



Career Planning Workbook



Information

Date of session:

Date of follow-up:



Name :

Birth Date :

Location :



Education Stage:

8th Class ☐

UG ☐

9th Class ☐

PG ☐

10th Class

11th Class ☐

12th Class ☐



Assigned Mentor :

Mentor Contact No:

INTRODUCTION

A student stepping into a school brings with him a series of expectations and aspirations about his career. While student invests heavily in time, money and effort with an expectation to build a long term career, the institution strives to build the student into a professional.

Though Xth (SSC), HSC and Final Years of Graduation, are at the most critical juncture of life, it is important for a student to plan his career during these crucial years. Every year, till he completes is an investment for a career. And the investment has to yield positive results without confusion.



Students today are under tremendous pressure to succeed in academics, while academics has its own importance, a series of expectations and aspirations about his long term career emerge. The expectations of parents, neighbors, relatives, peers, teachers and the society make an impact on the student's decision in the most critical years. Unfortunately the lack of information about careers has always been an issue in choosing a career.

While the expectations and aspirations are on a higher side we have noticed that the individual student actually doesn't know what career to choose, how to plan his career, and is generally guided through a strong parental, peer and environmental influence that forces him/her to make career direction that may or may not be the right choice.

It's the choices you make defines your career success. Choices that are informed and well thought.



"Everybody is a genius. But if you judge a fish by its ability to climb a tree, it will spend its whole life believing that it is stupid." ~ Albert Einstein

"It's the choices you make defines your career success. Choices that are informed and well thought."

WHAT IS A CAREER?

A career is the total of our work activities - at home, at work, our education and in our extra curricular activities. A career also includes the time we spend learning new things. Even if you don't think you have a career, you do! And you don't have to be in certain occupations to have a career. Anyone who has spent time working at anything has a career.

WHAT IS AN OCCUPATION?

An occupation is a group of similar jobs for which people usually have to develop skills and knowledge. An occupation is a specific category of work. A person can have several different jobs within an occupation. They can adapt their knowledge and skills to a variety of positions. Examples of occupations include the following: electrician, engineer and teacher.

We make decisions constantly. Some decisions can be quite small and take only a moment to make - like what kind of food to eat for breakfast.

Other decisions can be very important and take days, weeks or even months to make - like where to live.

But, we go through similar steps for both. We stop and think. We get more information. We look

WHAT IS A JOB?

A job is the position a person holds doing specific duties. For example, an occupation is Customer Services. The job is resolving customer services at the Vodafone Telecom Gallery . People usually change jobs more often than they change occupations.

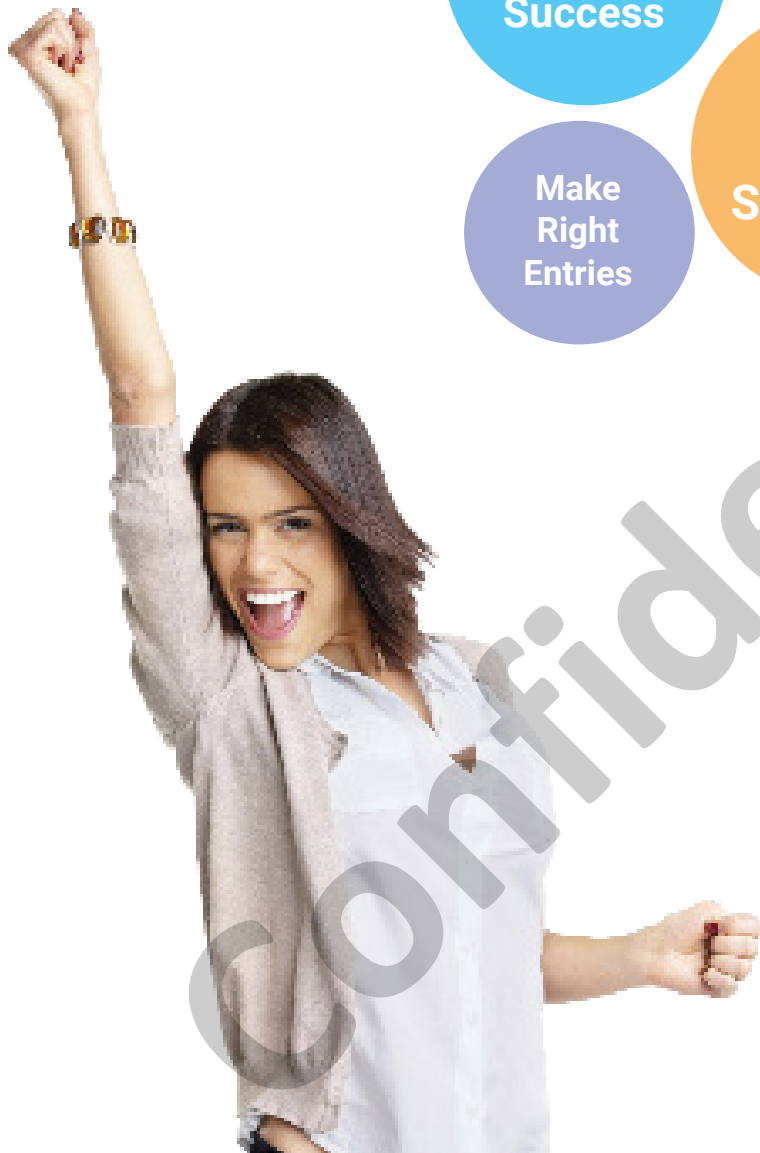
WHAT IS A EDUCATION?

