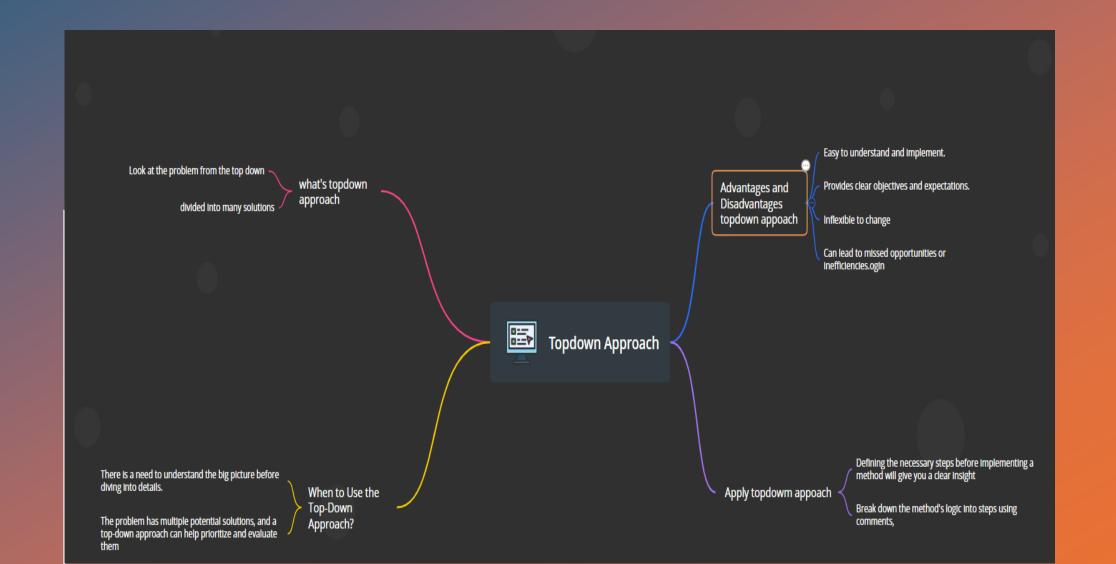
### Wellcome to Journey to your best program Challenge 0

#### Topic

What's topdowm appoach and how to apply it?

#### Mind map topdown appoach



#### What's topdown approach?

- Simple terms, a top-down approach is an investment strategy that selects various sectors or industries and tries to achieve a balance in an investment portfolio.
- The top-down approach analyzes the risk by aggregating the impact of internal operational failures.
- It measures the variances in the economic variables that are not explained by external macroeconomic factors. As such, this approach is simple and not dataintensive.
- The top-down approach relies mainly on historical data. This approach is opposite to the bottom-up approach.



## When to Use the Top-Down Approach?

- The problem is complex and needs to be broken down into smaller, manageable parts.
- There is a need to understand the big picture before diving into details.
- A clear understanding of the end goal is required before starting the project.
- The solution can be divided into smaller subproblems that can be solved independently.
- The problem has multiple potential solutions, and a top-down approach can help prioritize and evaluate them

### Advantages and Disadvantages topdown appoach

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#### **Advantages:**

- Easy to understand and implement.
- Provides clear objectives and expectations.
- Supports effective allocation of resources.

#### Disadvantages:

- Inflexible to change
- Limited to predetermined solutions.
- Can lead to missed opportunities or inefficiencies.
- Can result in lower motivation and participation from lower-level employees

#### Apply topdowm appoach

Defining the necessary steps before implementing a method will give you a clear insight into the method and help you structure your codes well. Here are what you should do to achieve this:

Stage 1: Break down the method's logic into steps using comments, as shown in the example below.

Stage 2: Generate dependent methods, classes, enums, etc., used in stage 1. For now, just generate empty dependent methods or classes and dort bother implementing them during this stage.

