



# knowledge network™

Knowledge Network  
New Member Guide  
Supporting your professional  
development



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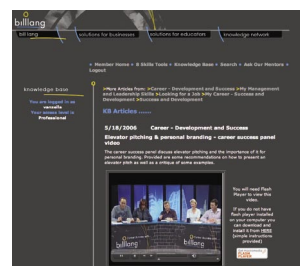
## Knowledge Network for your Professional Development

Do you want to maximise your professional potential?  
Work more effectively and efficiently?  
Be more successful in your field?  
Learn how to manage pressure?  
Achieve work life balance?  
Make a difference?

The pace of work today continues to accelerate due to rapidly changing markets, new technologies and more demanding customers. Employers increasingly seek and support people that pursue ongoing professional development to make a positive contribution to their organisations.

The Knowledge Network has been designed to support people with their professional and career development. It provides access to best practice resources ready to be applied to help improve your knowledge, your skills, your performance and the realisation of your potential.

We have sifted through the myriad of information and resources available. The Knowledge Network provides you with highly relevant and current resources that can assist you to take charge of your professional development to achieve your career goals.



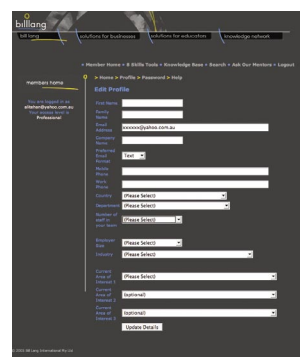
The Knowledge Network consists of:

1. Member Profile
2. 8 Skills Tools
3. Knowledge Base
4. Search
5. Ask Our Mentors

## The Member Profile

The Member Profile area is where you can customise your profile to specify your career goals, employment responsibilities and areas of professional interest.

As a member of the Knowledge Network you can select up to 3 key areas of interest relating to your professional and career development. You can update your profile and change your interest areas so when new resources, within your chosen areas of interest are uploaded, you will be notified via the *Knowledge Network Update* email.



## 8 Skills Tools

The 8 Skills Tools provides master copies of implementation tools, action plans, checklists, diagnostics and performance planners that form the development programs: 8 Skills for Career Success™ and 8 Skills for Management Success™.

The 8 skills tools help support your learning of these key skills. Using these skills will increase your workplace effectiveness and further develop your team participation, management and coaching skills.

The skills covered are listed below:

### The 8 Skills for Career Success™

1. Career Business Planning
2. Personal Branding
3. Personal Productivity
4. Effective Decision Making
5. Relationship Effectiveness
6. Great Team Playing
7. Organisational Smarts
8. Service Quality Systems

### 8 Skills for Management Success™

1. Team Motivation
2. Setting Team Objectives
3. Implementing Team Action Plans
4. Running Successful Team Meetings
5. Diagnosing Performance
6. Planning the Coaching System
7. Running the Coaching Session
8. Managing your Manager

## The Knowledge Base

The Knowledge Base includes articles and summaries that our researchers have compiled (some have links directly to the source material). There are also tools in the form of action plans, worksheets and project plans that you can download and put immediately to work. You can also watch videos and listen to interviews with some of the world's leading business professionals, who provide insight and guidance on important business, management and career development topics.



**The Knowledge Base directory is organised into 14 different categories.**

**Currently the categories are:**

1. Career - Development and Success
2. Career - Achieving work life balance
3. Career - Trends and opportunities
4. Career - Developing Networks
5. Career - Industry Leader Profiles
6. Career - Inspiration
7. Management - Development and Success
8. Management - Recruitment, retention and development of staff
9. Business - Strategic concepts
10. Business - Customer management
11. Business - Branding and Marketing
12. Business - Operations and execution
13. Business - Sales and Business Development
14. Business - Finance and Legal

As our editors select new resources, the Knowledge Base will be updated. When new resources become available in your key areas of Professional Development interest, we will inform you by sending a *Knowledge Network Update* email.

## Ask our Mentors

Ask Our Mentors provides the ability to ask about specific issues that you are dealing with in your career or questions related to your professional development.

Our mentors are experienced, knowledgeable and successful in their various fields. They provide guidance and assistance to help you consider options

regarding your request or questions.

They will assist you in an informed, thoughtful and appropriate way. The role of our mentors is to combine their personal experience and the resources of the Knowledge Network to help you achieve your goals. All requests and responses are confidential.