Education can be defined as the art or process of imparting skill and knowledge. Education can be either formal or informal. The success of education lies in harnessing the latent potential of an individual. Informal education happens subconsciously when the values and behaviour of an individual is shaped due to constant interaction with his environment. Formal education on the other hand, is a deliberate effort by a person to learn the skills and techniques considered important for a particular job or activity.

“Education doesn't define your career. Education is the route to building a career and not a career itself. Your occupations, work activities, out of work activities and your life time achievements define your career.”

What am “I” good at?

What do “I” want to do??



Prepare
for
Success

Make
Right
Entries

Know
My
Strengths

Be Planned
Be Ready!!

Every person possesses dormant and latent Individuality – but only a few allow it to express itself. And, this thing called Individuality is a real thing. Inherent in each of us, and which may be developed and brought into activity in each one of us if we go about it right.

There are three major components to build career success. The major effort goes in understanding the three factors namely, the child's individuality, the occupations and the aspirations the individual holds.

Aligning the three is the most critical part of the career guidance and planning process. Once these factors get aligned there is a strong motivational effect and clarity of purpose for each activity the child does. It's not just about choosing an education course, it's about choosing an occupation that suits the child and aligning academic efforts towards that.

Each and every person who has succeeded has done so in a different way; generally along some original lines of action; in fact, characteristic known as Individuality, has played an important part in the success of the majority of persons who have attained it.

Career planning is not a hard activity, not something to be dreaded or put off, but rather an activity that is rather liberating and fulfilling, providing goals to achieve a child's life and career. Career planning is a rewarding and positive experience where a child takes charge of his or her career and utilises all the potential to achieve the set career goals.



“Take up one idea. Make that one idea your life think of it, dream of it, live on that idea. Let the brain, muscles, nerves, every part of your body, be full of that idea, and just leave every other idea alone. This is the way to success, that is way great spiritual giants are produced.” Swami Vivekanda



My success, part of it certainly, is that I have focused in on a few things. - Bill Gates

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ORIENTATION

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MY ABILITIES, SKILLS, VALUES INTERESTS & KNOWLEDGE

MANY KINDS OF “INTELLIGENCE”



Research shows that there are many kinds of “Intelligence.” We all have our own talents and abilities. For example, some of us can see the order in things.

We just seem to know where things belong. Others can learn languages easily or are good with their hands.

Maybe you are a gifted musician or excel in sports. Perhaps your friend is good at seeing the structure in things and can easily build things. Or you know people who are great at dealing with others. They seem to “read” people really well. As you work to choose an occupation, try to think about what your own gifts are. Nurture them. Celebrate them. When you’re feeling unsure of yourself, remember your gifts. Look for occupations that use your gifts.

You can make a career choice based on any of your skills, abilities, values and traits. Knowledge is what you can acquire based on your interest over a period of time. These things are a big part of who you are.



Your earning ability today is largely dependent upon your knowledge, skill and your ability to combine that knowledge and skill in such a way that you contribute value for which customers are going to pay.

YOUR PERSONALITY TRAITS

Your Personality Traits define what you are. These define your ease in adapting to the career needs. These traits are like :

- I am assertive
- I am restless
- I am communicative

PERSONALITY TRAITS

YOUR VALUES

Values are those aspects of your upbringing that are important to you. moreover values cannot be compromised. Like my freedom, helping others, being a vegetarian. For example being a vegetarian you

ABILITIES & SKILLS

YOUR ABILITIES

Your abilities are mental abilities that you have. Abilities will help you perform the job with great ease. Everyone of us have some or the other Abilities.

