

Take your next step to connect to us. Email us if you have an interesting story to share related to career.

facebook.com/
thedailystar.nextstep
Email: nextstep@thedailystar.net

The Daily Star

DHAKA, FRIDAY, NOVEMBER 18, 2016

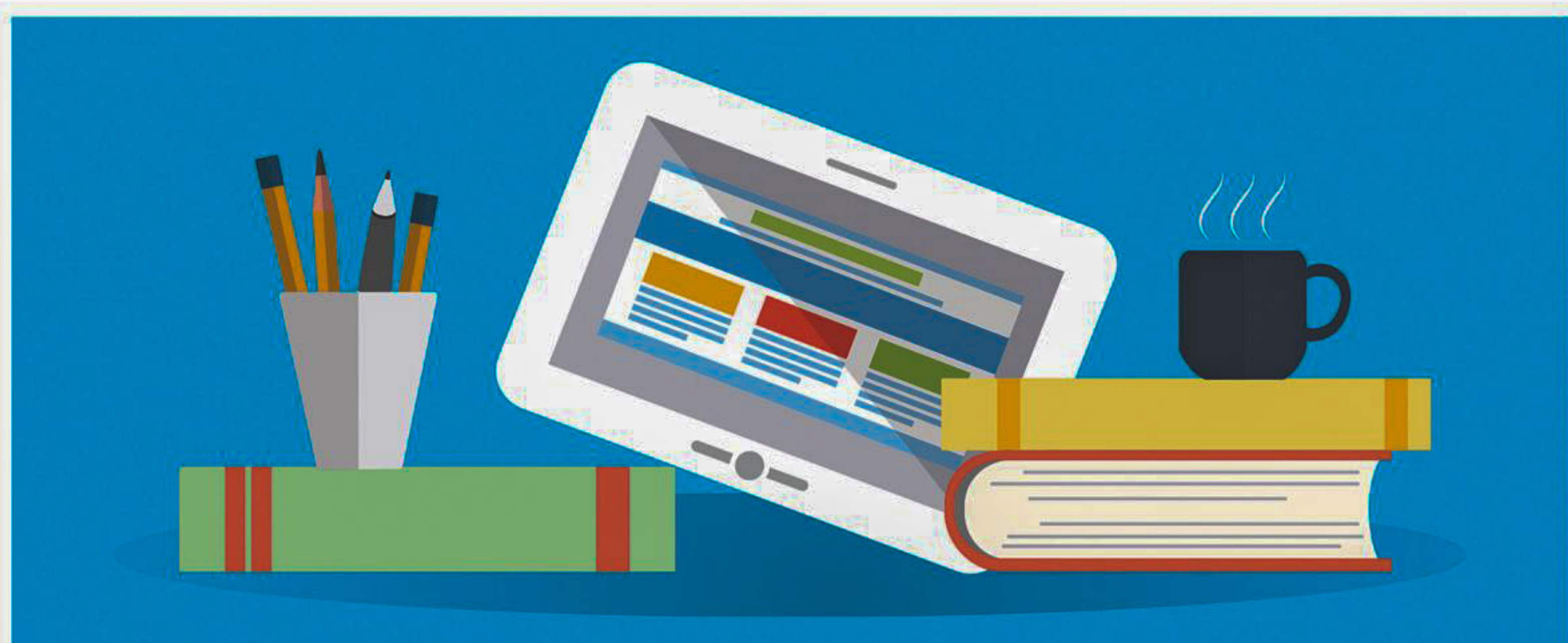
AGRAHAYAN 4, 1423 BS

e-mail: nextstep@thedailystar.net

NEXT STEP

7 BITE-SIZED CLASSES FOR YOUR LUNCH BREAK

Online courses take hours, even weeks. If you're anything like me, you'll push back doing this week's lesson as much as possible, and somewhere down the line, lose interest completely. So if you're easily bored or just can't seem to find the time for a month-long course, try these 6 bite-size classes—right before bedtime or even during lunch break.



1. MS Excel—From 0 to working professional in 1 hour, Udemy

This is a great quick-start guide for anyone looking to check Excel proficiency off their resume or just refresh their skills. It is a bit fast-paced to so if you're tired of long YouTube tutorials, this course was made for you.

Length: 43 minutes

2. Introduction to time management, ALISON

Overwhelmed by distractions and interruptions? Can't meet deadlines? Time management doesn't come naturally to most of us. This course looks at the benefits of being

organised, how to prioritise, how to get in the right state of mind, and the techniques of being organised. So whether you want to be more productive or just want some more time to yourself at the end of the day, check out this course.

Length: 1-2 hours

3. 7 scientifically proven steps to increase your influence, Udemy

The instructor claims to have based all her lessons on research out of academic institutions and peer-reviewed journals. So although this course teaches you nothing about brainwashing your co-workers into doing your work for you, if you're really struggling with making an impression in the workplace or

personal life, this tongue-in-cheek albeit science-based approach is here to help.

