



Chapter 4.2

Career Planning



Aim

To acquaint the students with the vital role career planning plays in shaping one's career

Instructional Objectives

After completing this module, you should be able to:

Discuss the importance
of career planning

Explain the career
management cycle

List career
management tips

Career Planning

(i) What is a career?

- a series of jobs or positions held by an individual
- series of work-related activities pursued by an individual
- it is shaped by factors such as: Job/work performance, Educational qualification, Work experience, Networking abilities, Additional training, Fortune



(ii) What is Career Planning?

It is the outcome of:

- constantly thinking about one's interests, values, skills, and preferences
- exploring the life and learning options available to one
- ensuring your work fits with your plans

manage changes in life and work by continuously fine tuning your work



(iii) Need for Career Planning

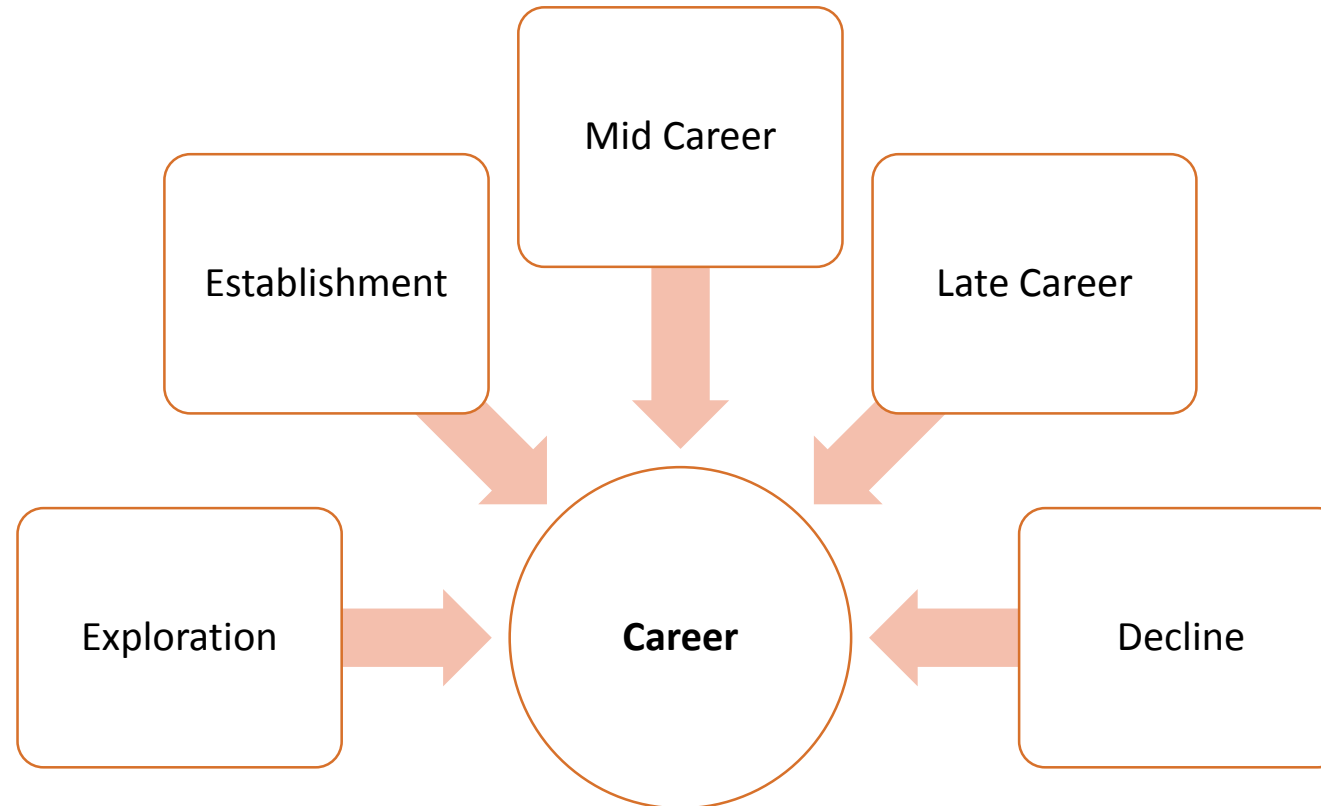
- with the right opportunity, a person may be able to achieve success
 - with the right encouragement the employee may be motivated to meet personal goals
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(iv) Tips for Job Hunting

- list all your achievements
- enlist the help of all your contacts
- prepare a good resume
- Respond positively to queries
- Prepare and plan for your interview
- Avoid being over accommodating
- Negotiate terms and conditions



(v) Career Stages



(vi)Steps to Successful Career Planning



(vii) Career Exploration

Career exploration is the process of :

Discovering yourself and the world of work

Identifying and exploring prospective rewarding occupations

Developing a successful strategy to achieving your goals



Quiz / Assessment

1) _____ can shape, modify, reconstruct and build careers.

