

# Indispensable

**The No Bullshit Guide to Career Success**

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**A successful career is one that works for you but it won't come without clarity, action and effort.**

**It is how we work as much as what we do  
that determines our feelings towards our  
jobs**

**One of the indicators of future success is whether your first boss was a high performer.**

**Indispensable people are those that organizations, clients, customers and teams feel they cannot lose without suffering loss themselves.**

**Talent is the consistent repetition of  
mundane activities.**

**Careers are always about aptitude and attitude.**

# 8 characteristics of successful people

- 1. Be the person who gets things done**
- 2. Bring solutions not problems**
- 3. Work hard**
- 4. Don't let fear of failure stop you from trying**
- 5. Learn fast**
- 6. Love the process, not just the results**
- 7. Focus**
- 8. Be great for the careers of others**



**Skills can be taught and learned. In all careers learning is a pre requisite for success.**

**Qualifications , i.e. a degree are mostly relevant when applying for the first job.**

# What employers want

- 1. Likeability**
- 2. Understanding of how to be a great team member**
- 3. Leadership potential**
- 4. Problem solving skills**
- 5. Good work ethic**
- 6. Energy**
- 7. Passion**
- 8. Enthusiasm**
- 9. Resilience**

**Interviews are not a lottery, success comes from preparation, practice, not luck**

# 10 Standard questions you will be asked

1. Tell me about yourself
2. What are your greatest strengths?
3. What are your greatest weaknesses?
4. Why do you want to come and work for us?
5. Tell me about a challenge you faced and how you handled it?
6. Where do you see yourself 5 years from now?
7. Describe a time when you did brilliant work in a team
8. Why are you leaving your current job?
9. How do you prioritize your work?
10. Do you have any questions for us?

# No Nos when you go for an interview

- 1. Don't be late**
- 2. Dress appropriately**
- 3. Do not bad mouth current employer**
- 4. Don't chew gum**
- 5. Don't lie**
- 6. Look clean, clothes, hair, nails etc.**

**The smallest indivisible unit in an organization is a team.**

**Whether a team is great or poor is  
dependent on the leadership**



# 6 characteristics of great teams

- 1. Clarity of objective**
- 2. Clarity of individual objectives**
- 3. Great communication**
- 4. A culture that elevates**
- 5. Collective responsibility**
- 6. Trust and inclusion**

**Great leaders accelerate our careers and  
poor leaders hold us back**

**Leadership is about**

**Clarity**

**Action**

**Culture**

**Time is a resource we cannot replenish.**

**Much of the work we do is on autopilot.**

**Communication is not an exchange of words, It is a bridge that connects individuals, builds relationships, resolves disagreements and aligns vision.**

**For the majority of our careers we are boss  
plus we have a boss.**

**Liking your boss is not a reliable guide to whether your boss is a good leader or not.**

**You can like them and they can be useless.  
You need to respect your boss**

**Consider your career ROI**

**The desired rate of return is only something you can determine.**



**A boss should help you get closer to your career aspirations**

**Nobody cares about your career as much as you do since most people are thinking of their own careers.**

**A sense of personal progress is critical at all stages of a career.**

# How to get promoted

- 1. Exceptional performance in current role**
- 2. Leadership Potential**
- 3. Growth thinking**
- 4. Alignment with culture**
- 5. Visibility**

**Be ambitious but don't be a pain in the arse**

**Always have answers to your own questions**

# How Networking helps your career

- 1. Gets you visibility**
- 2. Finds new opportunities**
- 3. Finding new talent**
- 4. Mentoring**
- 5. Knowledge and Information sharing**

**Meetings matter, so lets do them better**



# 4 things of any meeting

**Aim**

**Agenda**

**Attendees**

**Action**

**A critical role for a chair in a meeting is to balance the views in the room, everyone behaves well and everyone's voice is heard**

# Why Meetings go bad

- 1. People come late**
- 2. Too many interruptions**
- 3. No clear agenda**
- 4. Poor time management**
- 5. Some people keep talking**
- 6. Some people are ignored**
- 7. Side conversations**
- 8. On the phone**
- 9. Being unprepared**

# Great presentations

- 1. You will take minimum 60 seconds per slide, sometimes more**
- 2. Chapters**
- 3. Focus**
- 4. Keep slides simple**
- 5. Avoid lists**
- 6. Consistent design**
- 7. Edit bullet points**
- 8. Use pictures to tell stories**
- 9. Readability**
- 10. No animations**

# 10 rules for public speaking

1. **Progressive exposure**
2. **90 % preparation, 10 % inspiration**
3. **Rehearse**
4. **Be you**
5. **Build bridges with your audience**
6. **Be a supportive audience**
7. **Prepare for questions**
8. **Context matters**
9. **Pre flight checks**

**A successful presentation is not about what is said, its how it is said.**

# Causes of work related stress

- 1. Lack of Job satisfaction**
- 2. Lack of time to complete tasks**
- 3. Lack of feedback**
- 4. Conflict**
- 5. Harassment**
- 6. Poor work life balance**
- 7. Dirty work environment**
- 8. Threat of job loss**
- 9. Change**

**Mistakes are fatal if we keep making the same mistakes again and again.**



**A successful career is more art than science.**