



Chapter 4.1

Career Development



Aim

To acquaint the students with the importance of career development

Instructional Objectives

After completing this module, you should be able to:

Describe professional
career development

Outline the stages of
career development

List professional
talents

Career Development

(i) Introduction to Career Development

It is the life long pursuit of managing learning, work, leisure, and transitions in order to move forward to a personally determined and preferred future



(ii) What is a career?

- A career is often composed of the jobs held, titles earned, and work accomplished over a long period of time
- Some employees stay with one job during their career
- Others change jobs more frequently
- Synonyms: occupation, trade, profession or vocation

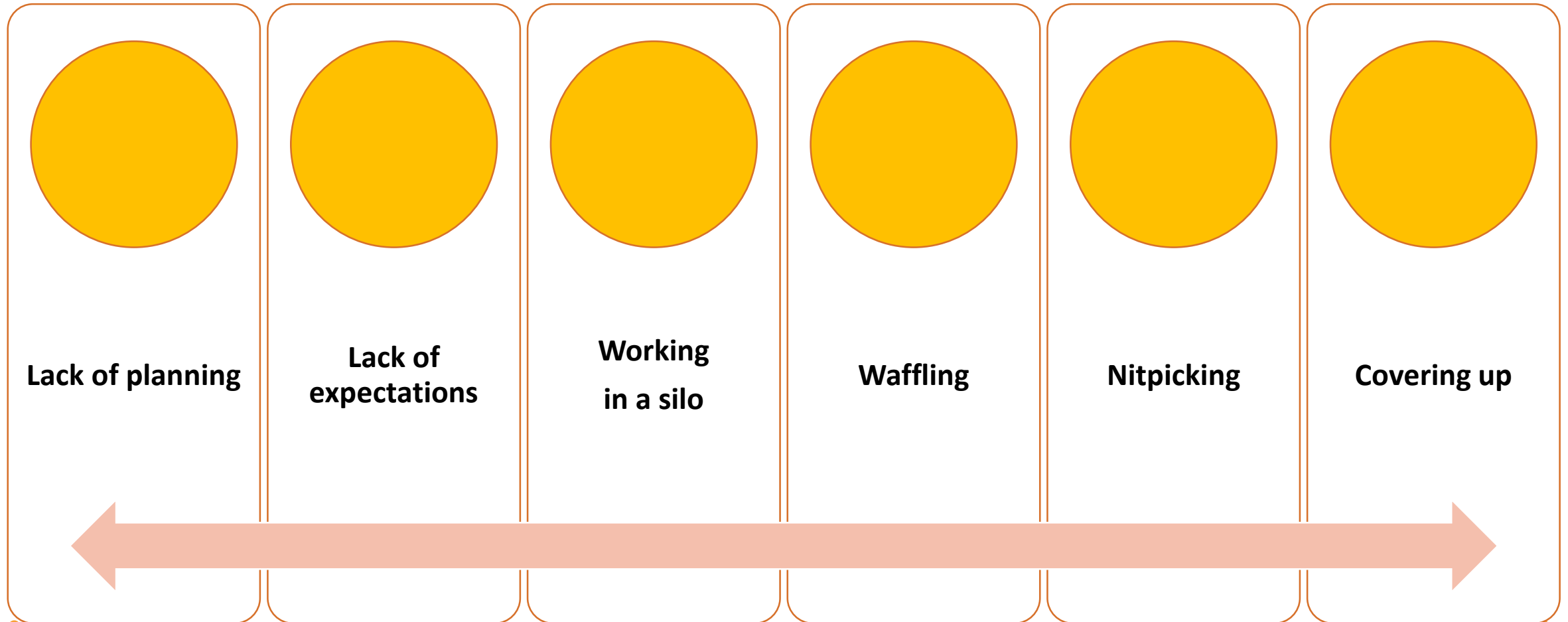
(iv) Individual Career Development

Career development can be defined as the proactive planning and implementation of action steps towards achieving career goals.

(v) Steps in Individual Career Development



(vi) Career Mistakes to Avoid



(vii) Symptoms of Being in the Wrong Job

Frequent job hopping

You are still hunting for the right job

Unhappy with what you are doing

You are stressed at the thought of going to work

Getting attracted to various other jobs

You find that other companies pay better for the same role



Quiz / Assessment

1) _____ is proactive planning and implementation of action steps towards achieving career goals.

- a) Career planning
- b) Career management
- c) Career development
- d) Career development plan

2) _____ is a potential career mistake.

- a) Diligence
- b) Waffling
- c) Team playing
- d) Collaborating



Quiz / Assessment

3) _____ drives career progress.

