



# APPOINTMENTS

MAKING OPPORTUNITIES KNOCK ON YOUR DOOR

## All in the learning business

### Lifelong learning

When people ask me what business I'm in, I often say, "I'm in the learning business." It sounds intriguing, and it is certainly true. But, truth be told, we are all in the learning business.

### Why?

Because as humans, we are learning machines. We are most alive and functioning closest to our potential when we are learning, adapting, adjusting, and finding new ways, approaches and techniques to improve our lives (or the lives of others) in some way.

I believe in the above statements. They are as true as any other statement I could write here. But rather than talking about the philosophy of humankind, let me get much more pragmatic.

### Change and Learning

Change is all around us. Some say the rate of change is increasing, but whether that is true or not, this is definitely a fact in our business lives. Products change, customers change, process and policies change. We are put on a new team, we are entering new markets, and we have set new goals. In all parts of our daily professional lives change surrounds us.

In order for us to cope with that change, we need to be willing and able to change. And learning is a key component in developing that ability.

So when I talk about continuous learning

or life long learning, I'm not suggesting everyone needs to take a course at their local college, or go back to school for a 1st degree. Continuous learning is an attitude and a set of behaviors that allow us to succeed in our ever-changing environment, and is the best lever we have to turn who we are today into who we want to be tomorrow. Change requires learning and conversely, there is no learning without change.

So if life long learning doesn't necessarily mean the "professional college student" and doesn't require us to be the person who was always asking questions in every class we ever attended, what are the behaviors that make up a true continuous or life long learner?

### I'm glad you asked.

#### The Behaviors

There are some common threads among those who actively are learning and growing as professionals (and humans). Life-long, continuous learners:

Have a beginner's mindset. If you approach anything with the mindset of an expert, you will learn nothing. With the expert's mind, you are looking for confirmation and validation of what you already know. A beginner on the other hand, looks constantly for one new tidbit, one or more ways to expand on their current expertise. In other words, expert or not, they don't think that way, because they know that only with an open, beginner's mind, can they bene-

fit from the learning opportunity.

Make connections. Peter Drucker, the famous and influential management thinker wrote, "To make knowledge productive we will have to learn to see both forest and tree. We will have to learn to connect." Continuous learners do that. They continue to think about what they have learned in one part of their life and how it relates to and connects with challenges, problems, opportunities and situations that occur in other parts of their life.

Are flexible and adaptable. Learning requires change, so continuous learners realize that they must be willing to adapt and change if they want to grow.

Are always learning something. Continuous learners learn new things "just because." They've always wanted to play guitar, so they take lessons. They want to ride a bicycle, so they try it. They learn how to quilt. They learn a new language. These people don't invest the time required just so they can play "Love Me Tender" or say "good morning" in Chinese. They also do it because they realize that our brains are like muscles. The more we exercise them the stronger they will be.

Are continuously curious. One of the most powerful learning questions we use is "Why?" Why is the question of the curious. Continuous learners remain curious about people, places, important and mundane things as well. By cultivating their curiosity they are adding to their knowledge and perspective, while exercising an important part of our learning brain at the same time.

Learn in multiple ways. In school we learned in a relatively limited number of ways, which unfortunately leaves some people with a limited view of learning. Continuous learners know that they can learn by reading, by listening, by trying, through others, with a mentor, etc. (etc.)

Teach others. Something magical happens when you teach someone something - you suddenly understand it better yourself. Continuous learners teach others not just to help the other person (or to show them how much they know) but because they know it helps them deepen their mastery of their own learning.

## Staying cool and confident ...



In particular, spend some time brainstorming the most difficult questions that people might ask, and preparing and rehearsing good answers to them.

### 8. Practice Clear Delivery

How you say something is almost as important as what you say. If you mumble or use "umm" or "ah" between every second word, confidence in what you are saying plummets. Whenever you are speaking with people, make a point to practice these key oration skills:

Speak in a strong voice. (Don't confuse strong with loud)

Use pauses strategically to emphasize a point or slow yourself down

Vary your tone and pay attention to how your message will be perceived given the intonation you use

Use eye contact appropriately

Pay attention to your grammar

Use the level of formality that is appropriate to the situation.

