**Factors of career success**

Career success differs from person to person. To some people it may be just having a job they enjoy doing, for others it must be running a successful business, while for some it might be to reach Mars. Success is not only the size of your paycheck.

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

Hard skills every specialist should have is knowledge of their technology obviously. This is something which is checked during job interviews. Some examples are programming skills, marketing skills, certificates, degrees, design skills.

But soft skills are actually more important, as this is something which helps us to advance as a specialist, as a person, as a leader. Some examples include project management skills, presentation skills, stress management, adaptability, open-mindness.

Hard skills aren’t that hard to acquire, but to acquire soft skills you need to work on self-improvement for a long period of time.

**Qualities of successful leaders.**

To be a successful leader, soft skills are extremely important. All leaders must be adaptable, have empathy, be passionate and committed to their job, convicted in success of their project and should be honest.

**Typical functions of different departments in the organization.**

The main part of an organization is board of directors, consisting of stakeholders, deciding the main direction of the company and appointing a CEO.

A CEO’s job is to execute the ideas of board of directors efficiently, to manage the company.

There are many departments in a large company:

1. Administration is controlling other department activities
2. Human resources are formalizing the contracts and manage social benefits of employees
3. Finance sector is acquiring funds for the company, managing cash flow and taxes
4. Information technology sector is developing and maintaining company’s technology-related assets, policies and systems
5. Production and quality assurance manufacturing goods and detects and fixes issues in the products
6. Supply chain management is controlling everything related to raw materials, it’s delivery to production centres, and from production centres to end consumers
7. Marketing is promoting the business and maintaining social media
8. Customer service is doing the customer support

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

Business ethics are standards and practices in the workplace setting, including legal rules. There are many rules, but basically you should know that you are not alone in a company, it is managed by a group of people, and you can’t claim all profits, all stop doing all the work altogether. Any kind of bias towards the people you know must be avoided. You should pay all taxes in time. Basic social norms work in business environment too.

**Variety of jobs in the sphere of information technology.**

There are lots of jobs available: web developers (designing websites, their visual and internal parts), database administrators (managing the integrity of critical business data), robotics engineer (programming robots to do useful things and automate tasks at the workplace), help desk technician (to fix the issues that may happen with computer software and hardware to avoid delays in business operations), security specialist (defending company’s critical resources), game developer.

**Personal qualities of any IT specialist.**

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

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

**Personal vs professional vs continuous professional development.**

**Elements of CPD.**

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

**Training and its forms.**

**The benefits of CPD.**