- I have great ease in forming a concept
- I can reason out a logic
- I can read drawings very well

For example .. a financial analyst would be required to use his reasoning skills more often than in any other job.

INTERESTS

YOUR INTERESTS

These are things you like and have some passion towards it. Your interests may change over a period of time. Interests drives the first choice of career. For example music, trekking, adventure, etc. For example you like selling a concept, you would enjoy doing a job that involves concept selling.

WHAT KINDS OF THINGS AM I GOOD AT?

When you choose a career path, it's important to have a full and clear picture of yourself. You know yourself best. Only you know what you really believe in, what you can do, what you enjoy doing. You understand yourself. You also know about your work likes and dislikes.

You may have the problem that most of this information is jumbled around in your head. It may feel disorganized and disconnected.

Don't worry. It's the same for a lot of people. When you are at this stage of planning your career path, you have two challenges:

- To get the information about yourself down on paper.
- To organize the information in a useful way.

YOUR CAREER & LIFE STAGES

Self-concept changes over time and develops as a result of experience. As such, career development is lifelong.



LIFE RAINBOW

LIFE AND CAREER DEVELOPMENT STAGES

Stage 1: Childhood	Age 0–14	Characteristics: Development of self-concept, attitudes, needs and general world of work
Stage 2: Preparation	Age 15–24	Characteristics: “Trying out” through classes, work experience, hobbies. Tentative choice and skill development
Stage 3: Establishment	Age 25–40	Characteristics: Entry-level skill building and stabilisation through work experience
Stage 4: Mid-Career Renewal	Age 40-64	Characteristics: Continual adjustment process to improve position
Stage 5: Decline	Age 65+	Characteristics: Reduced output, prepare for retirement

DEVELOPING A CAREER PLAN

5

Planning a Career Path with backups to meet your aspirations

Future is not as certain as you plan. We need to be well prepared much in advance and respond swiftly to events that may occur or what could happen.

6

Set milestones, make a definitive promise towards achieving them

A dreams without definitive milestones are just energy less wishful thoughts.

A promise made to yourself brings energy and builds the will to realise the dream.

1

Know your personal Strengths thoroughly

Knowing your personality and ability strengths and building your life around them

2

Know what motivate you. Know your work values and all career assets that you hold

Knowing career assets and your clear preferences sets a definitive direction to life. That is more satisfying and fulfilling.

4

Know your dreams and Build aspirations

Never ignore your dreams. Guard your dreams, protect them. Align all your activities towards realising your dreams.

3

Make an informed choice. Understand occupations & education streams

You spend an average of 18 years till post graduation in education to build a great work life for the next 40 years. So be informed, be sure and be planned.

Dheya's strengths based approach.

Most people have no clue of what talents and strengths they hold, they also don't have the ability to build our lives around them. Instead, they get guided by those who have no expertise in identifying strengths and talents.

The results are disastrous. People become experts knowing their weaknesses and spend their entire lives trying to repair these flaws, while our strengths lie dormant and neglected.



