How to improve your LinkedIn profile?

New to Document Control?

A way forward

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EDITORIAL

2021 is reaching towards its end, and it's a natural time to pause and reflect on the past year's achievements, as well as a great moment to start planning the year to come.

What will the new year bring? What do you hope to achieve? What will you learn, in order to become the best version of your professional self?

For Consepsys, 2021 has brought the opportunity to reach more professionals, working for more industries, activity sectors and more countries than ever before.

In this year marked by the 11th anniversary of Consepsys, we have now trained professionals from 94 countries, 67 industries, and thousands of companies have trusted us with bringing their Document Control skills to the next level.

We are proud of having met so many of you this year, even though the context of the pandemic has made it challenging to meet face-to-face, but we have worked hard to propose a way to meet online with the same level of quality that we have had meeting face-to-face before the pandemic. The Live Online Virtual Classroom proposed by Consepsys receives recommendations and great reviews every day, but most importantly it helps so many professionals around the world in meeting their goals and learning new skills. That's what matters to us.

2022 will, with no doubt, bring great projects and opportunities to Document Control professionals, and this very thought excites us... but for now, let's enjoy what the last two months of 2021 have to offer and let's savour 2021 till the last moments!

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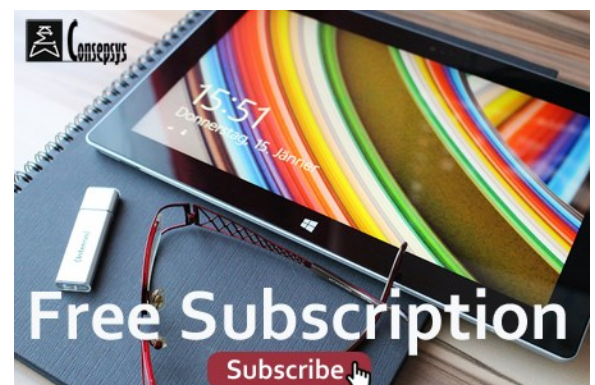
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THE DOCUMENT CONTROL PROFESSIONALS

TRAINING COURSES - CERTIFICATION - CONSULTANCY
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HOW TO IMPROVE YOUR LinkedIn PROFILE?

LinkedIn has become a centrepiece in career development especially when looking for new opportunities. However, it is important to make sure your profile is neat and inviting, especially as most employers will review it before inviting you to an interview. Here are a few tips to improve your online presence:

1. Polish your headline

The headline is one of the first things recruiters will look at: so, it's important to make it enticing: don't make it just about your job title. You can improve it by saying a bit more about who you are, why you do what you do, how you see your role.

2. Your profile picture is as important as your headline

LinkedIn refers to the profile picture as the "calling card": that's how people are introduced to you first. The first impression will last, so make sure you select the right picture for your profile. Wear professional clothes (clothes that you would wear at work), smile and make sure the picture is recent. The social media platform also recommends a picture where your face takes up about 60% of the surface and they do not recommend wide-angle shots.

3. Use the skills list

LinkedIn offers the ability to add skills to your profile. Select the most relevant ones (the idea is not to have a huge long list, as it would defeat the purpose of making your skills pop out).

4. Recommendations are really helpful

Recruiters will look for recommendations from your network. Don't be afraid to politely ask for recommendations from your managers, colleagues. But again, it's better to have fewer recommendations but from people who really know you and have worked closely with you, than a long list of endorsements from less relevant interfaces.

5. Include your professional certifications and courses you attended

In addition to degrees and diplomas, don't forget to also showcase your professional certifications and courses you attended. For example if you are a Consepsys Certified Document Controller, make sure you inform recruiters including your credentials, as 72% of Consepsys participants have indicated this made a huge difference to their job applications and 78% even got a pay rise after attending one of the Consepsys courses.

6. Beware of buzzwords

Some buzzwords are so over-used by everyone and for every circumstance, that they become meaningless. In their recent list of overused buzzwords, LinkedIn mentions words like "strategic", "focused", "creative", "experienced".

Use them purposely and meaningfully when you describe yourself and your experience, and be a aware that using them alone will not convince anyone: you need to demonstrate and quantify your achievements.

7. Your summary must make your story shine

If you had to spend time on one part only, it would be on your summary. Rather than giving a long list of skills in your summary, consider it as your chance to tell your story. Why do those skills matter, what makes you different from others, what are your differentiators?

8. Ask colleagues and friends to review your profile

Ask your close interfaces to have a look at your LinkedIn profile and give you their honest comments on it. This will help you improve it and make it universally successful!

NEW TO DOCUMENT CONTROL? A WAY FORWARD

The Document Control profession attracts newcomers every year, and there's no wonder why: it's a really interesting position, at the heart of efficiency, quality, traceability. It is also really varied as you can work in many different industries, projects, environments, and locations: there are Document Control professionals in all countries.