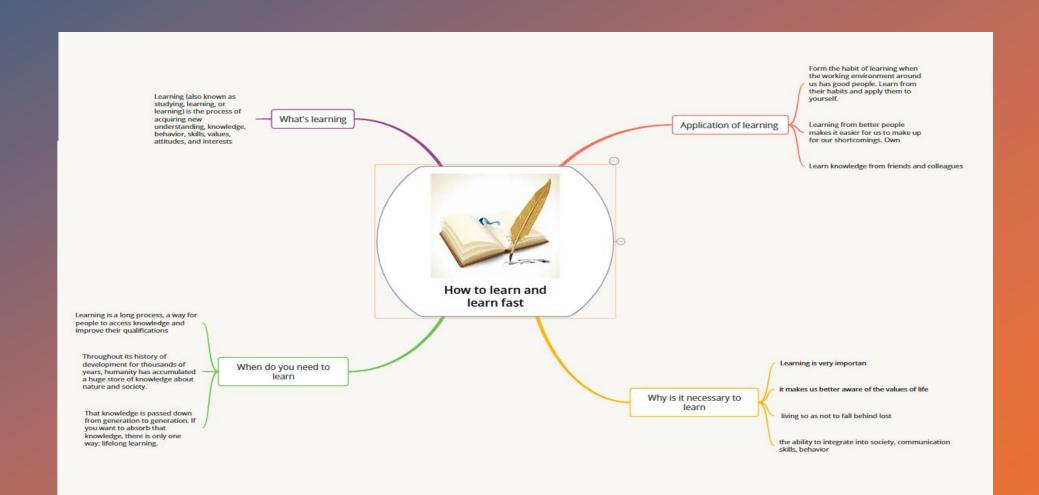
Stage 3: Once you have the code skeleton, implement dependent methods one by one and run the unit test.

Company Management Structure: A CEO creates a strategic plan for the company and delegates tasks to department managers, who in turn delegate to their subordinates.

Software Development: A software architect creates a high-level design, which is then divided into smaller tasks for software engineers to implement.

### Tocpic:Learning how to learn and learn fast

#### Mind map How to learn and learn fast



#### Learning how to learn and learn fast

 What's Learning: Learning (also known as studying, learning, or learning) is the process of acquiring new understanding, knowledge, behavior, skills, values, attitudes, and interests. The ability to learn is seen in humans and animals



#### Why is it necessary to learn

Learning is very important, it makes us better aware of the values of life One of the most important purposes of learning. "Living together" is the ability to integrate into society, communication skills, behavior... to adapt to all living environments and complex human relationships in the process of living so as not to fall behind. lost.

This is an inevitable consequence of "knowing" and "doing".

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President Nelson Mandela once said "Education is the most powerful weapon you can use to change the world." You don't need to mobilize the army to destroy a country, but attack education This shows that learning not only helps you improve your knowledge and expand your mind, but also helps you contribute less to the development of the country.

When we first start learning, we may not understand it, but everything seems impossible until it is completed.

#### When do you need to learning

Learning is a long process, a way for people to access knowledge and improve their qualifications

Throughout its history of development for thousands of years, humanity has accumulated a huge store of knowledge about nature and society.

That knowledge is passed down from generation to generation. If you want to absorb that knowledge, there is only one way: lifelong learning.



