## **Being a Successful Specialist**

### **1 Factors of career success.**

1. Change companies often.

2. Use charm with your superiors.

3. Attend all meetings.

4. Be responsible.

5. Have healthy ambitions.

6. Work hard.

7. Get on with people.

8. Look smart.

9. Be adaptable/open to new ideas.

10. Have a sense of humour.

11. Be aware of modern technologies.

12. Go to your company's social events.

13. Be energetic and enthusiastic at all times.

14. Be the last to leave work every day.

15. Find an experienced person to give you help and advice.

16. Study for extra qualifications in your free time.

### **2 Hard and soft skills of any successful specialist.**

Hard Skills (Technical Skills):

* Interviewing Skills
* Project Management Skills
* Programming Skills
* Design Skills
* Language Proficiency
* Data Analysis Skills

Soft Skills (Interpersonal Skills):

* Critical Thinking
* Team-Oriented
* Presentation Skills
* Communication Skills
* Adaptability
* Conflict Resolution

### **3 Qualities of successful leaders.**

Any successful leaders should have these qualities:

1.Honesty and integrity to employees are two important ingredients of any successful leader. You can't run any business successfully if you lack integrity. Because integrity is the foundation of good leadership, and one must stand for their beliefs.

2. Successful leader is a good communicator. Because words have the power to motivate people and if you use them effectively, you can also achieve better results.

3. Successful leaders are collaborative.

4. Successful leaders should be passionate leaders with energy and enthusiasm. They are highly passionate about their goals and objectives. They know what they want and work hard to achieve this goal.

5. Successful leader is people focused. Because you prioritize your team's needs and ensure they feel supported in their work.

### **4 Typical functions of different department in the organization.**

Board of directors is a group of people who represent the interest of the company. Chief Executive Officer (or CEO) is a person who acts as the company's public face and makes major corporate decisions. Organization has their own departments, so the first is:

1. Administration department is responsible for organization, planning and control of other departments.

2. Human Resources department formalizing the contracts, managing social insurance and vacation permits.

3. Finance department managing taxes and companies cash flow.

4. IT department responsible for developing and maintaining an organization’s technology-related system and procedures.

5. Production and quality assurance department is responsible for manufacturing goods for the business and preventing mistakes and defects in manufactured products.

6. Supply Chain Management department managing operations that are involved in the procurement of raw materials, their processing into finished goods and distribution to the end consumer.

7. Marketing department is responsible for promoting the business, monitoring and managing social media.

8. Customer service department provides the client with the exact information they need right at the time when they want.

### **5 Principles of business ethics and business communication.**

Ethics is a basic moral rule by which we live our lives. All people have ethics, and we can be devoid of it. Business ethic refers to the standards and practices at the workplace. Business ethic is often more rigid than in personal areas. Ethics in the workplace is not subjective but is clearly defined by employers. You are expected all the time to behave in a professional manner, as such you need to consider your professional perspective. You must be fair and unbiased, show respect, listen to others and get the facts straight, you seek assistance if you need it and finally you maintain your professionalism no matter what happens.

## **My Speciality: IT Professional**

### **1 Variety of jobs in the sphere of Information Technology.**

1. Web-developers. They create webpages and web-based applications, their workflow includes collecting or creating web content planning web site layout and navigation.

2. Database administrator. They deal with organizing and managing company data.

3. Graphic designers. Their duties are designing web pages, laying out catalogues and newsletters, and designing logos.

4. IT help desk technicians provide technical support and troubleshooting services to end-users who need assistance with their computer hardware or software.

5. Security specialist deals with detecting malsoftware, installing and configuring security software and protecting against network breaches.

6. Game developers create cutting-edge games using artificial intelligence, virtual reality, attended reality and machine learning.

7. Mobile application developers create software for mobile devices.

8. Hardware engineers design and build computer systems, develop individual components for computer systems, including microchips and processors.

### **2 Personal qualities of any IT specialist.**

Any IT specialist should have those personal qualities:

1. Communication. The IT field requires a large amount of communication. You will need to communicate with supervisors and colleagues to help them with technical issues and you may work as part of a team in IT security or as a developer.

2. Analytical thinking. Analytical thinking allows us to identify problems and analyse data to extract key information.

3. Creativity. Creativity is a useful skill because it leads to revolutionary ideas and solutions. You may need to come up with a new idea to improve a process or find an innovative way to fix a technological issue.

4. Project management. IT specialists often have multiple projects and need to manage varying responsibilities. You may need to create a plan to reach specific goals and work through project setbacks with coworkers.

