

Think Better with Six Thinking Hats

Written by Solly Solaiman

Have you ever been so confused about a problem that you didn't even know where to start your thinking? If you were like me, you would just march to the fridge and get a tub of ice cream and avoid thinking about your problem. Indeed... Thinking is such a hard job that many people don't do it well [let alone do it at all in the first place LOL].

Why is that? It's because we try to think too much when we do our thinking. We try to be positive and cautious simultaneously. We want to be neutral and non-sentimental, but emotions get in the way. We aim to come up with creative solutions without boundaries while at the same time we want to be systematic in our approach.

While our brain is an amazing thinking instrument capable of operating in various modes, complexity is the nemesis of good thinking. In the example above, our brain is "juggling too many balls". Instead, to optimize our thinking we should allow our brain to "handle one ball at a time". With other words, to get the most of our brain power, we need to simplify our thinking by using one thinking mode at a time.

How do we do that? (Cont. on Page 4)

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Tips for staying relevant in the constantly evolving job market

Written by Murali Murthy



Am I relevant today?" This may be a question we need to ask the person in the mirror almost every day. The change and uncertainty that began worldwide with the Covid-19 pandemic continue unabated with the advent of AI and Chat GPT. Who knew that one day all this would disrupt our lives and unleash a new world order?

Have you kept up-to-date with the current trends in the marketplace? It's time to take control. It's important to upgrade your skills, be on the lookout for ways to grow and embrace new learning opportunities. Here are 6 ways to stay current, stay relevant and stay ahead...

(Cont. on Page 5)

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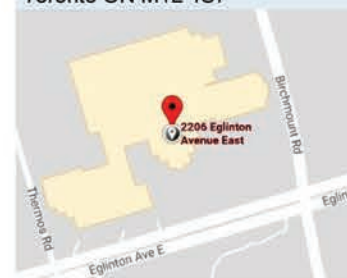
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Think Better with Six Thinking Hats

Written by Solly Solaiman

How do we do that? Comes Six Thinking Hats concept, invented by Edward de Bono in 1980's [*]. This concept has been used successfully by companies such as: Siemens, NASA, FedEx and IBM. The premise is using different coloured thinking hats to view the problem using different thinking modes. Following that, we evaluate the results of all the thinking modes and formulate the path forward.



White Hat. Think about a white piece of paper. With White Hat we want to see the situation with neutrality... just the facts, without emotions or analysis involved. We ask, "What's the trend? What are the numbers? What information do we need?"

Red Hat. Think about emotions and intuition. This is the opposite of White Hat. With Red Hat we express our feelings about the situation... without having to explain why we feel that way. We say, "I am feeling happy / jovial / sad / disappointed / upset / anxious / indifferent about this.", "My Spidey sense is telling me I can't trust this person."

Yellow Hat. Think about the sun. With the Yellow Hat we want to see the positive aspect[s] of the situation... We can be speculative. We ask, "What good can come out of this? Can we gain something from this? What merits does this idea present?"

Black Hat. Think about the dark night. This is the opposite of Yellow Hat. With Black Hat we want to see the negative aspect[s] of the situation... this thinking mode is meant to be cautious and protective. We ask, "What bad can come out of this? Would we hurt ourselves or others if we proceed? Is it possible that we are skating on thin ice?"

Green Hat. Think about plants and vegetation. With Green Hat we want to come up with creative solutions to our problem... this is where we brainstorm and employ free thinking. We ask, "What options do we have? Can we modify some features? How about increasing the price by adding more values to our product?"

Blue Hat. Think about the sky. This is the opposite of Green Hat. With Blue Hat we oversee and control the thinking process... this hat manages the sequence of the different thinking hats. It is like the music conductor leading the band and directing which instruments must play when. We ask, "Having heard your Red Hat thinking on this issue, please replace it with Yellow Hat to see if we can see any good that can come out from this situation.", "Based on all the Thinking Hat voices tabled on this chart, these are the 3 actions we must pursue."

