

|| Corporate Shatak | Dream Employee ||

Anup Balkrishna Jani

- ❑ Load the **code** in you & become the **chosen one**.
- ❑ Inspiring to **every corporate employee**.
- ❑ A must **for every corporate employer**.
- ❑ Freely downloadable in PDF format at www.corporateshatak.com

TITLE VERSO

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大望 Taibō AMBITION

目的 Mokuteki GOALS

天性 Tensei NATURE

実行 Jikkō EXECUTION

で分隊 Debuntai

任務 Ninmō MISSION

考え方 Kangae kata

人格 Jinkaku PERSONALITY

夢想 Mūsō VISION

挙動 Kyōdō BEHAVIOR

方針 Hōshin POLICY

哲学 Tetsugaku PHILOSOPHY

Dream Employee
夢の従業員
Yume no jūgyōin

感化 Kan'ka MOTIVATION

寄る Yoruru APPROACH

立場 Tachiba ATTITUDE

履行 Rikō PERFORMANCE

標定 Hyōtei ORIENTATION

働き Hataraiki ACTIVITY

手腕 Shuwan COMPETENCY

会得 Eitoku ACQUISITION

PROLOGUE

“Good employee can be discerned from bad one in 100 different ways”. The target audience of this book is essentially- “Every Corporate Employee”

Understanding and judging humans is perhaps the most difficult thing in corporate world. This book deciphers this difficulty by presenting the subject in a very simple, clear, concise and precise manner.

As this small yet powerful book shall be entirely so instrumental in judging the employees that every Human Resource (HR) Manager or any authoritative corporate who is in the position of hiring, firing, promoting, demoting or training the staff would like to refer to it either as a ready reckoner or include this as a part of their employee’s training programme.

Every human consists of numerous characteristics amongst which certain matter the most in the corporate world directly and indirectly such as; Activity, Ambition, Approach, Attitude, Behaviour, Being in team, Beliefs, Competency, Execution, Goals, Mind-set, Mission, Nature, Objectives, Orientation, Perception, Personality, Philosophy, Vision, etc...

As this book focuses on each of these characteristics and describes the individual in Hundred (Shatak) points, this unique piece of literary work can also act as a benchmark for the character building or testing of a good corporate employee.

FOREWORD

After the successful launch of my first book;

|| **Corporate Shatak | *The Mindset*** ||

(Checkout www.corporateshatak.com)

I was inspired to breed this idea into a family of new more ideas hence, hence an addition to the series. I decided to name this book taking inspiration from what my Canadian sister Aarti once complemented me as

...**“AN EMPLOYER’S DREAM”**

In my career I have been both *employee* as well as *employer* and thus, have *conducted many interviews* as well as *been interviewed* several times. I have had an experience of being *recruited* as well as *getting terminated* and I have *hired* as well as *fired* as an employer. Often, I have not only *seen* but also *been a good* and a *bad* employee myself.

So what I gather from my international diverse industry experience of about 21 years across 7 cities in 4 different countries, in 19 different companies, belonging to public as well as private sectors covering 7 different domains working on over 30 different projects is; certain characteristics of a good employee that ought to learn and adapt to, so as to become an employer’s dream.

We used to have a lesson in our school book back in our childhood days. The author of that chapter shared his experience of a visit to Japan (Nihon 日本). He was invited by his friend in Japan who happened to be a successful businessman. The author, while entering his friend’s factory, saw a lad organizing pairs of shoes just outside the entrance. After having visited the entire factory, the author was then introduced to the son of that businessman who was none other than the same lad who organizing pairs of shoes of people. Responding to the shocking surprise of the author, his businessman friend explained to him that in Japan there is nothing like small work or big work. It’s just work.

And after so many years when I myself got a chance to visit Japan on a company’s assignment, I noticed the same thing. People are humble and down to earth. The work culture cannot just get more perfect. I have used Japanese words for each attribute to put an emphasis on how important each one is. Reason for choosing Japanese language is because I have spent good three months in Tokyo, Japan and not only did I learn its work culture which I found highly admirable but also picked up some Japanese language (Ni Hon Go) that time. Since then, I decided to adapt to the

Japanese work culture. I read an autobiography of CEO of **Sony Corporation** Akio Morita San and I learnt many good facets.

Let me take this opportunity to share some of the memorable corporate episodes I have had in my young corporate career as an employee to make my point clear.