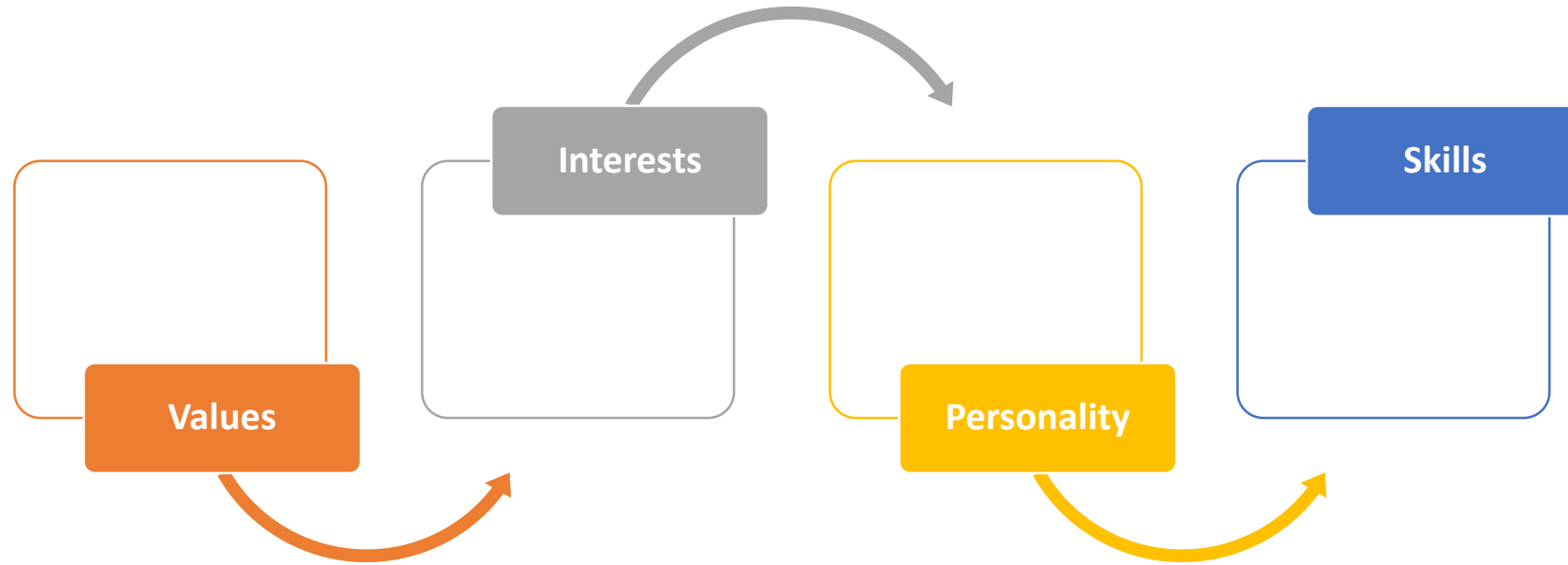
- a) Performance
- b) Nitpicking
- c) Working in silos
- d) Mentors

4) _____ is the inability to make decisions.

