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**TOPIC 3. CAREER PATH**

**Part 1.** Being a Successful Specialist:

- factors of career success;

- hard and soft skills of any successful specialist;

- qualities of successful leaders;

- typical functions of different departments in the organisation;

- principles of business ethics and business communication.

**Part 2.** My Speciality:

- variety of jobs in the sphere of information technology;

- personal qualities of any IT specialist;

- typical responsibilities and skills for different IT department jobs;

- future skills for IT specialists and their importance.

**Part 3.** Professional Development:

- personal vs professional vs continuous professional development (CPD);

- elements of CPD; - motivation as a key factor for professional development;

- training and its forms; - the benefits of CPD.

You are the only one who can decide what success means to you. Your satisfaction with your career is strongly linked to whether you feel you have met your own goals. You should have healthy ambitions, work hard, get on with people, be adaptable.

You should have technical skills, creativity, critical thinking, adaptability, stress management, interviewing skills.

In general, people appreciate leaders who are honest, bring people together, adaptable.

There are different departments in the organizations:

Marketing – promoting the business.

Finance – managing company’s cash flow.

Supply chain management – avoiding problems when delivering products to customer.

Customer service – creating a trustworthy atmosphere for client.

Administration – control other departments activities.

At the workplace business ethics plays an important role. Communication at the workplace defines organizational goals and helps co-workers to collaborate. Effective communication guarantees: less misunderstanding, team spirit, business success.

There are variety of jobs in the sphere of information technology, for example web developer, computer operator, IT manager, database administrator, programmer, robotics engineer, systems analyst, help desk technician, hardware engineer, game developer.

IT specialist should have such personal qualities as helpful, hard-working, motivated, communicative.

Now I’ll tell about typical responsibilities and skills for different IT department jobs:

Database administrator – like analyze large amounts of data; has strong analytical skills and attention to details.

Web Designer – has a perfect understanding of design elements and basic design principles.

Technical support specialist – can resolve basic technical issues.

Future skills for IT specialists and their importance:

--Emotional intelligence: everyone has an ability to lead a team through a tough project.

--Adaptability: project managers need to be open to new ideas and ready to adapt to changes.

\* Personal vs professional vs continuous professional development (CPD)

Employee Development – targeted training programmes can provide answers to the “What” and “How” questions that come up as your employee learns the job; keep your staff informed.

Personal Development – investing in your staff shows that you value their work; an investment in training can bring new responsibilities in your job; attending a conference allows you to network with experts who provide guidance into the next steps.

\*Elements of CPD

Education, leadership, career, skill, adult, goal, study, success, grow, learn, strategy.

Motivation as a key factor for professional development

Our actions are motivated in order to achieve certain needs. Psychological – love – esteem – self-actualization.

\*Training and its forms

You can read books, communicate with people to learn something useful for you.

\* The benefits of CPD

The aim of personal and professional development is to help you to manage your own learning and growth throughout your career. Enable you to become a better employee. CPD is a process of building your knowledge and skills; will help to underpin your validity. CPD activities can range from formal educational activities to work-based learning. CPD includes the following steps: identifying your development needs and carrying out your learning activities.