Identifying the performance issue

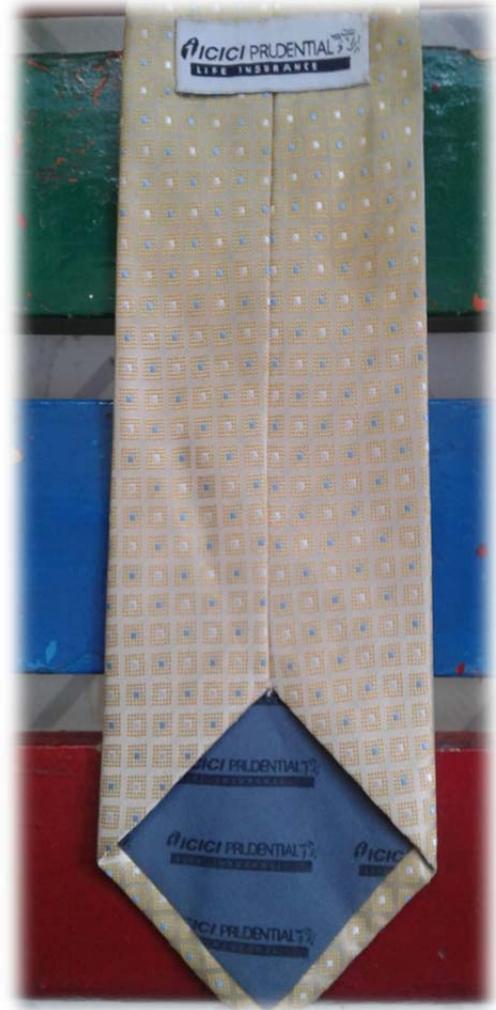
I had joined US based MNC (Multi National Company) called **Quinnox** as a software engineer in [SEEPZ \(Santacruz Electronic Export Processing Zone\)](#) which is also known as SEZ (Special Economic Zone) in the year 2003. I was enthusiastically trying my level best in every way yet my performance was being hampered. One fine day, I decided to take upfront feedback from my Project Leader Mr. Niraj Wagle. We sat in a room and I was all ears. I (explaining my apparent problem) asked Niraj what was wrong with me. Instantaneously his reply was: "Anup you should know how to catch the running train"! Every project is like a running train and when you join it, you need to start delivering from the day one. This is possible only when you stop trying to learn everything about the project at once. Niraj used an example of solid state electronic devices. Small charge is good enough for those to function unlike age old diode valves that took radios to start functioning after a very long time. By the same token, small knowledge about the project should be good enough for you to get started and deliver. This advice really helped me perform well in all my future works.

Running an extra mile

In the year 2004 I was deputed to **PCA Life Japan (Tokyo)** for three months providing technical support to the web based application we were building since almost a year. The scope of my job role was very limited that included onsite client communication fixing minor errors, communicating with offshore development team and supporting the launch. One fine day, client **Kiyoshi Yoshiyama San** approached me through my Japanese interpreter cum project lead and my friend **Kieran Gane** requesting to lend a hand in recovering their data that they had lost the track of from their databases. It was not my job and I had a choice to say No. Nevertheless, I took it as a challenge, spent extra hours in recovering their valuable data. My work was appreciated by the client and so by my employer.

