**CAREER PATH**

**Being a Successful Specialist**

**Factors of career success**

Success in a career can be defined in many ways, from achieving personal goals to financial success and recognition by peers. Each person defines their own path to career satisfaction, focusing on aspects like the work they enjoy, a good balance between professional and personal life, or making meaningful contributions through their roles.

**Hard and soft skills of any successful specialist**

A successful professional often combines technical expertise (hard skills) with soft skills like effective communication, adaptability, empathy, and teamwork. The ability to develop and balance both skill types is essential in navigating complex work environments.

**Qualities of successful leaders**

Successful leaders display integrity, conviction, adaptability, and the ability to inspire and communicate with teams. Leadership styles vary by culture, but universally valued traits include empathy, decision-making ability, and interpersonal skills. When expressing disagreement, successful leaders may choose polite phrases like "I see your point, but actually, I think…” or “I’m not so certain if that’s correct” to handle discussions diplomatically, while reserving stronger language, such as "I totally disagree" or "That doesn’t convince me at all," for more emphatic stances.

**Typical functions of different departments in the organisation**

Ethics is the basic moral rules. Ethics is about right and wrong behavior. Business ethics includes societal standards, business ethics and circumstances standards. Business ethics refers to the standards and practices in the workplace.

**Principles of business ethics and business communication**

Ethics in business includes honesty, transparency, and fairness, which become particularly significant in situations involving conflicts of interest. Effective communication helps build a positive workplace culture, ensuring that everyone understands their roles and collaborates effectively. In workplaces, employees may sometimes struggle with professionalism, as studies show a majority report difficulties maintaining etiquette, often due to workload and informal environments.

**My Speciality: IT Professional**

**Variety of jobs in the sphere of Information Technology**

The IT field includes a wide array of roles, from software developers and network administrators to cybersecurity specialists and data scientists, each with distinct functions and technical requirements. Professionals in IT may work on projects such as building mobile applications, developing web pages, or managing network security.

**Personal qualities of an IT specialist**

IT professionals often need analytical thinking, problem-solving skills, and attention to detail. Adaptability and continuous learning are also essential due to the ever-evolving nature of technology.

**Typical responsibilities and skills for different IT department jobs**

Responsibilities vary by role, but generally, they include tasks like developing software, ensuring network security, and managing data. Core skills include programming, troubleshooting, and systems analysis. For example, video game developers need creative and technical skills, while IT security specialists focus on cyber threat prevention.

**Future skills for IT specialists and their importance**

Skills like artificial intelligence, cloud computing, and cybersecurity will become more important, as they align with the growing technological trends. Continuous learning in these areas will be critical for long-term career growth.

**Professional Development**

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

Personal development focuses on individual growth, while professional development aims at acquiring skills for job performance. CPD emphasizes continuous learning, helping professionals keep up with industry changes.

**Elements of CPD**

CPD involves manegment, work, leadership, education, training, study, motivation, practice.

**Motivation as a key factor for professional development**

Motivation drives individuals to improve their skills, take on new challenges, and pursue professional growth.

**Training and its forms**

Training can take many forms, from formal classes and online courses to informal mentoring sessions. Diverse learning approaches cater to different professional needs.

**The benefits of CPD**

CPD supports career advancement, skill enhancement, and adaptability in a changing job market. It fosters a growth mindset, enhancing job satisfaction and personal confidence.