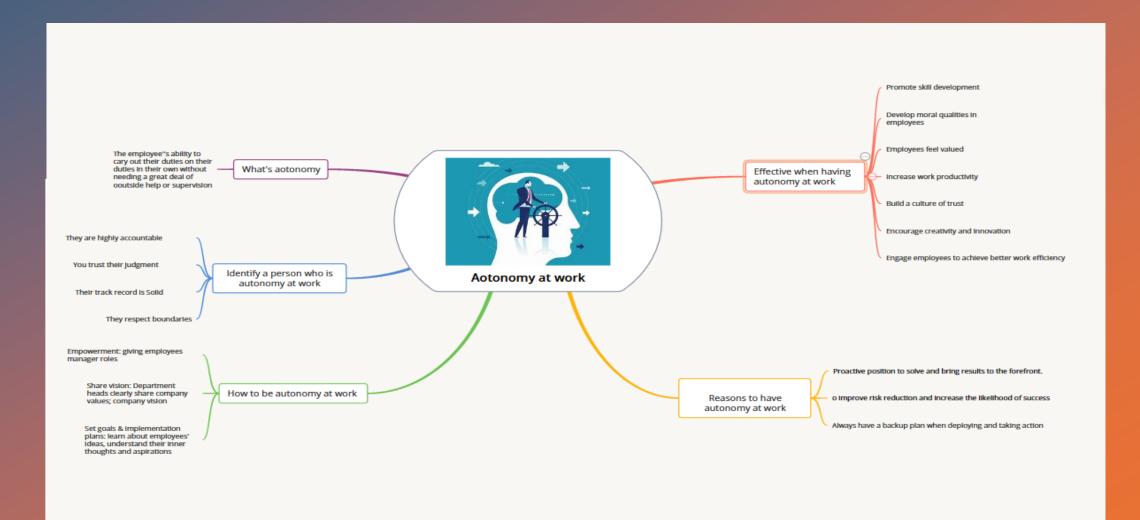
#### Application of learning

- Form the habit of learning when the working environment around us has good people. Learn from their habits and apply them to yourself.
- Learning from better people makes it easier for us to make up for our shortcomings. Own
- Learn knowledge from friends and colleagues. When you encounter a topic you don't know, you can open up a conversation because communication is the key to success.
- Learn knowledge from friends and colleagues. When you come across a topic you don't know, you can start a conversation because communication is the key to success.



#### Topic: Aotonomy at work

Mindmap: Aotonomy at work



### What's aotonomy at work

The employee"s ability to cary out their duties on their duties in their own without needing a great deal of ooutside help or supervision



### Identify a person who is autonomy at work

- -They are highly accountable
- -You trust their judgment
- -Their track record is Solid
- -They respect boundaries

## Effective when having autonomy at work

- Promote skill development
- Develop moral qualities in employees
- Employees feel valued
- Increase work productivity
- Build a culture of trust
- Encourage creativity and innovation
- Engage employees to achieve better work efficiency



### Reasons to have autonomy at work

Proactive position to solve and bring results to the forefront.

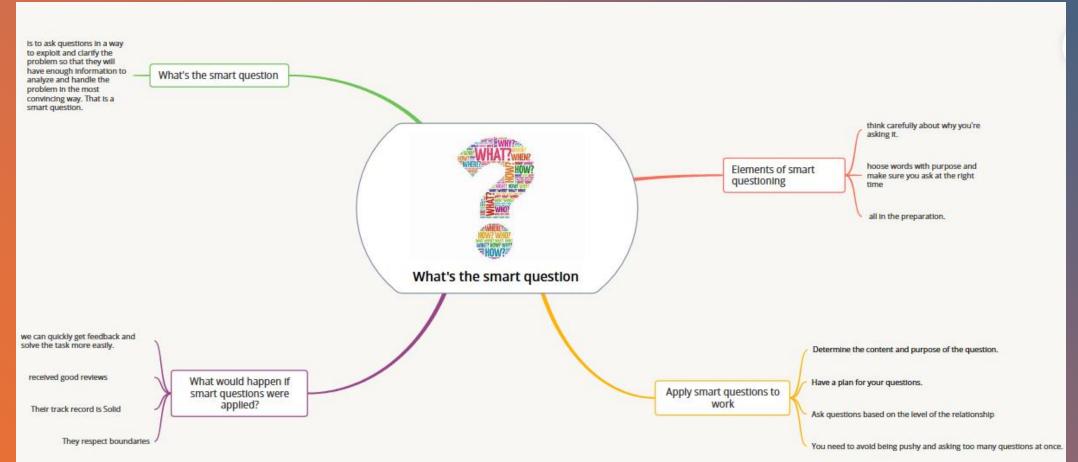
Always have a backup plan when deploying and taking action to improve risk reduction and increase the likelihood of success;

## How to be autonomy at work

- Share vision: Department heads clearly share company values; company vision
- Empowerment: giving employees manager roles
- Set goals & implementation plans: learn about employees' ideas, understand their inner thoughts and aspirations

### Topic: What's the smart question how to apply it on your daily basis/work

Mindmap What's the smart question how to apply it on your daily basis/work



### What's the smart question

 Is to ask questions in a way to exploit and clarify the problem so that they will have enough information to analyze and handle the problem in the most convincing way. That is a smart question.

# What would happen if smart questions were applied?

Sometimes our questions are so simple that people are not interested in answering or answering them. If we ask questions intelligently, we can quickly get feedback and solve the task more easily.

# Elements of smart questioning

Intentionally: A good questioner knows that it's all in the preparation. Ask questions with purpose. Choose words with purpose and make sure you ask at the right time. Before you start asking a question, think carefully about why you're asking it.

## Apply smart questions to work

- Determine the content and purpose of the question.
- Have a plan for your questions.
- Ask questions based on the level of the relationship
- You need to avoid being pushy and asking too many questions at once.



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