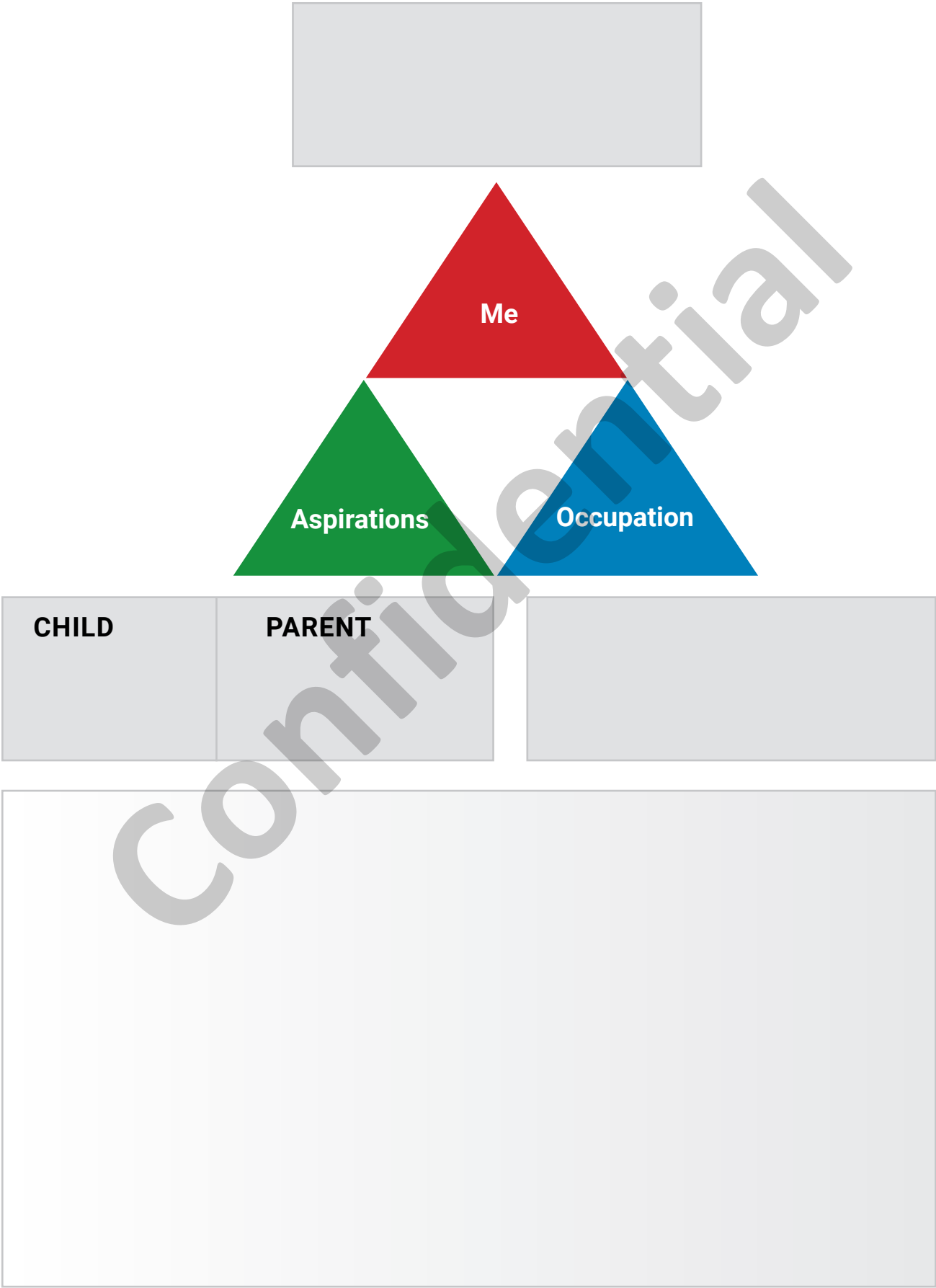
Arise! Awake!
And stop not till
the goal is reached ...

-Swami Vivekananda



THEORY OF ENTRIES

DHEYA MODEL FOR CAREER SUCCESS



SECRET OF **SUCCESS**

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1. MY PERSONAL STYLE

What is he like?” As social beings, we are continuously interested in the behavior and personality of those we meet. We are curious if someone is quiet, honest, proud, anxious, funny, indifferent, perceptive, or introspective.



These characteristics influence our experience of others and affect the quality of our relationships with them. When these characteristics tend to persist to varying degrees over time and across circumstances, we tend to think of them as personality.

Certainly, we informally evaluate others’ personality all the time, but here we do the clinical assessment of personality using psychometrically robust tools.

Style is a reflection of your attitude and your personality.

-Shawn Ashmore

A fair share of dropout or career failures can be attributed to the mismatch of personality ability and interest mix of the individual with the career demands. As a result of no career guidance or counseling the result is towards a low employability and low national productivity.

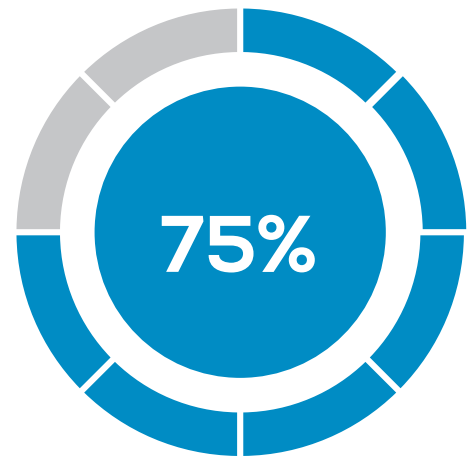
My Personal Style - Strengths

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2. MY PERSONALITY TRAITS

Personality has been viewed as source of person's attitude exhibited on the workplace over the years.

