Takeo

INDIVIDUAL CAREER PLAN

Goal Setting

Duration: 9 months

SET YOUR NORTH STAR

Define long-term career goals and the path you want to follow to reach them

STEP 1: DEFINE YOUR LONG TERM CAREER GOAL

1.

2.

3.

In the next three years, I aim to become a highly skilled data scientist. My focus is not just on using advanced analytics but also on being a key player in guiding the organization's decisions through data. I want to become an expert in various tools and stay updated on the latest trends like machine learning and artificial intelligence. My goal is to contribute significantly to making informed and impactful decisions based on data.

STRATEGY

- Start by asking yourself where you see yourself in 3 years. (Name designations that you want to see yourself working on like Software Developer / Software Engineer, etc.)
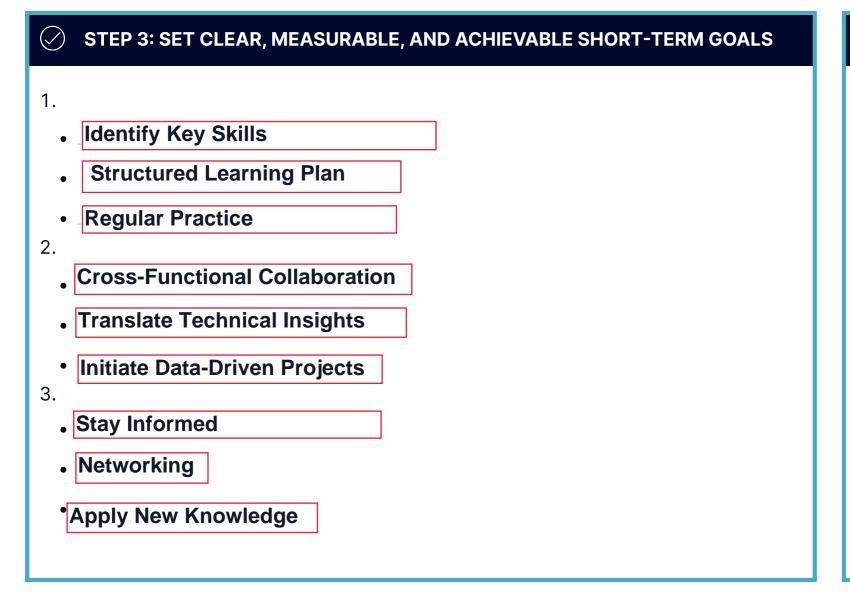
STEP 2: BREAK IT DOWN INTO 3 SHORTER GOALS

1. **Skill Development**

2. **Strategic Decision-Making Contribution**

3. **Continuous Learning**

STRATEGY

- Now break those down into shorter goals.

Goal Setting

STEP 3: SET CLEAR, MEASURABLE, AND ACHIEVABLE SHORT-TERM GOALS

1.
   - **Identify Key Skills**
   - **Structured Learning Plan**
   - **Regular Practice**
2.
   - **Cross-Functional Collaboration**
   - **Translate Technical Insights**
   - **Initiate Data-Driven Projects**
3.
   - **Stay Informed**
   - **Networking**
   - **Apply New Knowledge**

STRATEGY

- Now ask yourself what you should be doing now to achieve these short-term goals.
- Work on it every single day.

Self Assessment

Duration: 2 months

STEP 1: LIST OUT THINGS YOU KNOW ALREADY

1. **Data Analysis and Statistics**

2. **Machine Learning**

3. **Data Visualization**

YOUR STRATEGY

- Take online courses.
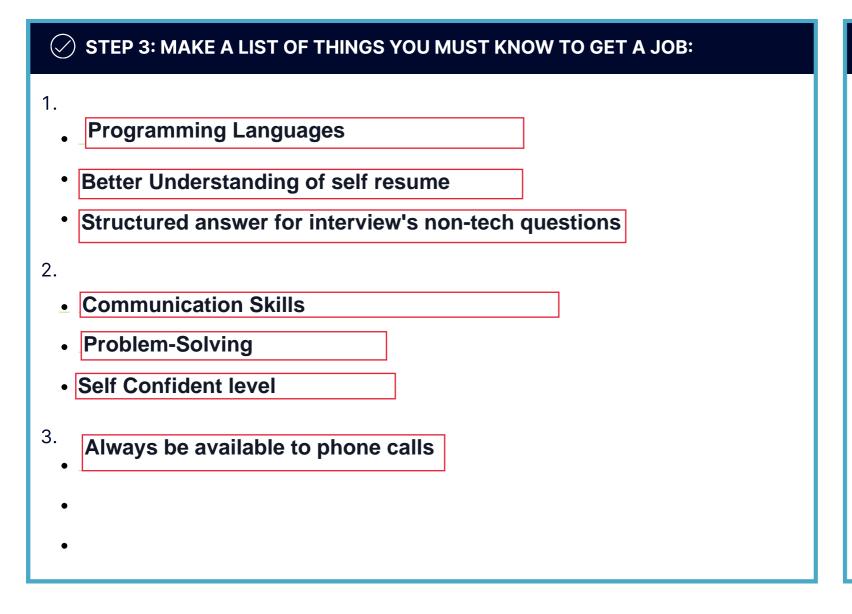- Share it with your CS navigator or Career Coach.