However, **it is a profession that cannot be improvised**, especially as there are rules to be followed, reasons for these rules, and values to be protected.

So what to do if you are new in the profession and willing to learn fast?

Step 1: Attend the Certified Document Controller training course

The Consepsys Certified Document Controller Training Course gives you a robust foundation for the profession, explains all the tasks and responsibilities, and contains numerous workshops and tutorials.

By attending the course, you acquire competencies that can be applied to day-to-day work. It will give you the tools and theoritical knowledge to tackle any new DC issue or challenge.

Step 2: Obtain the certification in Document Control

To formalize your knowledge and experience, the next step would be to get certified.

Consepsys is the internationally recognized certification body in Document Control.

To get certified, you would have to sit our formal Certification Examination, which will test & certify your knowledge with theoretical questions as well as practical tasks.

The Consepsys certification programme is a unique framework to assess the knowledge and competencies of participants. It has been adopted by an impressive list of major international companies (have a look at the list of some of our clients who have taken up our certification programme).

The exam is included in the schedule and fee of the Consepsys "Certified Document Controller Training Course".

Step 3: Obtain a strong experience as a Document Controller

Building your career as a Document Controller often rhymes with building a set of skills, working in different work environments, in order to be exposed to a variety of practices, tools, challenges, users.

Manage your skills to develop a strong,

transferable skill set over time.

The Consepsys Competency Matrix for Document Control professionals is the best tool to manage your skills: it helps you identify the skills that you need, to assess your level of ability for each skill and to plan your skill progression.

The Document Control profession can be very varied: you can work on a project or in a non-project environment (e.g. in a department, or for operations), you can work on the Client side or on the Contractor side and you can work in a variety of industries too...

The more exposure you get to a variety of environments, the better.

Step 4: Further career progression in the Document Control area

After a few months / years of practice, you will want to improve your knowledge and practice to further your career in the Document Control profession.

At this point the "Advanced Document Control Training Course", is a good complement to the Certified Document Controller course, as it helps deepen competencies with non-routine tasks that most senior Document Controllers get exposed to at some point: writing DC procedures, monitoring KPIs and statistics, raising awareness, etc.

TOP FREE RESOURCES
FOR DOCUMENT CONTROLLERS

Document Control is a profession where it is important to know the what (tasks), the how (processes & tools), the why (values, ethics, reasons), the who (roles and responsibilities).

There is a lot to learn and continuous learning and continuous improvement really differentiates between Document Control professionals and others.

|			
Consepsys Youtube Channel	This YouTube channel is a goldmine of tips, tutorials and expert videos on Document Control	Link	
e-Magazine	Our quarterly free e-magazine is called « The Document Control Tribune » and features articles on Document Control, interviews and portraits of Document Controllers and in 2022 we will celebrate 10 years of publication for this profession-beloved magazine.	Access all previous issues here	
Tip of the Month	Every month, we publish a new video tip or tutorial on Document Control: the discipline, the tools, the interfaces, and so much more	Watch all previous issues here	
Blog	Written articles on Document Control	Read	
Grades	The Consepsys Document Control Grades© guides on the experience, skills and exposure required for each type of role: • Assistant Document Controller • Document Controller - Tier 1 • Document Controller - Tier 2 • Senior Document Controller • Principal Document Controller • Lead Document Controller	Access the grades	
Salary Survey	The Salary Survey is a benchmark of Document Control professionals remunerations, throughout the world and a study of factors impacting remuneration (experience, role, environment, industry, etc). It's a yearly salary survey open to all Document Control Professionals (all industries, countries, experience levels)	Link	
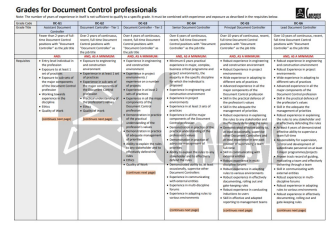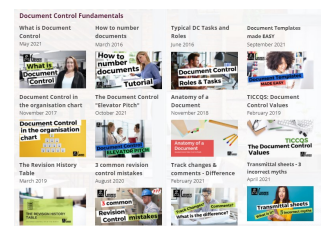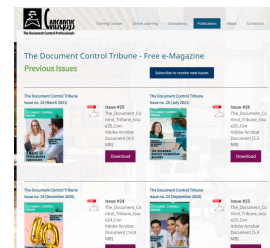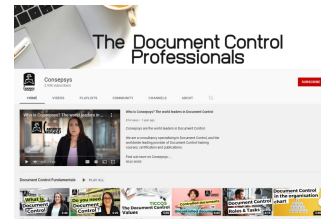
"Hanging in there" with D. Ceecee - the Document Controller by Tuffmee