Research Propositions have been made about different kind of personality traits having relevance with nature of job/role/ career requirements. Aligning personality traits to career demands can help the personal in achieving a fulfilling career.



My Personality Traits

		My area of Advantage	
		1.	
		2.	
		3.	
		4.	
		5.	
		6.	
		7.	
		8.	
		9.	
		10.	
Motivators (What motivates me)		General Abilities (What I do well)	
Type of Leadership	The way I set Goals	The way I Study	The way I Communicate

3. MY MENTAL ABILITIES



The underlying goal of general mental ability tests is to assess your potential in terms of their overall intellectual potential and build your profile individual strength. There is a body of research to suggest that cognitive/mental abilities are a strong predictor of job performance and that the validity of this predictor rises as the complexity of the career rises. Tests of general / global mental abilities attempt to measure your ability to solve problem, analyse, understand and adapt to new situations or challenges. Hence these abilities would help you make an entry into careers but would not necessarily help you grow. Mental abilities can be sharpened by practice and persistence.

My Mental Abilities

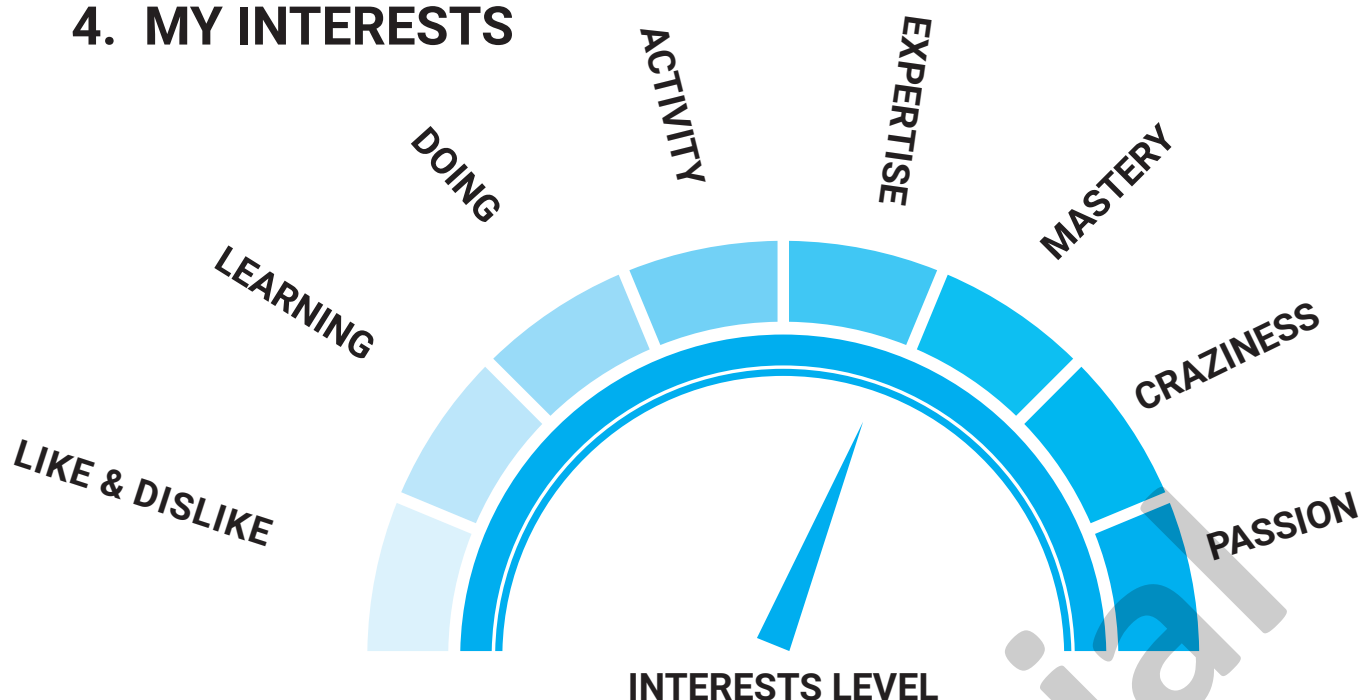
Mental Abilities

Creativities

Physical Abilities

Skills

4. MY INTERESTS



Most students, when making career choices, will say “I want something interesting”. Your interests have already influenced many of the choices made in your life: your choice of subjects; the ways in which you spend your spare time; the holidays etc. These interests are likely to have a similar influence on your career.