### 9. Summarize and Stop

Wrap up your response with a quick summary statement. After that, resist adding more information. There may well be silence after your summary. Don't make the common mistake of filling the silence with more information! This is the time when

other people are absorbing the information you have given. If you persist with more information, you may end up causing confusion and undoing the great work you've already done in delivering your response.

Use words to indicate you are summarizing (i.e. "in conclusion," "finally") or briefly restate the question and your answer. So - what did I do to analyze customer impacts? I reviewed the Dallas case files in detail, and prepared a "What if" analysis for our own situation."

### Key points:

No one enjoys being put on the spot or answering questions that you aren't fully expecting. The uncertainty can be stressful. That stress doesn't need to be unmanageable and you can think on your feet if you remember the strategies we just discussed. Essentially, thinking on your feet means staying in control of the situation. Ask questions, buy time for yourself, and remember to stick to one point and make that one point count. When you are able to zoom in on the key areas of concern, you'll answer like an expert and you impress your audience, and yourself, with your confidence and poise.

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We enable and inspire individuals to unleash their full potential by providing world class products and solutions in the field of Management, Training & Development, Coaching, consulting and knowledge building products.

Our business expansion process has resulted openings in the following areas.

### Marketing Coordinators

The ideal candidate will be coordinating with the business development team and with clients, sending proposals, coordinating meetings and presentations for the world renowned training and people development solutions such as FranklinCovey, DOOR Training, Results Coaching Systems, Harrison Assessments tools and situational leadership solutions.

### Sales Executives - Distribution

The ideal candidate will be selling world renowned and exclusive management, children books and related products such as Harvard Publication, Paragon, and Sterling. You should be able to develop plans and strategies for selling the above products to the mass market.

### Sales Executive - Corporate

The ideal candidate will be selling world renowned exclusive management books and related products such as Harvard Publication to the corporate market. You should be able to develop plans and strategies for selling the above products to the corporate market and business schools

### Front Office Executive - Female

We seek a Young, lively, self-motivated and energetic candidate to fill the above vacancy. The ideal candidate should have excellent communication, interpersonal and PR skills. Pleasing personality with a positive attitude to attend calls and reception together with at least one year experience in handling front office desk is preferred.

For all above positions we seek for dynamic, self-motivated and results-oriented positive individuals along with sound educational and professional qualification in the relevant field.

The candidate should have good communication and presentation skills.

Interested candidates may send the comprehensive resume within 10 days to the following address

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International Consultancy (Pvt) Ltd

**The Human Resources Manager**  
Dynamix International Consultancy (Pvt) Ltd.  
30, Amarasekara Mawatha,  
Colombo 05.



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## CHIEF INTERNAL AUDITOR

### Qualifications ;

- A member of the Institute of Chartered Accountants of Sri Lanka.
- A minimum of 15 years post qualifying experience in a recognized public or private sector organization, 5 years of which should be at senior managerial level with a proven track record in audit, preferably in the Banking sector.
- Age preferably below 50 years
- He or she will also be computer literate with a very high level of analytical skills; the ability to adhere to strict operational and reporting deadlines; highly competent and innovative with effective communication and interpersonal skills; committed towards performance and an excellent team player.

### The job profile includes;

- Formulating and implementing a Bank-wide internal audit programme covering all Head Office Departments, Branches and Subsidiary Companies to ensure the proper implementation of internal control and compliance with rules, regulations and procedures.
- Ensuring centralized audits are carried out and following up on audits and spot audits with analysis, appraisals and recommendations.
- Reviewing of Bank's product portfolios to assess profitability and continuity of each product.
- Conducting investigations to detect frauds, abuses and taking prompt and appropriate action.
- Monitoring and following up on recommendations made in audit reports.

An attractive remuneration package will be available to the right candidate based on his / her professional qualifications and experience.

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If you possess the above pre-requisites, please send in your career resume with contact details of 2 non-related referees to reach us within 10 days of this advertisement, quoting MSL Ref. No.6264 in the application.

Short listed applicants based on the stipulated qualifications and experience will be called for an interview. The appointment will be made on contract basis.