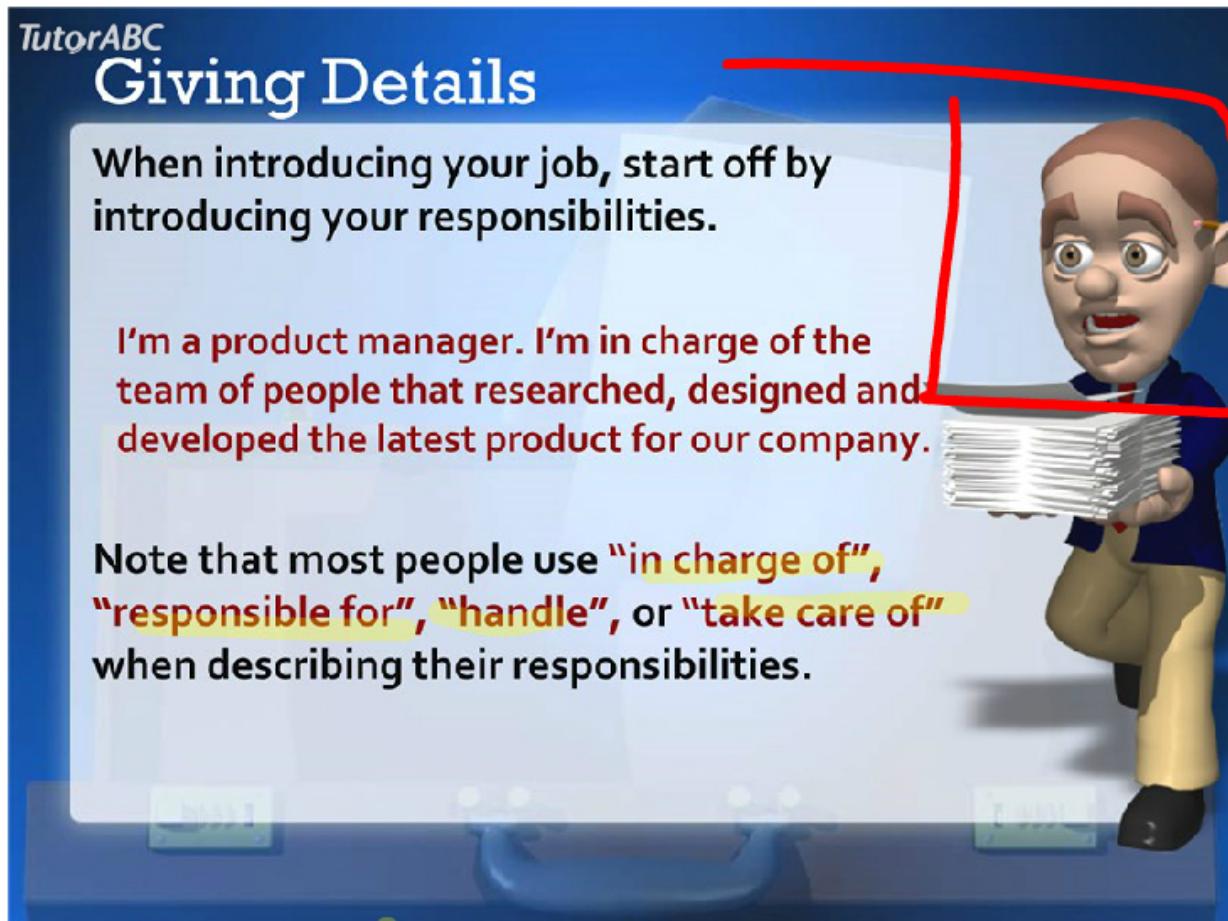
Giving Details

When introducing your job, start off by introducing your responsibilities.

I'm a product manager. I'm in charge of the team of people that researched, designed and developed the latest product for our company.

Note that most people use "in charge of", "responsible for", "handle", or "take care of" when describing their responsibilities.