Displaying sheer hard work and skills

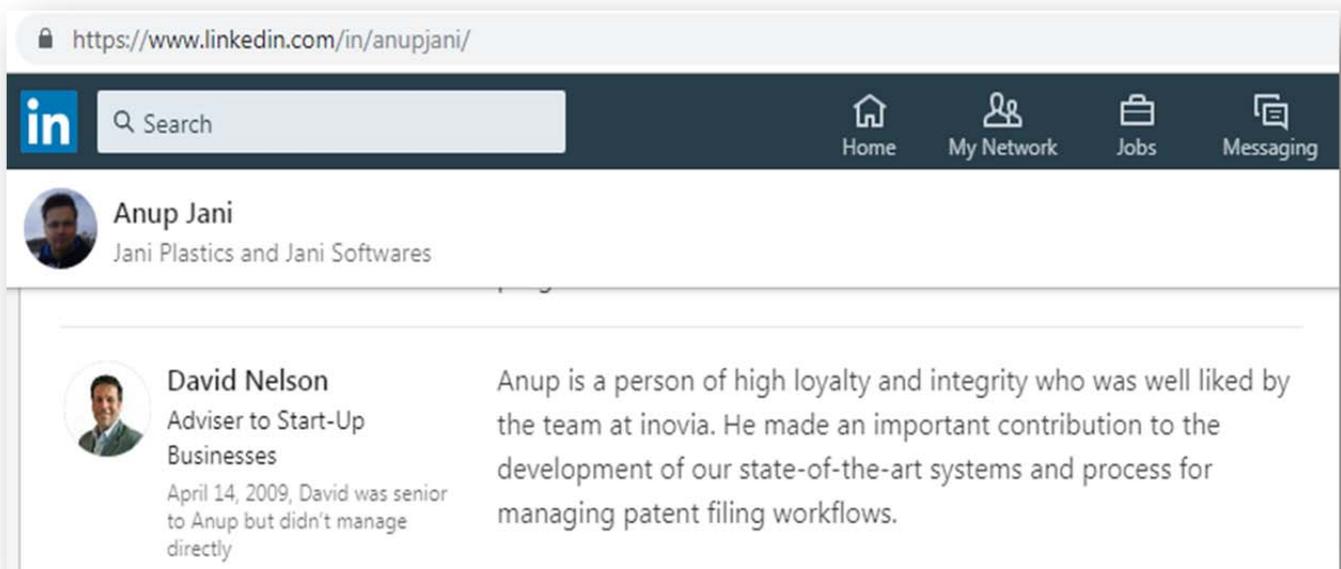
Back in 2006 I was working as a Software Engineer at **Patni Computer Systems Pvt. Ltd.** (later taken over by **iGate** then taken over by **CapGemini**) for one of the most respected clients **ICICI Prudential**. The project I was leading was so highly successfully implemented that my client side support was admired with a standing ovation by the team who also gifted me with a Tie with name "ICICI Prudential" on it. And when I was leaving the company, my Project Manager Mr. Subramaniyam Iyer readily and kindly accepted my request to give me a special work experience which otherwise was very difficult. Patni Computers only provided standard two liner service letter but I was given an additional letter breaking the conventional protocol considering my valued contribution. This was my deeply satisfying proud moment.



Owning the problem, exercising loyalty

Another incident I recall is back in 2008 when I was on a permanent role of \$100,000 per annum working with **inovia Holdings Pty. Ltd.** (formerly called PCT Filer) in Sydney, Australia. Mr. David Nelson had taken over as a director and Justin Smith was the owner of the company that faced tough time during 2008. This was the time of US economy melt down due to housing bubble burst and Lehman Brothers went bankrupt. About 80% of the revenue was getting generated from US alone for this company. Hence unfortunately, it decided to trim down its IT resources. I along with my CIO was given a notice of 1 month and it was very difficult to leave my six months' ever growing good relationship with the esteemed organization.

Nonetheless, that was also the time when I learnt one difficulty inovia just had started facing. The [WIPO \(World Intellectual Property Organization\)](#) in US had changed their website & our screen scraper software just couldn't work. I saw the problem. And company was not expecting me to fix it since it had already given me the leave notice. But I took my call, contacted WIPO in USA, then discovered some Web-Service based interfaces that would enable our code to fetch desired data from their database. I incorporated the kit provided by WIPO into our software, made some code modifications and we were back in business! I earned verbal as well as written appreciation from company owner as well as director. Here is the kind recommendation I earned from Mr David Nelson himself.



So once you load this Code of Goodness on you, I am sure you as a good employee can shine and achieve great heights in your career. Who knows you might get awarded or rewarded as an employee of the month or even employee of the year by getting inspired and following guidelines depicted in my this digest like literary work! Let me say that I couldn't get any simpler, to the point and upfront in this particular effort. Having said that, I wish this book will bring a positive change in the corporate world. I recommend readers to keep this eBook in their smart phones or tabs and take a sip of it from time to time. Wish you happy reading.
~ Anup.

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手腕 - SHUWAN

COMPETENCY - Ability to do something successfully or efficiently.

#	<u>GOOD</u>	<u>BAD</u>
1	Excellent written and verbal communication skills.	Poor in communication.
2	Highly skilled with deep knowledge and wide exposure.	Less experienced and lacks basic knowledge.
3	Strong technical documentation skills.	Poor in documentation.

標定 - HYŌTEI

ORIENTATION - Basic inclination towards a particular subject.

#	<u>GOOD</u>	<u>BAD</u>
4	Technologically inclined.	Money oriented.
5	Equipped with education, qualification, knowledge, skills and talents.	Equipped with company politics, micro management and unnecessary contingencies.
6	Fully dedicated to the organization.	Lacks dedication.

