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NEXT STEP

Analytical skills to boost your career

Rather than just focusing on first-class results and valuable experiences, organisations are now testing candidates on their analytical skills. They want candidates who are capable of solving their problems effectively and efficiently.

So what exactly are analytical skills? These are skills that are typically developed over-time or as components of your personality. People with strong analytical skills possess the innate ability to gather, visualise, and analyse information with precise attention. They possess the ability to come up with practical solutions to problems faster than others. It also means that they focus on logical methods of analysing problems and developing new ideas.

CRITICAL THINKING

Those who are critical thinkers can identify multiple facets of a problem and figure out the origins of a certain problem. They spend considerable time coming up with a workable solution.

RESEARCH

We know research as this intensive process of collecting hordes of data and making sense out of them, but in reality, it could also be as simple as asking a colleague or friend about their thoughts and ideas. It also includes thorough reading of papers and articles in offline and online channels. Analytical tendencies include researching the problem and the solution simultaneously.

COMMUNICATION

Clear and precise communication is key to getting the job done. Your analytical prowess involves seamless communication of the problem and solution.

STRATEGIC THINKING

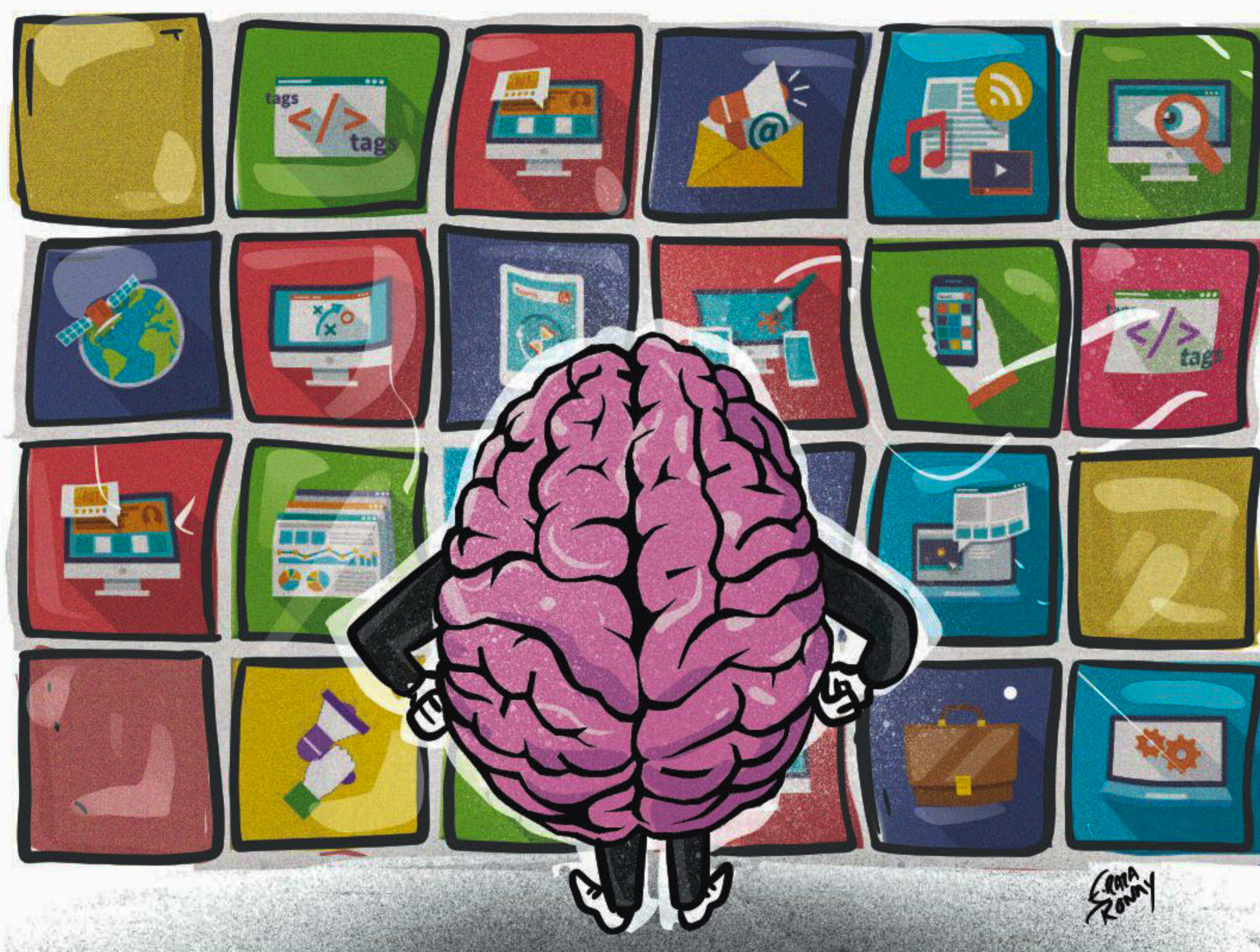
If you can conjure up unique plans and design seamless pathways for your business to move towards a goal, you're a strategic thinker. You will also tend to cut your losses and know your bets better in depth.