Length: 1.5 hours

4. Create a perfect morning routine, Skillshare

I don't know about you, but I don't remember the last time I didn't sleep till the last possible minute. If you're not getting enough sleep or mindlessly checking social media and not being productive, this course is here to change that. Learn tricks to wake up early, what an ideal morning looks like, and good habits you should pick up to re-energise your life.

Length: 34 minutes

5. Storytelling basics: How

creatives and brands can build a following, Skillshare

With more and more people working on personal projects, this course is super relevant for the budding inventor, entrepreneur, artist, and just about anybody eager to launch their idea. Taught by Kickstarter's Director of Community Education, learn how to identify your goals and your audience, write key messages, build relationships, and make your own communication plan.

Length: 36 minutes

6. Fundamental of Google Docs, ALISON

If you're not using Google Docs or already, or

don't quite know the full extent of the suite, this is your opportunity to pick up some very cool new skills. So if you need a refresher before that big presentation or that new job, give it a go.

Length: 1 hour

7. Happiness psychology, Udemy

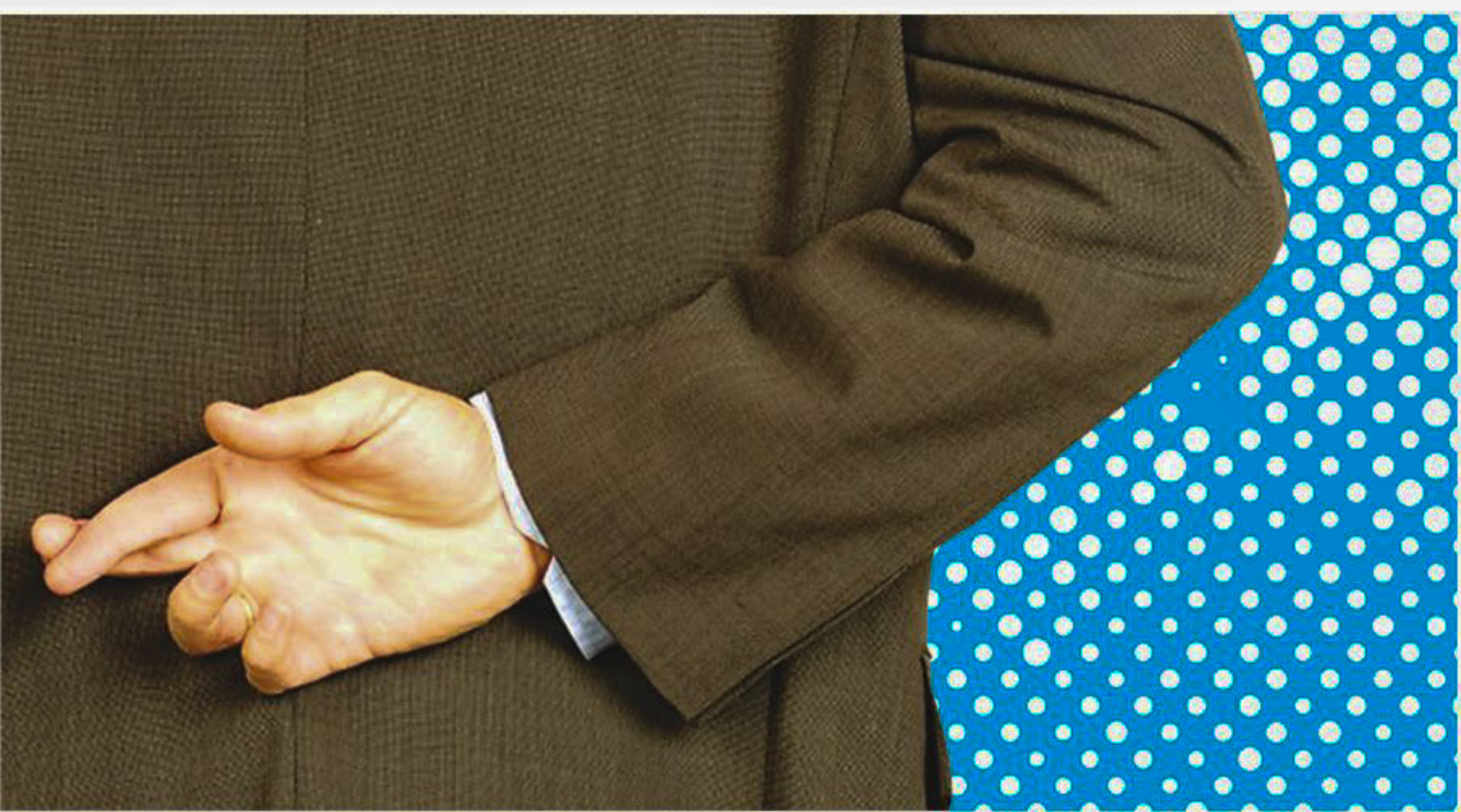
Research in psychology and neuroscience has uncovered dependable strategies to be happier. This course keeps things simple by highlighting five simple things you can do in your daily life to increase your happiness and well-being. Which person in their right mind wouldn't check it out?

