



MITTAL
SCHOOL OF BUSINESS

PERSONAL CAREER DEVELOPMENT PLAN



You are here for a successful career!

Remember, the hardest step to take is the first one. This Personal Career Development Plan template will help you to achieve your personal and professional goals by organizing your thoughts and putting them into an “action plan” format you can follow.



SIX STAGES OF THE CAREER DEVELOPMENT CYCLE



1. **Self-Exploration** is an opportunity to reflect on your skills, interests, passions, values and whether/how you've integrated these into your past assignments in School/College or organization.
2. **Market Research** involves investigating sector, industries, companies and functional areas of interest.
3. **Focus** is the intersection of the first two stages, overlapping your interests with what is happening in the market and setting a goal for yourself.
4. **Planning** is creating your marketing materials (like resume, social media profiles, cover letter and interview responses etc. to reflect your personal brand.
5. **Implementation** is the launch of your plan during which you venture out in campus placements, career fairs, networking activities, and job interviews etc.
6. **Career Management** covers the transition into your new role as well as periodic evaluations of your career and the flow back into the next iteration of the job cycle.

This Personal Career Development Plan document focuses on first four stages of the process to get started. Data & information generated will later be used to develop key marketing materials.

STEP-1: SELF EXPLORATION

(Knowing Yourself)

Self-Exploration is an opportunity to reflect on your skills, interests, passions, values and whether/how you've integrated these into your past assignments in School & College etc. This first step in planning your career involves evaluating and understanding your aspirations; strengths; interests; values and personal influences. You must also use the self assessment done through psychometric testing.

Complete a self-assessment and record your strengths, interests, and competencies.

My Strengths: I have the capacity to solve instance problem up to some point of limit. I can adapt myself in a team whatever it maybe. I am much aware of cyber threads. So, I can safeguard myself in the technological modern world. I am also able to participate in various events to gain exposure. I can improve my knowledge of my own. I will be more punctual in time management. I will be a great leader in team management.

My Skills and Competencies: I have more knowledge in coding language like C, Java etc..., I can handle security tools like Metasploit, Nmap and other tools related to analytics and data management. I have able to learn quickly if I interested in the work. I can handle different type of situation and make solution for that situation. I already coordinated more fun full events like Mr and Ms detective. I attended more workshops related to cyber security.

My Interests: I'm interested in travelling. I will try to find to work related to travelling. But I m a computer science student. I will make job to be as an analyst for various companies simultaneously. So, I have the possibility to make travel by the company to various location all over the world and I can also improve my knowledge through company experience.

My Values: My friends told me that I am very honest and trustworthy person. But I'm punctual in all my work and responsibilities. Basically, I won't take any work if I take that work. I will complete it under with my satisfaction. I try to be in perfect but in some point, we are not suppose to do that in perfection.

Discuss your skills and strengths with friends, faculty mentor or any industry mentor to gain a better understanding of all the personal factors that influence your career options and write down additional information that may be important.

Mostly I will ask my friends and teacher to give some feedback about me and my behavior to enhance myself. Then only I am able to rectify my mistake and I will try to change or avoid that type of mistakes. Mostly they told me that I have to increase my communication with people in the outer world and suggested me that don't be in comfort zone. So, I came to LPU to get some exposure and to communicate and connect with different kinds of people and try to know their behavior and culture with their lifestyle of different states in India and also I meet some other foreigners and communicate with them then made new connection with them. At first, I know my native language only. After I came to LPU, I tried to learn Hindi as new language and I am also very eager to learn some other languages and I am daily getting new types of experience with unknown people and enjoying every day with some new things. I am also getting about new types of food which I had ever tasted. But as of now, I never visited library in my precious course but now I am getting new information from library, and I try to make use of the library in a very successful way. At the beginning, I am not aware of any sectors like finance, marketing and supply chain, but I am daily getting new learning in those sectors that are very much interesting and also It will be so helpful in my career in future. The main thing is I am daily updating myself from Newspaper. I am good at computer science with coding and handling data. So, I try to focus my career in finance and business analytics. It might be helpful for me to increase my knowledge in data management field. Basically, I am here to gain more knowledge in management field. But I

don't know where to start those in this field in MBA. I am improving my knowledge in basics of finance, accounting and marketing. But I need small amount of time to adapt to this field. For me, this is more interesting because I am able to deal with real problems in real world.

ASSESSING PERSONALITY

In addition to interests, values, and strengths, other aspects of your personality are also very important to consider in your career choices and planning. You may have an intuitive sense of who you are and with a little self-reflection or input from people close to you, you will be able to identify certain aspects of your personality that are important to consider with regard to your career trajectory.

Psychometric assessment undertaken in Pre-Term will be of a great help in this regard and must be used to assess your personality.

The list below contains words that describe various personality styles. As you read through the list, circle 10 of those items that best reflect aspects of your personality. Be honest and realistic in your choices. This is an inventory of who you actually are, not who you would like to be or how you would like others to perceive you.