Having used this technique for several years, here are my reflections on Six Thinking Hats [STH]:

- STH is a powerful thinking tool due to the beauty of its simplicity and the fun of use.
- STH is productive because it is collaborative = everyone thinking in the same mode at the same time.
- STH is productive because it is holistic = we see all angles of the problem / situation.
- STH can be used in a communal setting [meeting] or for individual thinking.
- STH provides a common language in the organization / family to create a systematic thinking culture.

So next time you are perplexed with a complex situation... Reach out to your Thinking Hats. Wishing you a better life with better thinking.

Reference:

[*] = "Six Thinking Hats"; de Bono, Edward

Written by Solly Solaiman,
Mechanical Engineer & Project Management Professional



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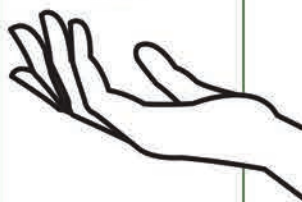
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Tips for staying relevant in the constantly evolving job market

(Cont. from Page 1)

Written by Murali Murthy



1. Get out of your comfort zone

Stepping out of your routine can help you boost confidence and improve work performance. Embrace new challenges head-on and assert your value and relevance. Try to become a lifelong learner. Constantly seeking knowledge is a great equalizer. It will get you noticed, attract new opportunities and prepare you to accept challenges that others might avoid.

2. Learn something different

Gaining extra knowledge and updating skills can definitely help improve your prospects on the job. For example, if you are in the software industry, you could learn a new coding language. Maybe you could enroll in a career enhancement course or technical certification program. Or attend a training session to acquire new skills. You can immediately apply what you learn and this can build self-confidence on and off the job.

3. Take initiative, lead the way

Get an understanding of how your industry is changing and how you can personally add value.

By taking a pre-emptive and creative approach, you'll indicate that you are adaptable and will bring a growth mindset to the inevitable challenges and opportunities that are around the corner as we move ahead. By taking the initiative, you will gain back an element of control.

4. Operate from a position of strength

Demonstrate a personal commitment to gaining the knowledge and establishing yourself as an expert. Once you have a good grasp of the current and future market outlook, ask yourself how you can apply your unique strengths, skills and competencies to thrive. Establishing yourself as the 'go-to' expert in a given area, helps your organization to tackle the likely challenges or solve the problems on the horizon.

5. Network more. Build and strengthen relationships

Identify the people who can be an ally for your career development, and who may be so in the future. You could ask them to be your mentor and learn from them on how to go about adapting. Grab every coaching and mentoring opportunity that applies to you. You can also boost your networking with peers both inside and outside the organization. You will soon build social proof for yourself, solve problems and create value.

6. Stay positive and be optimistic

A positive and optimistic attitude is always helpful during times of transition. For one, positivity is contagious and can spread like wildfire within a team. It can also serve as an impetus for success and growth throughout the organization.

Constantly focus on improving interpersonal skills. While technical skills are important, remember, AI could accomplish that too, to a certain degree today. That's why, your ability to build and nurture relationships with others is vital for leadership growth and career advancement today. And last but not the least, it's good practice to set attainable goals each day, so you feel a sense of accomplishment when you complete them.

Written by Murali Murthy,
Best selling Author of "The ACE Principle" and
"Build Your Brand, Unleash Your WOW!"
& Leadership Coach



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'Persistence conquers all'

Theva's story proves that anyone with the right attitude and willingness to learn can achieve their career goals. Theva came to the Employment and Education Network of Canada confused and unaware of how to start her career in Canada. With proper guidance and support from the counsellor, she decided to study the Accounting and Payroll program at a college.

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Theva's Comment:

"I am so grateful to all the EENC Staff who helped me get my first accounting job. They constantly motivated me, prepared my resume, and assisted me in my job search. I am more confident now and I can communicate better. EENC is the best place for beginners like me who want to start working in a good job".

-Theva G.

