

TOPIC 3

PART 1. BEING SUCCESSFUL SPECIALIST.

1. factors of career success;

Success has different meanings for different people. For somebody, being successful specialist means having a private office or even having own business. As for me the most crucial things are enough salary, taking holidays when you like and respect from colleagues.

2. hard and soft skills of any successful specialist;

Each major needs some specific skills or hard skills. These are some activities which belong only to your work. You can acquire them in university or vocational courses.

But also there are some skills that you can use both in daily life and in the workplace. For example critical thinking or creativity.

3. qualities of successful leaders;

Being a great leader is a kind of art. Great leader should be integrity. Also he should be passionate to inspire his team. Sometimes it is hard but he should use hands-off politics and delegate responsibilities. There is an opinion in the US and Europe that empathy is a key to be a successful leader.

4. typical functions of different departments in the organization;

A lot of organizations have the same structure. All of them have a board of directors and Chief Executive Officer. They are the main departments. The next is the Human Resources department. They find new workers and conclude contracts with them. Also they have the Supply Chain management department. They work with raw materials and finished products. And all companies have customer service. These employees communicate with clients and create a trustworthy atmosphere.

5. principles of business ethics and business communication.

There are some rules in each company. But also there are some activities which are called business ethics. They are almost the same in different companies but in one sphere. It is the right behavior in your workplace. For example, put effort into your work or show respect to your colleagues.

PART 2. MY SPECIALITY.

1. variety of jobs in the sphere of information technology;

There are a lot of ways in the IT sphere. So if you want to work in this sphere you can choose from a plethora of jobs. If you are able to create websites you can be a web developer. Also there are some specialties related to software or hardware. Software engineers develop computer systems and applications. Hardware engineers built a computer system. All variants are vital but remember that they are connected to each other. And without one there is no point in others.

2. personal qualities of any IT specialist;

IT specialists should be multitasking, creative and goal-driven. Nobody should hesitate to ask for help. And your chosen job should reflect what you love.

3. typical responsibilities and skills for different IT department jobs;

If you are a creative person and like video games, you can try yourself in the role of video game developer. If you can explain something to others well you can be an IT help Desk technician. If you are good at drawing or sketching you can try to be a graphic designer.

4. future skills for IT specialists and their importance.

Future IT specialists should be ready to adapt changes. Also one of main knowledge in the future is emotional intelligence. Each specialist should understand their own feelings and feelings of other people and know how to work with them. And to stay competitive you should study all the time.

PART 3. PROFESSIONAL DEVELOPMENT.

1. personal vs professional vs continuous professional development (CPD);

Developing your skills means learning something new. Upgrading skills can help you prevent burnout. Also developing promotes you to become an effective leader and stay in this position for a long time. CPD stands for continuing professional development. This term is used to describe some activities related to conscious and proactive learning.

2. elements of CPD;

There are a plethora of elements which are related to continuing. For example one of elements of CPD is career growth. Also it is one of the indicators of developing. If you have career growth, you will become a leader. It is the next element of CPD. For some people being a leader is an indicator of success. And success is one more element of CPD.

3. motivation as a key factor for professional development;

If an employee is well motivated he will enjoy his work. If an employee enjoys his work he wants to stay in the company and have career growth. If he wants career growth he should develop his skills.

4. training and its forms;

There are 2 categories of training: on-the-job and off-the-job.

On-the-job training takes place in normal situations. Participants use real tools and documents, which they will use during their work after training.

Off-the-job training takes place away from the normal work situation. But the benefit of this kind of training is that participants can distract from daily work.

5. the benefits of CPD

CPD allows you to stay competitive. Also you can develop not only hard skills but also soft skills that you can use in your daily life. If you really enjoy your work, acquiring new professional skills will be pleasant for you.