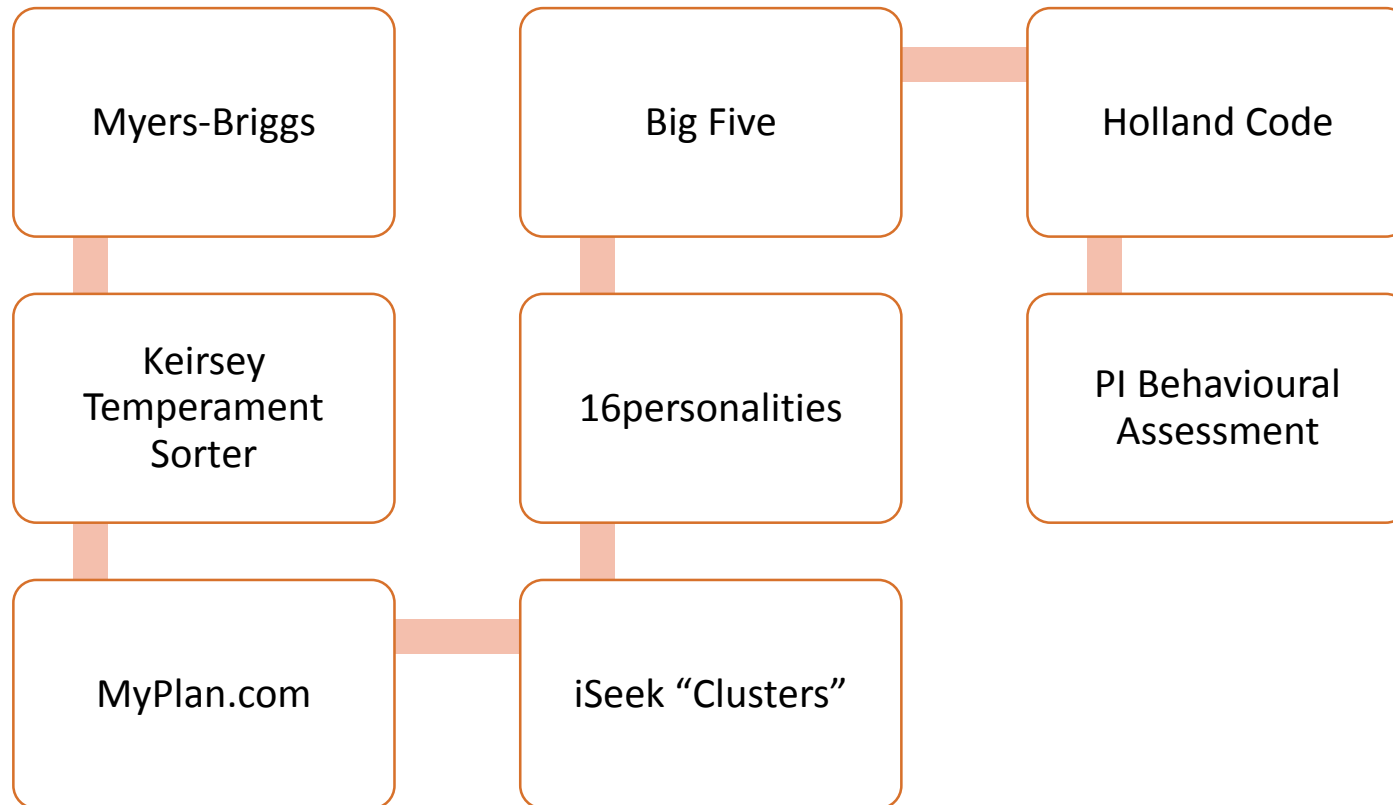
- a) Dithering
- b) Dilemma
- c) Catch 22
- d) Waffling