Length: 39 minutes

AMIYA HALDER

WHEN IS IT OK TO LIE?

Admit it or not, the title made you think of all the times when lying was the only credible choice you could make, but your conscience weighed you down nonetheless. If you can stop questioning your morals for a second, you'd realise that lying is indeed justified under certain circumstances.



In a formal setting or a workplace, telling big lies like lying about one's qualifications, putting the blame on others, and so on are definitely a BIG no-no. But then there are situations when it is perfectly okay to fib:

When you're late

Now if you have a habit of oversleeping or are otherwise too lazy to meet deadlines, lying wouldn't get you far. But if you've genuinely had an unfortunate incident that caused you to be late, but you can't reveal the details, it's fine. People don't honestly care about the reason for being late—they just want to see the sincerity that you feel bad for making them wait.

When you're protecting a co-worker

This doesn't mean you should be covering up crime. If your co-workers have done or been in a compromising situation, you don't really have to be the office tattler. Safest is to ignore it altogether even if you found out about it.

When the boss made a lame joke/asked about

their appearance

All you do in such cases is stay quiet, pass it off with fibbing or just make any polite gesture if you know your answer isn't going to be one they 'expect' to hear. You wouldn't want to provoke a bad attitude towards you in any case, would you?

When you want to quit a job you hate

You might hate your current job because of your obnoxious boss, poor job prospects, low pay, etc. but you don't have to go about spilling it out. Just fib and say you left for personal reasons rather than ranting—maybe Donald Trump gets away with criticising others but you can't.

When discussing third rail subjects

If someone asks you about your personal views on politics or even religious controversies, it's best to make light of the matter and move on. Sometimes if your views clearly clash with that of others, always agree to disagree and acknowledge their viewpoint.

Negotiating for anything

Any form of negotiation requires you to hold strong arguments. If, for instance, you overstate any statistical percentages to help win a project or a bid, it's okay to exaggerate your last salary a bit to ask for a bigger amount. Or if your office gets to know that you're looking for a different job, it's okay to not give away major details early on. Don't lie blatantly, but your privacy is your own.

When you don't want to socialise

It is always good to bond with your co-workers beyond the formal arena. But if you don't have the right mood for a social gathering on a particular day, it's totally harmless to make up excuses and avoid it. Just make sure it's a good one.

So these are just a few in the arena of white lies. Play it safe and be diplomatic, but always turn to your conscience to know when to draw the line!

HALIMA SADIA

Making a DIFFERENCE

Bangladesh is rapidly moving towards middle income status by 2021. Our businesses definitely offer immense opportunities for the growing economy and this diversity needs a stage for the stories untold. See Bangladesh make its mark on the global map as Making a Difference brings you our proudest success stories from across the country.

HOW SOCIAL MEDIA CAN HELP YOU WORK BETTER. NO, REALLY!

Look around. Your colleagues are probably throwing around bucket loads of thumbs up and 'angry' faces at online avatars. You're probably reading this piece right now on your phone. People at work are glued to their phones as much as the bosses wish they would be glued to their project at hand.

Here's how you can use that addiction to fuel a better, more connected workplace.

Messengers

It's the best way to communicate because everyone has the pop-ups coming up on their phone screens. Form groups so you can quickly communicate ideas to your team. Or you can tell them that lunch today involves 'biryani'. Messages are focused, instant and no one can later complain that they missed it. You can't miss a message on your phone because statistically people check their phones about 85 times a day.

Twitter

The short, quick chirps of 140 characters known as Tweets are slowly catching on in Bangladesh. Facebook posts are personalised accounts that elicit an emotional connect from your friends. Usually it's a thumbs up. Twitter on the other hand, provides quick bursts of info delivered from your virtual soap box. You stand on it, you say your thing and you're acknowledged. You can be frequent without annoying people as long as your info is relevant to those receiving it.

How Twitter can help is by broadcasting your message quickly to a large group of people. It's also a great way to communicate your work experiences to your customers. But only when your customers are on Twitter. Great for artists and media specialists.



LinkedIn

Facebook is a dinner party at home for close friends and some random plus 1s. LinkedIn is the professional Facebook. It's like an office meeting where you cannot show everyone your new pimple that is shaped like Jim Morrison's pimple. Actually, you shouldn't do that on Facebook either.

You can create private groups in LinkedIn to share and discuss specific work-related topics. You

can leverage it for better inter- and intra-office communication. And most importantly, you can recruit better. Or be recruited.

If you're the boss or team leader, encourage the proper usage of social media for the workplace. It can do wonders for promotion and branding.

I left out Google+ because that is still the party that no one is goes to.

EHSANUR RAZA RONNY