

MODULE 3. CAREER PATH

The plan

- 1.Factors of career success.
- 2.Hard and soft skills of any successful specialist.
- 3.Qualities of successful leaders.
- 4.Typical functions of different departments in the organisation.
- 5.Principles of business ethics and business communication.
- 6.Variety of jobs in the sphere of IT.
- 7.Personal qualities of any IT specialist.
- 8.Typical responsibilities and skills for different IT department jobs.
- 9.Future skills for IT specialists and their importance.
- 10.Personal vs professional vs continuous PD.
- 11.Elements of CPD.
- 12.Motivation as a key factor for professional development.
- 13.Training and its forms.
- 14.The benefits of CPD.

1.Factors of career success.

2.Hard and soft skills of any successful specialist.

Hard skills are related to specific technical knowledge and training, while **soft skills** are personality traits such as leadership, communication or time management. Any successful specialist should have:

1.**Computer skills(hard)** are your abilities to use software and hardware: from basic and general, to highly specialised. In today's job market, computer skills are a must in any industry. Be sure to include them on your resume especially if you're applying for office jobs and if the job ad requires specifics.

2.**Marketing Skill(hard)** Marketing skills include the general knowledge of sales, advertising, and consumer research, as well as a plethora of highly technical, digital skills required for success in modern-day online marketing. Marketing hard skills are of greatest value to candidates in media, advertising, social media, e-commerce, and product management.

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3.Qualities of successful leaders.

Any successful leaders should have this 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 prioritise your team's needs and ensure they feel supported in their work.

4. Typical functions of different departments in the organisation.

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.

Organisation has their own departments, so the first is

1. **Administration department** is responsible for organisation, planning and control of other departments.
2. **Human Resources department** formalising 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 organisation'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.

6. Variety of jobs in the sphere of IT.

1. **Web-developers**. They create web-pages and web-based applications, their workflow includes collecting or creating web content planning web site layout and navigation.
2. **Database administrator**. They deal with organising 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 malware, installing and configuring security software and protecting against network breaches.
6. **Game developers** create cutting-edge games using artificial intelligence, virtual reality, augmented 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.

7. 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.

8. Typical responsibilities and skills for different IT department jobs.

9. 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.

10. Personal vs professional vs continuous PD.

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.

12. Motivation as a key factor for professional development

13. 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.

14. 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.