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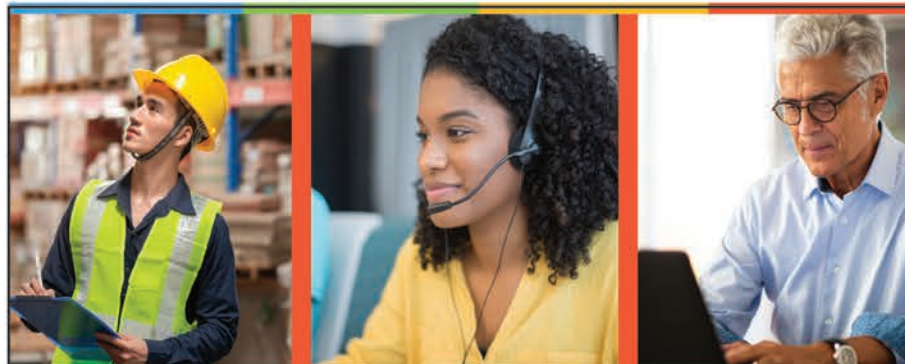
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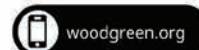
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Resumes That Can Get The Call?

Written by Thesa Theiventhiran (EENC)

I have been looking at resumes over the past 33 years. I feel most of the applicants present their resumes to the employer with the attitude "Here is my resume, everything you want is in there, find it if you can".

Well remember, Employers/HR managers don't have time to fish through your resume to find what they need. You are the one that should give answers to your prospective employers' job requirements.

When an employer posts a job description, they already have an idea of a desired person in their mind who will fit into that particular job.

When you send your resume, you have around 10 seconds to tell your employer that your resume is the best fit for that position. Your keyword matching techniques will push your resume to the top of the list. But if the employer/hiring manager doesn't find what they are looking for in your resume, they will move on to another candidate's resume.

So how do you make a resume that will get you the call?

1. Read the job description carefully. See what the employer is looking for, see how much and if you can truly bring it across the table to the employer.
2. Keywords - You have to keep in mind the keywords (or keyword search) because proper keywords will bring your resume to the top of the screen.
3. For most newcomers or recent graduates, I tell them to add a section called "Related Skills" where you can indicate to the employer that you understand what they're looking for and tell them that you meet those requirements. Your resume should be written as a direct answer to the employer's job description.

This way of addressing the employers is helpful when you don't have strong Canadian experience or you lack experience that the employer is looking for.

Directly addressing the employers' job description will give your resume a chance to be picked up when they don't have any resume that matches close to their requirement or if the employer is using AI to streamline their recruitment process.

In recent times I found that our clients are getting hired faster when they modify their resumes by addressing the job requirements. However you have to be very careful to never lie on your resume or provide wrong information.

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*Please note that some services may be available to EENC clients only. We do not charge fees for any of our services.

Seneca

Building Environmental Systems (BES™) Accelerated Bridging Program

For Internationally Trained Professionals



OVERVIEW

Become a building operator in less than nine months. The Accelerated Building Environmental Systems (BES™) Operator Class II Bridging Program offers specialized training and access to professional networks to help you launch a career in Canada's building operations and facilities management industry. Our employment-focused program is designed specifically for internationally trained professionals with backgrounds in engineering, mechanical systems, construction, HVAC or the trades.

DID YOU KNOW?

Seneca's BES™ certificate has become an industry standard and is the most recognized certificate for building operators in Canada today.

WHAT YOU WILL LEARN

You will develop an understanding of the interrelated complexities of building environmental systems such as: heating, ventilation, air handling, water treatment, controls and electrical power supply. This bridging program is offered in an accelerated, part-time, employment-focused format and consists of seven courses required to complete the BES™ Operator Class II certificate.

PROGRAM BENEFITS

- Nine-month accelerated part-time program offered in a virtual format
- Canadian college certificate and industry standard professional designation
- Networking opportunities with employers and industry experts
- Wrap-around employment focus and one-on-one employment support and job development
- Job shadowing, mentorship and paid internship opportunities
- In-person practical activities, guest speakers and facility tours

CAREER OPPORTUNITIES

More than 80% of our graduates find work in the field within three months of graduating — many before completing the program. With an additional two courses, you will also have the opportunity to upgrade to the BES™ Operator Class I certificate, which is the most recognized designation in the industry.

HOW TO APPLY



Visit Seneca's
BES™ Bridging program
website to apply.

If you have any questions or would like to register for a free information session, please contact us at:

bridging@senecacollege.ca

416.764.9500

senecacollege.ca/ca/bridging/BES



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