Accommodating	Cautious	Determined	Instinctive	Patient	Self-Confident
Accurate	Charismatic	Dignified	Introvert	Perceptive	Selfless
Action-oriented	Cheerful	Diligent	Intuitive	Perfectionist	Self-motivated
Active	Clever	Diplomatic	Inventive	Persevering	Self-reliant
Adaptable	Collaborative	Discreet	Investigative	Persistent	Sensitive
Adventurous	Competent	Dominant	Kind	Persuasive	Serious
Aggressive	Competitive	Dynamic	Knowledgeable	Pioneering	Sincere
Alert	Compliant	Easy-going	Leader	Poised	Social
Altruistic	Confident	Effective	Logical	Polite	Solitary
Ambitious	Conscientious	Energetic	Loyal	Practical	Stable
Analytical	Conventional	Enthusiastic	Mature	Pragmatic	Steady
Appreciative	Cooperative	Ethical	Methodical	Precise	Strong
Artistic	Critical	Exceptional	Moral	Principled	Supportive
Assertive	Curious	Expert	Motivated	Professional	Tactful
Astute	Decisive	Extrovert	Motivating	Rational	Thorough
Authoritative	Dedicated	Imaginative	Objective	Realistic	Thoughtful
Bold	Disciplined	Independent	Observant	Reserved	Tolerant
Calm	Deliberate	Influential	Open-minded	Resilient	Trustworthy
Candid	Dependable	Innovative	Optimistic	Resourceful	Versatile
Caring	Dependent	Inquisitive	Outgoing	Retiring	

CAREER HISTORY

Objective: To identify your prior learning and critical experiences. Identify transferable skills to highlight in resume and interviews. Focus on past 3-5 years for this exercise and explore the rest on your own if applicable.

School/College or Company (If with work experience)	Position Held	Achievements	Skills Used	Life Lessons Learned
Kongu Engineering College	Event coordinator	Conducted detective event in online mode	Time Management, Decision making	Take right decision in right point of time.
Coding event	Top 20	Cash price with certificate	Coding skill	Don't get tired until achieve.

What are the three most significant achievements in my career?

Event	Organizer (State, School, College, NGO etc.	Position/Significant Achievements
Paper presentation	College	2 nd price
Coding event	College	Top 20

STEP-II: MARKET RESEARCH

(Your Target)

Knowing where you want to go in your career makes planning the next steps much easier. Having a goal in mind also helps you identify and take advantage of opportunities at work that might take you closer to your career aim. Gather information about the career options in your field of interest/specialization. Look at job advertisements in your field in newspaper or LinkedIn or popular job portals like Naukri.com etc. and record the minimum and ideal job requirements.

Desired Industry Sectors to work in after MBA

1	
2	
3	

Desired organizations for Internship

1	
2	
3	

Desired organization to work for after MBA

1	
2	
3	
4	

Desired job titles/functional roles after MBA

1	
2	
3	

STEP-3: FOCUS

(Gap Analysis)

The objective is to identify a functional role whose duties, tasks, role and responsibilities are a good “fit” with your interests, skills, knowledge and experience.

SWOT Analysis

A SWOT analysis reveals Strengths, Weaknesses, Opportunities and Threats in you and the employment market. It enables you to analyze the realism of your vision and plan accordingly. Additionally, it could help you specify goals and objectives to mitigate gaps (weakness and threats that separate you from where you would like to be) while also strategically leveraging personal strengths and market opportunities.

YOU	Internal	
	Strength <i>Where do you excel? What skills, knowledge, abilities, personality traits and experience can you offer an employer?</i>	Weakness <i>In what areas are you not comfortable or proficient?</i>
MARKET	External	
	Opportunities <i>What market situations exist that will help you get a job in a particular function or industry you are targeting?</i>	Threats <i>What market scenarios exist that pose a risk to your goals?</i>

STEP-4: PLANNING

(Plan to fill the gaps)

Now fill in the boxes below with 3 job descriptions of functional roles you identified in STEP-3 above. For each of the role, identify the skills companies are looking for and

Functional Role-I : _____

What they want?
What I have
What are the gaps, and how might they be addressed?

Functional Role-II : _____

What they want?
What I have
What are the gaps, and how might they be addressed?

Functional Role-III : _____

What they want?
What I have
What are the gaps, and how might they be addressed?

MAKING CHOICES

Consider the suitability of each option and decide (with the help of faculty mentor) which one is the best match to your aspirations and career goals.

Based on the choices you have made, and the development opportunities you have identified now write your goal(s) for the short and medium term. Aim to make each goal as specific as you can.

Goal 1: _____

Write down what you need to do to achieve this career goal:

Goal 2: _____

Write down what you need to do to achieve this career goal:

MAKE IT HAPPEN

To achieve your goals, you need to have a course of action. You (and your advisor/mentor) need to have a clear understanding of what steps you will be taking, the commitment required by you and relevant time frames.

Agreed course of action/action plan

Start Date	Completion Date	Skill, experience, knowledge to be gained	How will this be gained?	Provider

Congratulations on investing time in your Personal Career Development Plan