立場 - TACHIBA

ATTITUDE - A settled way of thinking or feeling about something.

#	<u>GOOD</u>	<u>BAD</u>
7	Down to Earth.	Egotist.
8	Go-Getter. Do it now.	I will do it later.
9	Do GOODer. Do no evil.	Good deed bad deed hardly matters.
10	Burn the midnight oil. Run that extra mile.	It's not my job. Pay me and I'll do it. Not ready to come for a few week-ends at work even on request despite no real excuse.
11	Takes the ownership of the problem statement or a task assigned.	Avoids owning the problems.
12	Takes up responsibility for failures.	Blames others for failures.
13	Runs away from appreciations.	Hungry for appreciation.
14	Disregards difficulties.	Embraces difficulties.
15	Loves failures.	Failure allergic.
16	Sincere, honest, truthful and genuine.	Insincere, deceptive and dishonest.

寄る - YORU

APPROACH - A way of dealing with a situation or a problem.

#	<u>GOOD</u>	<u>BAD</u>
17	Always prepared.	Unprepared.
18	Is initiative taking and proactive.	Refrains from initiations and avoids being proactive.
19	Always willing to give something extra to the company free of cost out of goodness or passion.	Always willing to charge company for any extra time or effort given.
20	Seek first to understand than to be understood.	Seek first to be understood.
21	Ethical	Unethical

考え方 - KANGAEKATA

MINDSET - The holding of established set of attitudes.

#	GOOD	BAD
22	Considers himself as imperfect individual no matter how advanced.	Feels himself as perfect and looks at self as flawless (or with very few flaws) individual.
23	Feels guilty wasting own and company's time while at work.	Doesn't value own as well as company's time.
24	Feels proud for his company.	Often curses his company.
25	Feels deeply sorry to leave the company.	He feels sorry being an employee of the company. Others feel happy seeing him leaving.
26	Doesn't want to know anything about company politics.	Often interested in some or other company politics.
27	Purgative. Keeps cleansing mind-sets on people, location, community, caste, gender, salary, technology, etc...	Depraving. Keeps accumulating & reinforcing orthodox mind-set.
28	Remains in solution space.	Thrives in problem space.
29	Loyal to own work.	Loyal to persons.

方針 - HŌSHIN

POLICY - An adopted course or principle of action.

#	GOOD	BAD
30	Offers commitment.	Demands guarantee.
31	Fair to the organization.	Unfair to the organization.

哲学 - TETSUGAKU

PHILOSOPHY - Knowledge and experience based fundamental academic discipline with reality in the consideration.

#	GOOD	BAD
32	Salary is secondary to learning, skills and technical upgrades.	Salary is primary to learning, skills and technical upgrades.
33	More replace-able you are, more promotable you are.	Less replace-able you are, more important you are.
34	Shells out money from own pocket for external certifications and trainings.	Expects company to sponsor all the trainings.
35	Believes in improving self all the time.	Expects company to change according to him.
36	Believes in bringing profit to the company in multitudes of own salary, and works accordingly.	Hardly does extra work. And immediately expects promotion salary-wise or designation-wise for every extra work done.
37	Willing to share knowledge.	Hesitant in knowledge sharing.

会得 - ETOKU

PERCEPTION - A way of looking at things.

#	<u>GOOD</u>	<u>BAD</u>
38	Clear vision that suits to the company vision.	Vision often clouded with doubts, suspicions and fears and hardly suits to the company vision.
39	Looks at seniors respectfully as mentors and treats likewise.	Looks at seniors and mentors disrespectfully.
40	Compares his own performance with other peak performers within the company.	Compares his own salary with that of highly paid colleagues.
41	Is other-centric focussing on others and is always glad to be of assistance.	Is Self-Centric. Avoids lending a hand.
42	Eyes focussed on excellence.	Eyes focussed on perks, promotion and salary hikes.
43	Always sees opportunity in every problem.	Always sees problems in every opportunity.
44	Looks at HR department as a friend.	Looks at HR department as an enemy.

挙動 - KYODŌ

BEHAVIOR - A way of conducting own acts towards others.