Is your job what you always wanted?



Examples

- ⌚ I'm a telephone receptionist. I handle most of the client phone calls and make sure that they are directed to the right department, according to the clients' needs.

- ⌚ I'm an accountant. I supervise the capital expenditures of my company.

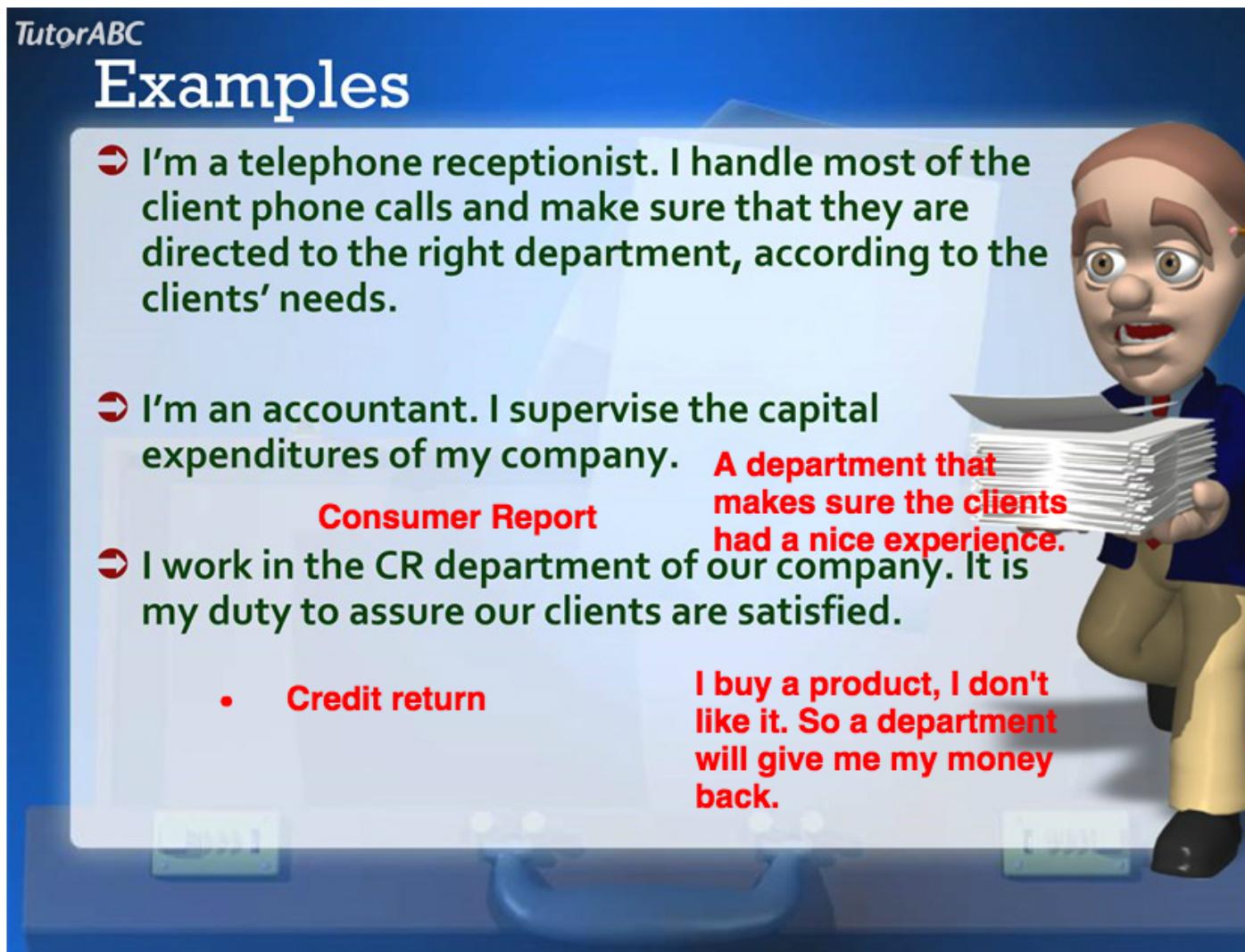
Consumer Report

A department that makes sure the clients had a nice experience.