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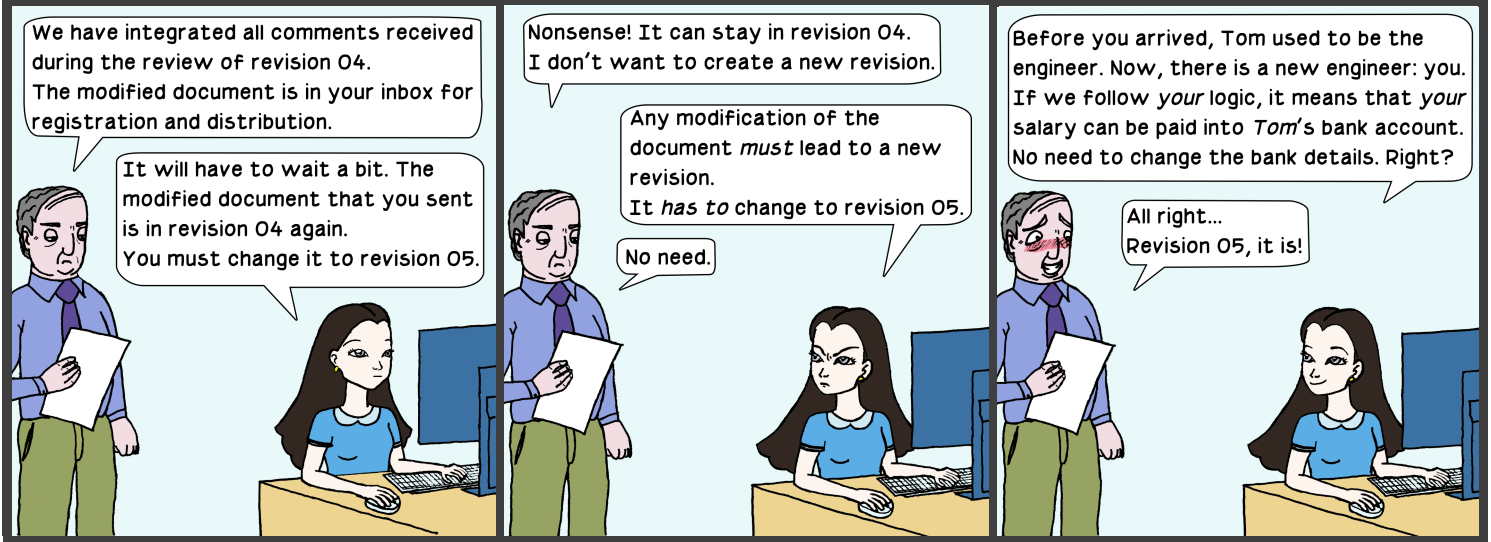
Credits

Graphical concept: Myranda Saffarine

Scenario & Design: Tuffmee & Nwash

Online Course

THE IMPORTANCE OF DOCUMENT CONTROL
for Management & Supervisory Roles

www.consepsys.com/ndc1

GIFT TO SELF: END OF YEAR CAREER REVIEW

*T*he end of the year is a natural time for reflection: what have I accomplished this year? What am I most proud of? What are my goals for next year?

Too often, we tend to jump from one year to another without really taking the time to take a step back and reflect. So why not make a special gift to yourself in the end of year period and offer yourself a career self-review?

Where to start? Make time for yourself: turn off all notifications and constant requests from others, and turn yourself inwards for a couple of hours.

Your self-assessment can include writing down your thoughts and answering the below questions:

Accomplishments

- What are my accomplishment this year? What are the highlights from this year?

- What am I the most pround of?

- What are the positive and negative feedbacks you received?

- When did you feel at your best? Is there a specific circumstance when you felt the most useful and impactful? Which skills were you using at that time?

- Did you set any goals for yourself at the beginning of the year? If so, which goals did you meet? Which ones fell short?

Learning

- Have you learnt any new skills this year?

- Did you invest in your skills?

- Have you identified the skills and knowledge you would like to grow and how?

- Have you tried something new this year? What did you learn from this experience? Is there anything you would do differently?

- What are the 3 things you wish to focus on in the next quarter to help you grow and develop?

Network and relations

- Who have been the most critical interfaces and work relationships for you this year?

- In the past 6 months, have you been in touch with your top 10 most important people in your network?

- What are the ways you could nurture and grow these work relationships in the future?

- How can you expand and diversify your professional network?

Work environment

- What are your ideal working conditions to be the most productive?

- Is there anything you can implement to improve your work environment?

Development

- What would you like to do **more** in the coming year? Are there tasks that you would like to focus on next year? Are there skills you would like to use more?

- And on the contrary, what are the tasks that you enjoy **less**?

- How can you make more time or have more opportunities to make room for the things you really enjoy doing?