#	GOOD	BAD
45	Punctual.	Often not on time.
46	Creator.	Complainer.
47	Grows with the company.	Retards company's progress or causes hick-ups.
48	Avoids Email wars.	Wages Email war.
49	Open and friendly. Gets along.	Secretive, reserved and unfriendly.
50	Generously imparts knowledge by training people within the company.	Avoids giving training fearing others might learn more. Expects company to train him.
51	Hyper active when on bench period. Keeps upgrading.	Bench period means hibernation for him. Doesn't upgrade.
52	Rocks the boat in the middle of the sea. Seeks challenges.	Status Quo is his comfort zone. And always seeks comforts.
53	Judges own performance.	Judges the boss and HR.
54	Accepts and adapts to the company culture immediately.	Hardly adapts to and accepts the company culture.
55	Leaves the decision of his promotion to boss or HR department totally.	Expects frequent promotions from HR or Boss.
56	Multitasking.	Non-multitasking.
57	Ability to suffer high highs and low lows.	Lack of resilience.
58	Saves the company resources.	Not only consumes but also wastes company resources.

天性 - TENSEI

NATURE - The innate disposition.

#	<u>GOOD</u>	<u>BAD</u>
59	Not scared to talk heart out to his seniors and colleagues.	Scared and suspicious about talking what is on mind.
60	Is introvert yet uplifting.	Is introvert but down-falling.
61	Always cheerful and innocent.	Often suspicious and dull most of the time.
62	Feels guilty if delivered less.	Tries to make seniors feel guilty if his efforts are not appreciated.
63	Maintains professional integrity to the best.	Hardly cares about professional integrity.
64	Company feels sorry to leave him .	Company always looks for a chance to kick him out (of course, in a polite and tactful way).
65	Entrepreneur by nature demonstrating creativity.	Slave by nature waiting to be directed by someone else.
66	Ever ready to help and cooperate.	Mostly non-cooperating and hardly helping.

人格 - JINKAKU

PERSONALITY - Individual's Distinctive character.

#	GOOD	BAD
67	Liked by all.	Dis-liked by good employees.
68	Goodness reflects like some perfume on personality and profile.	Badness and ugliness smells fishy in personality against the nice profile portrayed in resume. (This is the reason why interviewers want to see candidate in person, to avoid misjudgements).
69	People (Boss, team, colleagues, seniors and subordinates) find him easily approachable and are happy to meet him every time.	People feel like avoiding to approach him unless utmost necessary. And they often regret meeting him.

働き - HATARAKI

ACTIVITY - Operations or functions a person does.

#	<u>GOOD</u>	<u>BAD</u>
70	Reading new books back-to-back one after another.	Hardly touches books.
71	Involved in producing something useful for others.	Keeps collecting useful things from the others for own selfish means.
72	Keeps boss informed.	Keeps boss in dark.
73	Keeps busy. Always active	Keeps lazy. Often inactive.

実行 - JIKKŌ

EXECUTION - Carrying out a course of action.

#	<u>GOOD</u>	<u>BAD</u>
74	Simple, straight and predictable.	Confusing, doubt-raising, with hidden agendas. Not straight.
75	Transparent execution.	Lots of grey areas.
76	Permissive democratic type of management gets best out of him.	Leaving him autonomous raises too many risks.
77	Result oriented.	Process oriented.
78	Prioritizes. First things first.	Hardly prioritizing or poor in it.

で 分隊 - DE-BUNTAI

IN-TEAM - Being a team player.

#	<u>GOOD</u>	<u>BAD</u>
79	Dissolves own existence and merges with the team seamlessly.	Maintains own existence at all costs despite being within the team.
80	Sense of Humour.	Inability to laugh with each other.
81	Complementary to the team members.	Conflicting with the team members.
82	Values others' view-points.	Disdains others' notions.

夢想 - MUSŌ

VISION - An experience of seeing something in a dream.

#	<u>GOOD</u>	<u>BAD</u>
83	For the greater good.	For fulfilling own selfish means.
84	Vision has no personal agenda.	Many personal hidden agendas.
85	Higher, richer and ideal.	Shallow, narrow and not so ideal.
86	Shared vision.	Isolated vision.

任務 - NINMU

MISSION - An important assignment.

#	<u>GOOD</u>	<u>BAD</u>
87	Is larger than any individual including self.	Individual is larger than the mission.
88	Never compromises the mission.	Can compromise the mission.

目的 - MOKUTEKI

GOALS - Object of a person's desired results.

#	<u>GOOD</u>	<u>BAD</u>
89	Goals are well aligned with company's vision.	Goals not well aligned with company's vision.
90	Long terms goals.	Short term goals.
91	Are tangible.	Are intangible.

大望 - TAIBō

AMBITION - A strong desire to achieve something.