STEP 2: BREAK IT DOWN INTO 3 SHORTER GOALS

1. Strengthen data visualization skills by completing tutorials and creating visualizations using advanced libraries like matplotlib.

2. Complete an online course on big data processing with Apache Spark to gain hands-on experience.

3. Enroll in a business analytics course to gain insights into translating data insights into business strategies.

YOUR STRATEGY

- Engage resources provided by Takeo.
- Take Takeo's free JS and Career Strategy call to do a skills assessment

Self Assessment

STEP 3: MAKE A LIST OF THINGS YOU MUST KNOW TO GET A JOB:

1.
   - **Programming Languages**
   - **Better Understanding of self resume**
   - **Structured answer for interview's non-tech questions**

2.
   - **Communication Skills**
   - **Problem-Solving**
   - **Self Confident level**

3.
   - **Always be available to phone calls**
   -
   -

YOUR STRATEGY

- Engage Takeo's technology courses.
- Engage Takeo's Mock Interviews

Personal Branding

Resume ✓

Cover Letter ✓

LinkedIn Profile ✓ https://www.linkedin.com/in/manisha-poudel-22996b288/

Github ✓ https://github.com/manishapoudel6

STRATEGY

- Participate in the CS Mini Marathon.
- Constantly engage with Takeo's Resource Management team
- Engage ChatGPT to optimize your LinkedIn and Resume to subvert the competition

Use Takeo's Career Services Application

Duration: 1.5 months

✓ **Comprehensive Job Search Management:** With Takeo's Career Services, managing your job search becomes a breeze. Leveraging sophisticated AI algorithms, the app tracks all your job applications, updates, and responses, ensuring you always stay on top of your job-hunting journey.

✓ **Interaction and Outcome Tracking:** The application records every interaction from the first touchpoint, through interviews, up to the job offer stage. This complete tracking system offers transparency and allows you to pinpoint the stages where you excel or require improvement.

✓ **Advanced Funnel Analytics:** Using a unique "funnel analysis" feature, the app quickly identifies bottlenecks or issues in your job search process. With insightful data at your disposal, it's easier than ever to devise solutions, optimize your strategy, and increase your chances of landing your dream job.

✓ **Personalized Career Coaching:** Additionally, Takeo's Career Services offers tailored career advice based on your performance metrics. This feature helps you enhance your skills, prepare better for interviews, and effectively negotiate job offers, positioning you for career success.

Knowledge & Education

Duration: 1.5 month

STEP 1: WHAT DO I NEED TO EDUCATE MYSELF ON?

1. **Coding, Logic and Methods**
2. **On how to build my confident**
3. **Keep myself update on latest trend**

STRATEGY

- Engage your curiosity

STEP 2: WHAT DO I NEED CONSTANT MENTORING ON? IS IT TECHNICAL SKILLS OR OTHER SKILLS? IS IT TECHNICAL SKILLS OR OTHER SKILLS?

Am I constantly educating myself with the latest changes, trends and industrial technological developments?)

1.

2.

3.

STRATEGY

- Expand your knowledge base by going on LinkedIn by looking at new technologies or tools that are being rapidly hired.

Breakdown weekly interview expectations and achieve them

Duration: 2 months

Understand the hiring process: Takeo's Interview Prep Mini Bootcamp

✓ **Week 1:** Understand different kinds of interviews, what expectations are tied to each of these interviews and how best to prepare for them.

✓ **Week 2:** Apply the knowledge obtained in Step 1 and start building a knowledge base with sets of questions, answers and delivery in interviews.
Use Takeo's Mock Interview mechanism to test the progress.

✓ **Week 3:** Apply that knowledge base to all interviews.
Have very intelligent, impressive conversations with interviewers.
Convert as many interviews as possible.

✓ **Week 4:** Get Hired

(**Remarks:** This is a suggested timeline for people starting without any form of knowledge base. If you already have a knowledge base, you can jump the first couple of steps and get right to converting interviews)

STRATEGY

- Mandatorily attend the Interview Prep Mini Bootcamp
- Mandatorily have the set of questions and answers for the more obvious questions asked in an interview to build your knowledge base.
- Mandatorily take at least 1 mock interview to test your interview skills.
- Constantly update the knowledge base after every single interview by conferring with Chat GPT and other LLMs.
- Most importantly, measure incremental improvement from one interview to the next.

Career Services also Includes

⊘ **Individual Career Coaching (Biweekly)**

⊘ **Mock Interview (Weekly):** Must to Get your Career Level

⊘ **Important Subscriptions:**

- **LinkedIn Premium** (Fully Refunded after Getting Hired)
- **ChatGPT Plus** (Fully Refunded after Getting Hired)

STRATEGY

- Make sure to do at least one Individual Career Coaching every two weeks to know how to move forward from the current state.
- Make sure to do Mock Interviews every week to understand your current level and move towards new level every week using the Feedback provided
- Make sure to get important subscriptions as these are crucial to compete in the market with other who use this platform.

Measure, Apply, Improve, Repeat

Do this over and over again with daily incremental improvement on your skills, knowledge base and most importantly your personal development.

Duration: 2 months

STRATEGY

- Use Takeo's resources and tools until you succeed.

Name of Coder: Manisha Poudel

Signature: *Manisha Poudel*

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