- ⌚ I work in the CR department of our company. It is my duty to assure our clients are satisfied.

- Credit return

I buy a product, I don't like it. So a department will give me my money back.

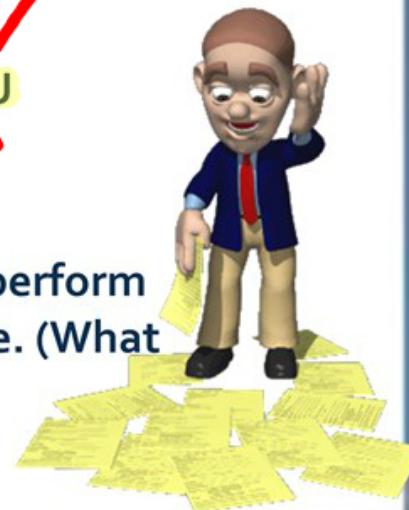


Giving Details

When introducing your job, avoid using technical terms or jargon. Remember that other people are not always in the same field as you.

→ I am a mechanic. I'm in charge of ECU mapping. (What is ECU mapping?) 

→ I'm an orthopedic surgeon. I mostly perform arthroscopy and carpal tunnel release. (What is \$%^@#\$%#@#\$% ?)



Examples

■ Instead of "orthopedic surgeon", we should say "bone doctor".

■ Instead of "ECU mapping", we should say "reprogramming of the car computer".

■ There always is an easier way of explaining what you do. It may involve longer sentences, but at least it's easier to understand.



Who is a doctor?

Mechanics
Doctors

What other job
has
many difficult
words?

Scientist
Chemist

In my job I work at the laboratory understanding the reactions
that a mitochondria have when used in a very special

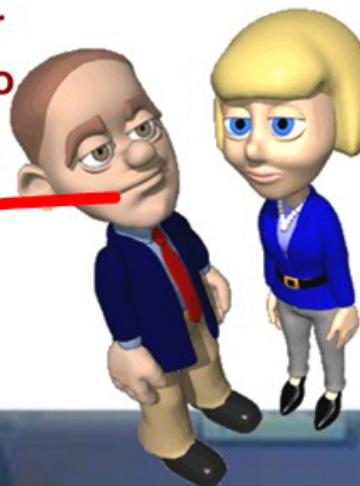
Thank you!

*Don't forget to leave your feedback for this session.
See you next time!*

Different Job Descriptions

Technicians / Engineers /
Programmers / IT Personnel

I assemble and operate the hardware and
I'm responsible for maintaining all the
equipment. Where necessary, I will
advise on new upgrades of the computer
facilities. In addition, it is also my duty to
repair minor faults, if any.



Different Job Descriptions

Accountants / Financial Advisors

I am in charge of developing the budgets and forecasts for each department. With the auditing department, I am also responsible for checking the statements and for projecting figures.



Different Job Descriptions

Administrators / Desk Jobs / Secretary / Personal Assistant

I input all the data into the computer system. This data should be filed under certain categories so that records can easily be retrieved. I also assist the Human Resources Director by collecting information on all employees. This information will then be processed into personnel reports.

**What is difficult about these jobs?
There is interaction between employees.
You have to find a lot of information. To collect it.**



Different Job Descriptions

Sales and Marketing

I develop marketing plans for a range of products and oversee the publicity for these products. Supervising a national sales team, I also negotiate terms and conditions for key accounts and clients.

If we want to work in marketing, what skills do you think we need?

We need to be creative, to be communicative, strong, know what people want.