#	<u>GOOD</u>	<u>BAD</u>
92	Not highly ambitious.	Highly ambitious and ready to make others suffer at its cost.
93	Ambition is backed by some vision of inclusive growth.	Backed by mundane desires.

履行 - RIKŌ

PERFORMANCE - Demonstration of accomplishing a task.

#	GOOD	BAD
94	Delivers fast.	Takes time.
95	Delivers what is promised.	Delivers but as not per promise.
96	Delivers what is exactly required.	Delivers not as per the requirement.
97	Sets an example with outstanding performance.	Conventional performance.

感化 - KANKA

MOTIVATION - Stimulus for behaving in a particular way.

#	GOOD	BAD
98	Motivated by self.	Needs to be motivated.
99	Has ability to motivate others.	Lacks ability to motivate others and often discourages others.
100	Drives others.	Driven by others.

APPENDIX - A

Attitude	Taido	態度
Approach	apurouchi	アプローチ
Perception	kanchi	感知
Behaviour	koudo	行動
Nature	seishitsu	性質
Team Player	chimu pureiya	チームプレイヤー
Ambition	Yashin	野心
Performance	paformansu	パフォーマンス
Motivation	yaruki	やる気

My friend **Kieran Gane** all the way from **Tokyo Japan** has been so very kind to review the book and provide me with some **Japanese** words corrections. However, I had to leave the **Matrix** like **code** with **anomaly** due to some technical difficulties and I could not incorporate the same. Nevertheless, I would like to preserve his kind notes here. I tender my sincerest apology to one who understands Japanese language for this glitch.

I hope the reader enjoyed this book as much as my previous free downloadable PDF e-Book || **Corporate Shatak | The Mindset** ||. If you haven't read it, just go to www.corporateshatak.com

Anup.

ABOUT THE AUTHOR (<https://www.linkedin.com/in/anupjani/>)

The author is Indian born Australian Citizen with 21 years' experience. Has acquired 12 years' global IT experience as an employee and then after, 9 years' local manufacturing experience since year 2010 as employer. Has had exposure of 19 different companies from 4 different countries – America (Bethlehem PA), Australia (ACT, Adelaide, Sydney), India (Mumbai, Pune) and Japan (Tokyo). He has worked on entire Software Development Life Cycle (SDLC) as IT-professional and entire Business Development Life Cycle (BDLC) as a manufacturer and business owner. Served private as well as public sectors from local start-up companies, Small and Medium Enterprises to International Giants Worked as IT Professional with respectable and large sized clients: Optus, Department of Planning, Telstra, Commonwealth Bank of Australia, IP-Australia, NSW-Police, Amway International, PCA Life, Guardian LIC, ICICI Prudential and NIIT.

Anup has gained domain exposures in E-commerce, Insurance, Banking, Telecommunication, Law enforcement (Police), Intellectual Property, Plastics manufacturing. Have lead teams/modules, estimated, designed, developed Monolithic, Client/Server, EAI (Integration), Web-based, Portal, Voice-based, CRM based (Sales Force), Front-end, Back-end, Middleware applications. Anup has played roles of Lab instructor, teacher, corporate trainer, software engineer, computer programmer, j2ee developer, business analyst, application designer, SQA, team leader, module leader, project leader, consultant, business administrator, manager and business owner. He has worked with Indians, Australians, North Americans, South Americans, Chinese, Vietnamese, British, Spanish, Irish, Ethiopians, Russians, Ukrainians, Shrilankans, Japanese, Malaysians, West Africans, South Africans and Lebanese.

IN A NUTSHELL

1. **Have been full time IT professional** for 12 years. (1998-2010)
2. **Running a 42 years old industry** of manufacturing Thermo Plastics extrusion items since year 2010. [www.janiplastics.com]
3. **Providing Industrial Management training** since year 2014 [e.g. Indian Plastics Institute]
4. **Providing IT solutions** as independent IT-consultant since 2012. [www.janisoftwares.in]
5. **Life Member** of Friends of the Trees, Indian Plastic Institute & Computer Society of India.
6. Have been one of the **Founding Members and a Trustee** (2014-2018) of a Charitable Trust [<http://www.das76bs.org>]
7. **Providing a part time honorary service** in an ancestral **Temple** as a priest since year 2010. Doing life-long open research work on Spiritual front. [www.albelaspeaks.com]
8. **Running "Albela Sanskrit Pathshala"** (Free Classes) since July 2015.
9. **Co-Authored a book** "||Corporate Shatak | *The Mindset* ||" First published in 2019. PDF freely downloadable at www.corporateshatak.com