- What can you do to make your daily work life more enjoyable?

- What motivates you particularly? And on the contrary what demotivates you?

- What are your goals for the next quarter? The next six months? The next year?

Advanced
Document Control
TRAINING COURSE

A course focusing on **non-routine activities**, which represent the opportunity for Document Controllers to **raise their profile and to expand their knowledge**.

It allows DCs to **increase their credibility** by demonstrating a better understanding of their interfaces. This course guides participants to make a significant difference and to add a lot more value as a professional.

More Information

A course by Consepsys: World leading provider of Document Control courses & Internationally recognised certification body for Document Controllers

Consepsys

PORTRAIT OF A DOCUMENT CONTROLLER

Nisansala Liyanage

Document Controller

at Exyte Singapore Pte Ltd in Singapore

> *Nisansala attended the Certified Document Controller Course (Live online classroom in May 2021)*
> *and the Certified Lead Document Controller Course (Live online classroom in September 2021)*

Can you tell us a bit about you?

My name is Nisansala Liyanage and I'm 39 years old. I am married with two adorable sons who are 12 and 10 and one beautiful daughter who's 7.

I am originally from Sri Lanka and currently settled in Singapore with my family. I love spending time with them as much as possible.

I'm very interested in leading a healthy lifestyle so I make sure my family and I fit in regular activities which we can enjoy together like going on walks, cycling and camping.

What is your current role?

I'm a Document Controller at Exyte Singapore Pte Ltd, [a firm specialising in design, engineering, and delivery of major complex projects and facilities for high-tech industries in Singapore].

My key responsibility is to manage the client documentation shared with the project team.

As I'm quite proficient with the Exyte Document Control System, I provide system training to Exyte staff and subcontractors and as well as manage the access to different systems used in the project.

Can you describe your professional experience?

I started my career in 2008 as an administrative officer at Sembawang Shipyard handling Bohai FPSO project. After 3 years in the Oil and Gas industry, I joined a software manufacturing company, Yokogawa Engineering Pte Ltd as a Document Controller where I spent the next 5 years.

Next, I was with Penta Ocean Construction Pte Ltd, followed by China Construction Pte Ltd where I got the opportunity to learn more on being a Document Controller. I set up a Document Control system for the project from Document Control procedure to electronic data management system.

In my current position at Exyte Singapore Pte Ltd, I'm getting more opportunities to learn more about different systems and improve my professional skills as a Document Controller.

My overall experience in the past 13 years has given me the knowledge and skills needed to successfully be a part of projects from the tender stage to handover while meeting the tight deadlines.

Which Consepsys course did you attend and when?

I attended the Certified Document Controller Course in May 2021 and the Certified Lead Document Controller Course in September 2021 in a live online class and got the certification for both.

Next, I'm planning to attend the Advanced Document Control Course.

What did you think about the course? How did it help you in your current role and career development?

The courses were well prepared and delivered within the time frame. The instructors were well informed and easy to follow and made the entire course very enjoyable.

> *"In the course, I gathered quite a lot of important information such as how to highlight the importance of a good document control system and how to handle difficult situations I face in projects"*

I gathered quite a lot of important information such as how to highlight the importance of a good Document Control system and how to handle difficult situations I face in projects in relation to Document Controlling.

This knowledge and experience will help to further my career goals to become a good Document Control manager.

HOW TO BE MORE CREDIBLE IN MEETINGS

Meetings are an interesting moment in the workplace because not only they can be a great forum to share progress, accomplishments, issues and concerns, but they are also a place where you can shine and build a strong professional image. Or on the contrary, if it is not handled properly, your credibility can go down quite quickly. So what to do to be more credible in meetings?

1- Always be on time

Yes, no one really likes going to endless meetings. However, you still need to be on time to meetings because when you are not then the message you give is "I have no respect for you or your time—nor that of other attendees, and I am not a reliable person".

2- Always come prepared

What is the purpose of the meeting? What is the agenda? Even if you are not chairing the meeting, you still need to review these ahead of the meeting, and do your "homework": what information can you prepare that might be useful or enquired about during this meeting. Are there any documents you should bring with you that could potentially bring value to the discussion?

3- Don't allow yourself to be distracted

Turn off your phone: nothing justifies your checking your feed or your emails during a meeting. So the rule is: don't be distracted by your electronic devices during meetings because it just looks bad and not professional.

4- Actively listen

Take notes on the discussion, highlight the actions you need to take after the meeting.

5- Understand the unwritten speaking rules

A few of these rules are: Don't interrupt others. Speak up (talk loudly enough so that everyone hears you). Don't save all of your questions for the end of the meeting (when there is no more time and everybody wants to end the meeting quickly).

THE DOCUMENT CONTROL TRIBUNE