Self Assessment - Identifying Your Professional Talents

(i) Introduction



(ii) Self Assessment Tools

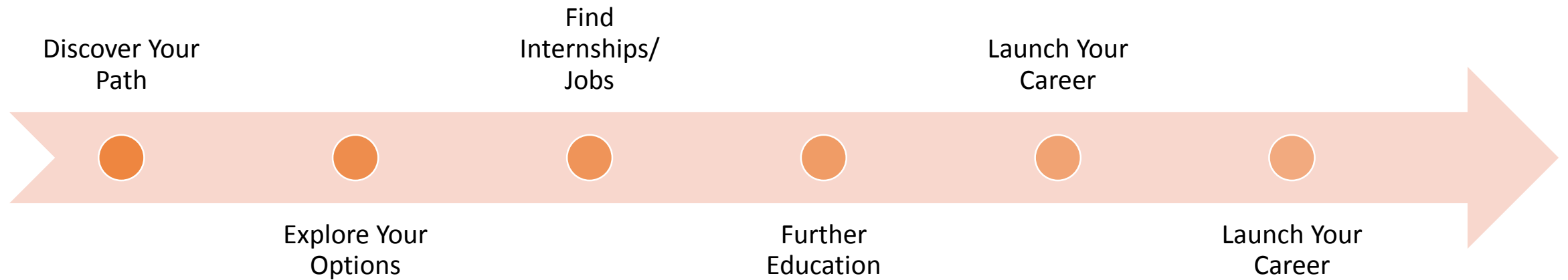


(iii) Career Development Plan

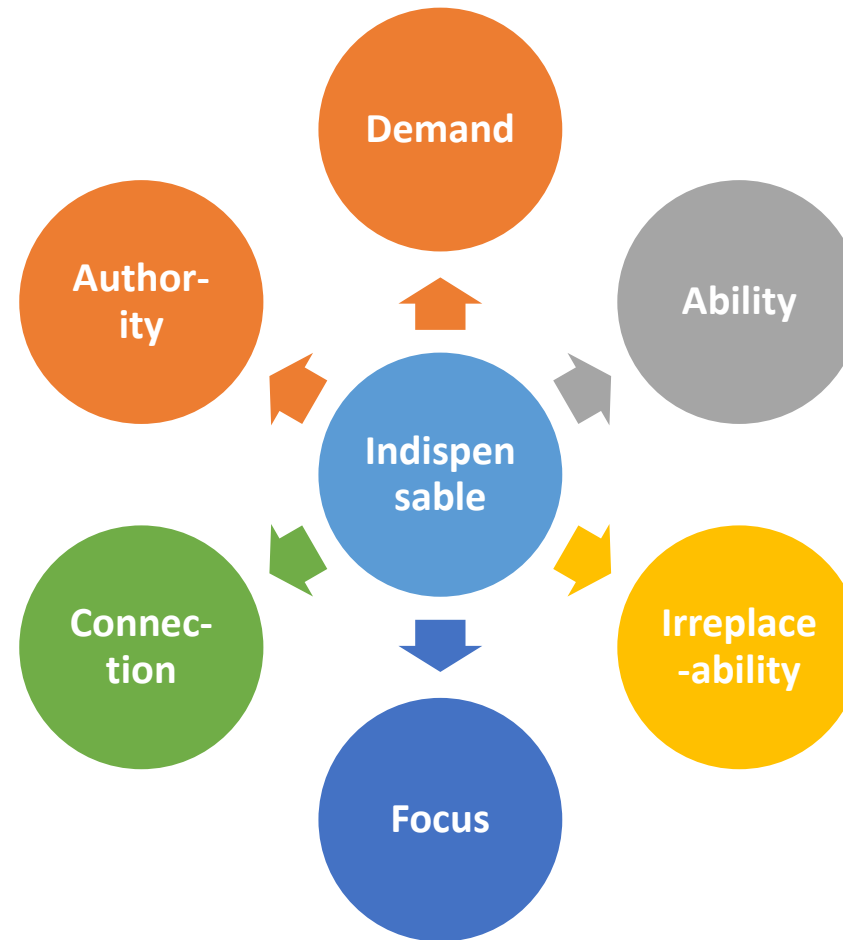
A career development plan is essential for the following reasons:

- It works positively for your growth
- It will increase your income
- It removes distractions
- It increases your self confidence
- Accelerates career growth

(iv) Career Development Process



(v) Six Ways to Make Yourself Indispensable at Work



4.1.2.4 Tips for Career Development

- Keep your resume up-to-date
 - Become a member of professional association
 - Find a mentor
 - Keep a win list
 - Mark your areas for improvement
 - Learn something new every day
 - Become indispensable, etc
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Quiz / Assessment

- 5) _____ is an important part of career development
- a) Self assessment
 - b) SWOT analysis
 - c) Myers-Briggs Test
 - d) Big Five
6. _____ is one of the ways to make yourself indispensable at work.
- a) Demand
 - b) Qualification
 - c) Market Trends
 - d) Self assessment



Quiz / Assessment

7) A career development plan is essential because it _____.

- a) Connects us with the right people
- b) Improves our value
- c) Improves morale
- d) Accelerates career growth

8) One of the steps to preparing a career development plan is

- a) Self assessment
- b) Improve self confidence
- c) Doing a personality test
- d) Applying for a job



Activity

Brief description of activity

Offline Activity
(30 mins)

Each participant is to prepare a career development plan for themselves.



Summary

- ✓ Career development consists of one's personal actions in order to achieve a career plan.
- ✓ As a professional, you are defined, recognized, and respected by your profession.
- ✓ Career development is the proactive planning and implementation of action steps towards achieving career goals.
- ✓ Career progress and development are largely defined by an individual
- ✓ Self assessment is the process of assessing one's value in terms of employability
- ✓ An employee's value falls on a continuum of someone the organization cannot function without to someone who can easily be dispensed with.



e-References

- *Think Strategically About Your Career Development. (2017). Harvard Business Review. Retrieved from <https://hbr.org/2016/12/think-strategically-about-your-career-development>*
- *Career Mistakes Avoid In 20s, 30s, 40s - business.com. (2017). business.com. Retrieved from <https://www.business.com/articles/lessons-from-your-elders-career-mistakes-to-avoid-in-your-20s-30s-and-40s/>*
- *Tannahill-Moran, D., et al. (2017). 3 Steps To Create Your Own Career Development Plan. Work It Daily. Retrieved from <https://www.workitdaily.com/steps-career-development-plan/>*



External Resources

1. McDonald, K. (2017). *Career Development (1st ed.)*.
2. Reardon, R. (2017). *Career Development and Planning (1st ed.)*.
3. O'Connor, L. (2017). *Top Ten Dumb Career Mistakes (1st ed.)*.

THANK YOU