- a) Circumstances
- b) An individual
- c) Character
- d) Parents

2. Choosing career goals and the way to achieve them is _____

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



Quiz / Assessment

3) A tip for job hunting is having a _____

- a) Good resume
- b) Job hunting skills
- c) Good eyesight
- d) Speed

4) One of the stages of a career is _____

- a) Discovery
- b) Exploration
- c) Job search
- d) Retirement

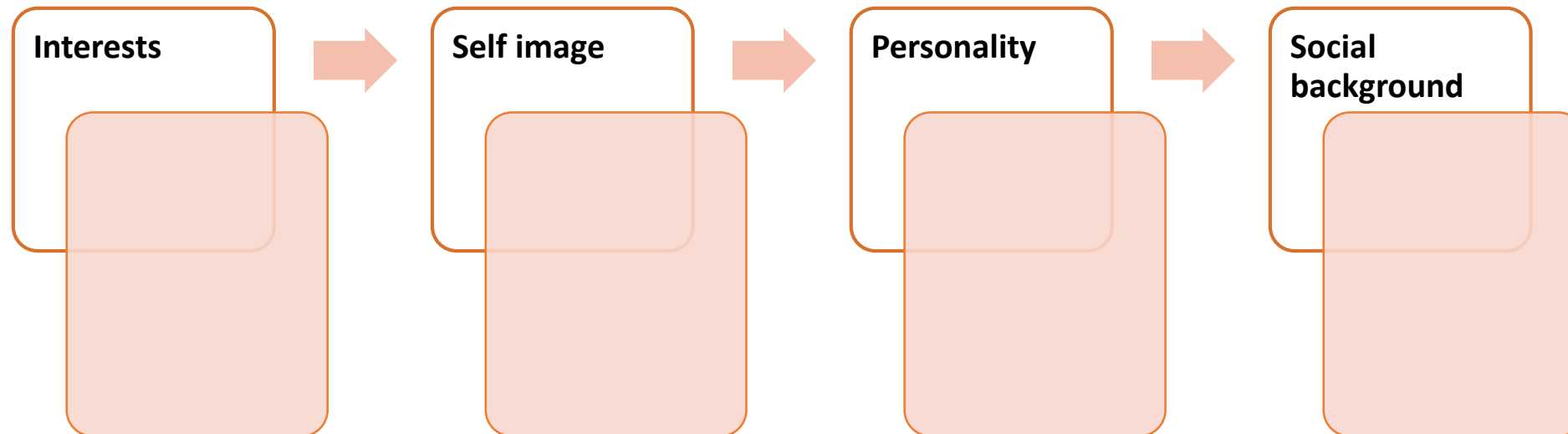
Career Plan Cycle

(i) Steps of a career plan cycle



(ii) How to Choose a Career

Individual characteristics that influence career selection are:



(iii) Guidelines for Career Planning

Set a Clear Career Goal

Explore Career Options

Overcome Career Roadblocks

Execute your Plan

(iv) Advantages and Disadvantages of Career Planning

Advantages	Disadvantages
Benefits to employee: The employee is aware in advance of job opportunities within the organization.	Not suitable for organizations having limited number of employees and opportunities.
Benefits to organization: Organizations can make informed decisions. Star performers can be fast tracked while slow ones can be put on training.	Factors such as government policies, laws of the land, reservation/quota can be detrimental to the development efforts.
Relations: It will improve relations between employers and employees. Employee skills can be leveraged.	Lack of the organization's proper focus can create other problems such as minority groups, forced lay-off, post retirement issues, etc.

(v) A Success Story...





Quiz / Assessment

- 5) _____ is the first step of the career plan cycle
- a) Research
 - b) Assess and review
 - c) Set Goals
 - d) Take action
- 6) _____ is a way to overcome career roadblocks.
- a) Committing to achieve goals
 - b) Avoid setting goals
 - c) Avoid use of a plan
 - d) Expecting hurdles



Quiz / Assessment

7) An advantage of career planning is:

- a) Prior awareness of job opportunities
- b) Limited number of opportunities
- c) It costs money
- d) It takes time

8) People tend to choose careers that match their _____

- a) Moods
- b) Peers
- c) Hobbies
- d) Interests



Activity

Brief description of activity

Offline Activity (45 mins)

Participants will be split into 5 groups. Each group will make a presentation on one of the following:

Career planning

Career plan cycle

Career management tips

How to choose the right career

Identifying your professional talents



Summary

- ✓ A career is a series of jobs or positions held by an individual during the course of a lifetime.
- ✓ An individual can shape, modify, reconstruct and build their careers.
- ✓ People tend to choose careers that match their interests.
- ✓ Career planning helps an individual manages his learning on development.
- ✓ Career exploration is the stage where one makes the transition from campus to corporate life.
- ✓ Career planning requires an individual to focus time and effort to come up with the right choices.
- ✓ When trying to achieve a goal it is possible to encounter barriers.



e-References

- *Make a Career Plan / MIT Global Education & Career Development. (2017). Gecd.mit.edu. Retrieved from <https://gecd.mit.edu/explore-careers/career-first-steps/make-career-plan>*
- *The career planning cycle. (2017). MSU Extension. Retrieved from http://msue.anr.msu.edu/news/the_career_planning_cycle*
- *What are Career Stages? definition and meaning - Business Jargons. (2017). Business Jargons. Retrieved from <http://businessjargons.com/career-stages.html>*



External Resources

1. Rothwell, W., Jackson, R., Ressler, C., Jones, M., & Brower, M. (2015). *Career Planning and Succession Management (1st ed.)*. Santa Barbara: ABC-CLIO.
2. Gonzalez, A. (2017). *The Seven Principles for Career Planning and Developing (1st ed.)*.
3. Powell, C., & Kirts, D. (1980). *Career Services Today: A Dynamic College Profession (1st ed.)*. The College Placement Council, Inc.

References



Books

- Rothwell, W., Jackson, R., Ressler, C., Jones, M., & Brower, M. (2015). Career Planning and Succession Management (1st ed.). Santa Barbara: ABC-CLIO.
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THANK YOU