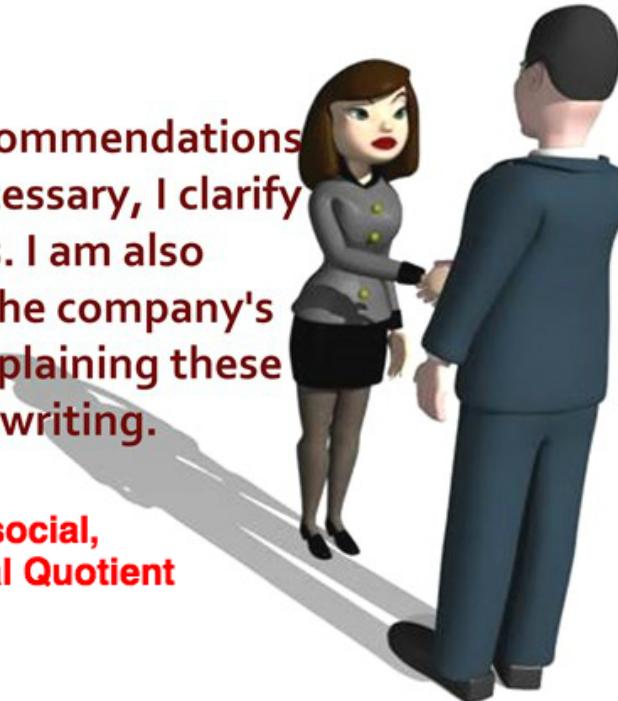
Different Job Descriptions

PR

**Public Relations / Company
Representative**

I clearly summarize the recommendations made to clients. Where necessary, I clarify areas which are ambiguous. I am also responsible for specifying the company's aims and objectives and explaining these objectives to employees in writing.

PR people have to be smart, social, friendly, with a high Emotional Quotient and polite.



Different Job Descriptions

Human Resources / Recruiter

I recruit new employees and coach them in their roles. It is also my responsibility to encourage and motivate staff so that employees can develop their skills. I also take responsibility for the training and coaching / mentoring program which strengthens the skills of the staff.

**Do you think recruiter is a good job?
It's good but hard, you need to always be
contacting the candidates or applicants in the
company.-**



Introduce your Company

- ✖ In many cases, people will already have a good idea of what your job description is. There are also some cases where there isn't much to say about your job. Under these circumstances, instead of introducing the details of your job, you can introduce your company.
- ✖ The easiest way of introducing your company is by telling others what kind of services it provides or what kinds of products it manufactures or sells.

We want to go the extra mile!

We want to try a little bit harder.

Examples

Q: What is your profession?

A: I'm a salesperson at TutorABC. Our company is one of the largest online English teaching centers in the world. Most of our clients enjoy our services in the comfort of their own homes.

Are you at home now?

Q: What do you do for a living?

A: I'm an engineer at Pagani. You probably don't know our company, but our company makes one of the best supercars in the world, the Pagani Zonda. Still don't know what I'm talking about? Did you know that Jay Chou owns one? That's right, it's the car that he spent almost \$30,000,000 on.

Introduce your Company

- ➲ Associating your company or products with important people or events is the best way to get other people's attention.
- ➲ Another advantage of introducing what your company does is that you just might get yourself a prospective client.

A: So, what's your job?

B: I'm an accountant at Thailand Light. We are a third-party automotive light manufacturer that provides aftermarket headlights, taillights, signal lights...etc to all models of cars in Thailand. Honestly, I believe that the quality of our products surpasses the quality of OEMs.

Conclusion

- ✖ Remember that what you've learned today are methods on how to prolong a conversation when somebody asks you, "What is your job?"
- ✖ Keep in mind that when you introduce yourself and your job, you should give other people a chance to ask you questions.

- Explain what we do, not only your title
- Say where you work
- Talk about your

Thank you!

*Don't forget to leave your feedback for this session.
See you next time!*

**My name is Francisco! Nice to meet you !
I live in Mexico right now but I used to live in the USA, the
time here in my city is 8:30 AM.**

**Today is Sunday.
What did you do today?**

Are we tired today?

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