TECHNICAL SKILLS

Technical skills refer to a specific skill-set obtained or learned in order to do a certain job. They are the opposite of soft skills, which are general traits individuals possess and use. ICT, project management, database or even graphics skills constitute as technical skills, given their specific nature.

HOW TO IMPROVE YOUR ANALYTICAL SKILLS?

On the job, analytical skills are invaluable and could set you apart from your coun-



terparts. Showcasing your analytical skills on your CV/resume gives you that extra edge to catch the interviewer's attention and hopefully land that job.

To improve your analytical skills, the following habits could come in handy:

TAKE ON CHALLENGING LEADERSHIP ROLES

Changing and challenging the way you think and see the world is a good start to improving your analytical skills. Expanding your horizons and world-view enables you to evaluate information better and analyse solutions differently. Hence, challenge yourself to do more than you think you are capable of. Step outside your socioeconomic bubble and think about how you can grow out of it. Challenge yourself about the minute details and you will see a change in how you operate. Test yourself and challenge yourself to do bigger and more daunting things; otherwise, your brain will be for naught.

INCORPORATE ANALYTICAL SKILLS IN YOUR CURRICULUM

Remember to become a knowledge bank

for yourself. The more you learn, the more you know about the workings of your field. Learn about the tools you need to improve and study up on it. Stock up on the information you will need when it comes to understanding and solving problems. Consider reading extensively and attending courses for better learning. Better yet, go back to university and enrol into educational classes.

FOCUS ON IMPROVING JOB PERFORMANCE

Conduct personal research in order to develop and strengthen your skills by regularly practicing them to maintain the flow of thoughts. Incorporate the usage of analytical tools into your daily to-do list. If you're lacking in any area of your work, just perform a quick Google search, or seek help from mentors, to learn multiple ways to fill that gap.

ENHANCE YOUR SUBJECT KNOWLEDGE

After completing your HSC/A Levels or undergraduate education, most become

lazy and passive when it comes to sitting down with the objective of learning new things. We get comfortable in our skills and knowledge for our careers, and develop inertia regarding things we are good at. We take a sabbatical from learning more. It's a natural instinct, but it doesn't have to be that way; we don't have to stop gaining more knowledge. To fight that mental block, try learning something new every day; and keep testing yourself. Make it a habit to revisit your passion every other day. Go online and research a topic that has always interested you. Talk to a professional in a field that has your interest.

Not only will your prowess in solving problems make you an indispensable team member, but it will also provide you a distinct advantage to move forward in your career. Needless to mention, it's an added bonus you can use for yourself in your daily life.

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THE BOSSMAN

BY E. RAZA RONNY



How to correct people at work without sounding like a jerk

Walking the thin line between constructive and condescending criticism

In a professional setting, it's very important to correct others in a proper manner so that you don't come across as a rude co-worker or a condescending know-it-all. There's an art to being able to get your point across and getting the work done, without hurting other people's sentiments. This should be done, not just because you're a good human being, but also because coming across as discourteous can often be quite counter-productive. Hence in order for your feedback to be effective, try and follow the following tips to coat your otherwise uncouth opinion with just the right amount of sugar.

MAKE IT PRIVATE

Calling someone out in public for a mistake they made makes the entire thing more confrontational than it has to be. They're more likely to feel attacked or embarrassed, and have an emotional reaction, which makes it more difficult for them to focus on your suggestions.

START OFF RIGHT

While you shouldn't beat around the bush, direct criticism isn't always well received. The goal is to get the other person to focus on the solution and not the mistake itself. Ease into the mistake and ways it can be worked on. Instead of blurting out 'You're wrong', talk about aspects they did a good job on first, before moving onto the parts that need to be corrected.

KNOW WHEN TO CORRECT

Make sure what you're correct-



ing is an actual error and not a personal preference or opinion. It's best to have justifications to support your claim. For example, telling a co-worker that you faced a similar issue a while ago and this is how you fixed it makes it look like you're actually trying to help and not trying to make them look incompetent.

However, sometimes we see small mistakes and are tempted to ignore it all together, but even a small harmless-looking mistake could lead to unexpected issues later on. Being mindful is important in both cases.

HAVE A HELPFUL TONE

The way we correct someone often

determines whether we come off as condescending or constructive. It's pretty obvious that yelling at someone while correcting them isn't the way to go, but also make sure to avoid joking or sounding overly happy. Having a helpful and approachable tone makes the interaction easier; this makes the person feel like you're genuinely trying to help them without being patronising.

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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.



1

GET ORGANISED

Keep everything you need ready. Beyond your LinkedIn profile, perfect resume and solid references, you yourself need to be ready to come to terms with your own strengths and weaknesses.

2

HAVE CONCRETE GOALS

After having done a thorough introspection, set realistic goals that align with your area of expertise. It might be a good idea to divide the whole process into short term goals and tick them off as you go.

3

SEEK HELP

This will be a good time to talk to those who have been in your shoes not too long ago. They can guide you through the journey based on their experiences and help you calibrate yourself.

4

CONFIDE IN SOMEONE

Share the small victories and defeats with your loved ones. Talking about your feelings will not just keep your stress levels down, but will also help you gain motivation to power through this phase.