### **3 Typical responsibilities and skills for different IT department jobs.**

* Mobile Application Developers create software for mobile devices. They write programs inside a mobile development environment using programming languages.
* Database Administrators organize and manage a company’s data. They ensure that business data is accurate, available, and secure.
* Web Developers create web pages and web-based applications. Their workflow includes collecting or creating web content, planning website layout and navigation, coding the actual web pages, and then testing and optimizing the website.
* IT Help Desk Technicians keep the technologies that organizations rely on to do business up-to-date and running smoothly.
* Network Specialists analyze, troubleshoot, and evaluate computer network problems. They are responsible for building and designing communication networks, maintaining an organization’s network, and keeping it safe and secure.
* Video Game Developers merge creativity, technical skills, and a passion for gaming to create cutting-edge games. They always have a desire to learn the latest programming, art, and media production skills.
* Graphic Designers use creativity and technology to create visually engaging graphics that communicate a message. Their duties include designing web pages, laying out catalogs and newsletters, and creating logos.
* IT Security Specialists defend an organization’s Information Systems. These specialists are competent at cybersecurity threats, technologies, and countermeasures to ensure secure computer systems. This often includes tasks like installing and configuring security software, educating employees on data security, monitoring, and protecting against network breaches.
* Software Engineers write the code that fuels computer operation. They translate project specifications into a script of logical instructions that computers can understand and interpret into functioning programs.
* Systems Analysts manage IT solutions to drive business goals. These professionals analyze an organization’s current computer systems and procedures and recommend strategic changes to increase productivity and reduce costs.
* Computer Programmers develop computer systems and applications. They design, develop, and improve upon the computer programs we use every day, including business apps, operating systems, network control systems, and social networks.
* Hardware Engineers design and build computer systems. They combine expertise in technology, electronics, and engineering. They also develop individual components for computer systems, including microchips, processors, and circuit boards, as well as computing peripherals.

### **4 Future skills for IT specialists and their importance.**

1. Emotional intelligence. Employees should place more emphasis on being able to deal with conflicts, manage a virtual team and deliver on strategy to achieve benefits for the business.

2. Adaptability. Because of technological advances and many unknowns of the future, project managers need to be open to new ideas, flexible to pivot with changing times and ready to adapt to changes.

3. Working with and managing remote teams. Working remotely and with international teams is on the rise, and employers will be looking for IT specialists who have experience successfully working from home, as well as managing a remote team.

## **Professional Development**

### **1 Personal vs professional vs continuous professional development.**

Personal development is about making changes within yourself, to maximise your potential by learning new skills that can help you excel in all aspects of your life. It focuses on understanding yourself, your strengths and weaknesses so you can improve your self-esteem. Professional development relates to those things that can enable you to advance your career and become better at what you do professionally. This could mean achieving a long-term goal such as specialising in a particular niche, earning higher pay or starting your own business. Continuous Professional Development is the term that is used to describe the learning activities professionals are engaged in to develop and enhance their activities. CPD consists of leadership, career, education, strategy. training, success, skill, growth, management etc.

While personal development can be a lifelong journey, professional development is usually a shorter-term focus, but this depends on the individual and their aims. Both are equally useful to improve and open up opportunities to develop your range of soft and hard skills. You can grow your knowledge in many different fields using both types of development together to become a happier, more resilient and well-rounded individual. CPD helps you to plan your development, review what you have learnt and evaluate the effectiveness of your activity.

### **?2 Elements of CPD.**

CPD consists of leadership, career, education, strategy. training, success, skill, growth, management etc.

### **3 Motivation as a key factor for professional development.**

Motivation is a key factor within your control that impacts the quality of you work and you overall professional journey. Learning how to encourage yourself to support a positive focus on you goals can make it easier to overcome challenges to achieve you plans.

### **4 Training and its forms.**

Training is teaching or developing in oneself or others, any skills and knowledge that relate to specific

useful competencies. It has specific goals of improving one's capability, capacity, productivity and

performance. The well-trained employee acquires an advantage for him or herself, they also may be able

to take advantage of internal promotion opportunities and become more marketable if he or she leaves

the company.

### **5 The benefits of CPD.**

CPD helps you:

1. to ensure you have the knowledge and skills necessary to succeed as a professional. It helps build professional confidence and the reputation of the profession.

2. adapt positively to change by updating skills and career goals by focusing on relevant training and development.

3. be more productive and efficient by reflecting on your learning and highlighting gaps in your knowledge.