For some people, an interest is of such importance in their life that it is the main influence on their career choice. A gifted cricket player, for example, may be able to use their interest and ability to succeed in a sporting career. Many more people will be content to play their sport at a recreational level, but will still take this interest into account when selecting a career or an employer. Some may enter sports-related careers, in leisure management, sports administration or promotion, retailing sports goods or teaching physical education. Others will seek out careers in different fields that offer similar opportunities for physical activity, teamwork, competition or challenge. Or they may simply choose between employers on the basis of the company sports facilities.

Make a note of the activities you most enjoy and why you find them interesting. Among these interests, is there one which gives you more satisfaction than others? What do you spend most time on now? Are there any interests that you would like to develop or to spend more time on?

My Interests

A large, empty rectangular box with a light blue background, intended for students to write down their interests.

Competencies You Hold

ORIENTATION

TENTATIVE DIRECTION

TYPE OF WORK →

Category 1	Category 2	Category 3
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Educational Direction	Entry 1	Entry 2	Entry 3	Field Work Area	Mode of work	What Can I Be: (Mini Identity Statement)						
Direction 1				<table><tr><td></td><td></td><td></td></tr><tr><td>Contemporary</td><td>Trending</td><td>Futuristic</td></tr></table>				Contemporary	Trending	Futuristic		
Contemporary	Trending	Futuristic										
Direction 2				<table><tr><td></td><td></td><td></td></tr><tr><td>Contemporary</td><td>Trending</td><td>Futuristic</td></tr></table>				Contemporary	Trending	Futuristic		
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Direction 3				<table><tr><td></td><td></td><td></td></tr><tr><td>Contemporary</td><td>Trending</td><td>Futuristic</td></tr></table>				Contemporary	Trending	Futuristic		
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Direction 4				<table><tr><td></td><td></td><td></td></tr><tr><td>Contemporary</td><td>Trending</td><td>Futuristic</td></tr></table>				Contemporary	Trending	Futuristic		
Contemporary	Trending	Futuristic										

FOLLOW UP NOTES

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FOLLOW UP NOTES

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CAREER RESEARCH

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DEEP RESEARCH & PLAN

Understand an Occupation in depth and collect as much information as you can.
Use following career directory and course directory kits to collect information.

DO BASIC STUDY

CHECK LIST

- ☐ Google Search (www.google.com)
- ☐ See You Tube videos for occupation (www.youtube.com)
- ☐ Search Wikipedia (www.wikipedia.org)
- ☐ Search LinkedIn for people's occupation (www.linkedin.com)
- ☐ Search on Slide Share (www.slideshare.net)

PEOPLE CONNECT

Use social media or your parent's contacts to know more what the occupation all about.

LINKEDIN SEARCH:



Who are in the professions chosen by you ?

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List down the names of peoples

FIELD STUDY

1st Career Option suggested:

What is it I like to know in this field

Future of this field

Tech dependency

Market State	Evolving	
	Trending	
	Fast Moving	
	Futuristic	

Successful individuals in this area.

Qualification required for it.

Why I like it.

FIELD STUDY

2nd Career Option suggested:

What is it I like to know in this field

Future of this field

Tech dependency

Market State	Evolving	
	Trending	
	Fast Moving	
	Futuristic	

Successful individuals in this area.

Qualification required for it.

Why I like it.

FIELD STUDY

3rd Career Option suggested:

What is it I like to know in this field

Future of this field

Tech dependency

Market State	Evolving	
	Trending	
	Fast Moving	
	Futuristic	

Successful individuals in this area.

Qualification required for it.

Why I like it.

FIELD STUDY

4th Career Option suggested:

What is it I like to know in this field

Future of this field

Tech dependency

Market State	Evolving	
	Trending	
	Fast Moving	
	Futuristic	

Successful individuals in this area.

Qualification required for it.

Why I like it.

FOLLOW UP NOTES

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We build happy careers!

Think of an India, where each child has a charted career path,
Think of an India, where every child has great clarity about the next steps in
a career,





Think of an India where each child becomes a great achiever,
Think of an India where children learn and attain their learning for success,

Think of an India where children make right choices based on the strengths
they hold and not by compulsion,
Think of an India where each successful child contributes in building a
great nation that we are.



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