

### *What is a career in life?*

*The word career is often used to refer to a **profession, occupation, trade or vocation**. A career could define what you do for a living and range from those that require extensive training and education to those you can perform with only a high school diploma and a willingness to learn.*

### *On-the-job training*

*On the job training is a form of training provided at the workplace. During the training, employees are familiarized with the working environment they will become part of. Employees also get a hands-on experience using machinery, equipment, tools, materials, etc.*

### *Off-the-job training*

*Off-the-job training courses allow employees to undertake training away from their place of work, through day release, online or distance learning, as well as block release courses.*

### *Career planning*

*Career management is the combination of structured planning and the active management choice of one's own professional career. Career Management is an umbrella term that covers Career Planning & Career Development on an individual level or at an organizational level.*

### *Simulation training*

*Simulation training, or simulation-based training, involves the use of basic equipment or computer software to model a real-world scenario.*

## **6. a) Challenges in career planning**

### ***Lack of Knowledge, Expertise or Training***

*One of the biggest obstacles to finding a job is not having the right qualifications. If the job you aspire to has a specific educational requirement, it's likely you will not be considered for the position until you meet that criteria.*

### ***Changes in the Industry***

*Problems and barriers in career development can also stem from external issues like shifts in the industry or in the market.*

### ***Skills***

*You must have good communications skills to get a job as a sales rep for a biomedical company so you can present often complex information in a clear and persuasive way to potential customers.*

### ***Education***

*A bachelor's degree in a subject relevant to the biomedical industry, such as biology or chemistry, will help you land a job as a sales rep, according to the National Association of Medical Sales Representatives.*

### ***Apply***

*Before you apply for a position, put together a resume that covers your skills, qualifications and experience.*

## **7) a) Benefits of career planning?**

1. Career planning helps to develop internal supplies of promotable talent.  
If vacancies occur, it is easy to locate a good successor.
2. Career planning encourages employees to tap more of their potential abilities because they have specific career goals.
3. It ensures needed talents and promotes organizational goodwill.
4. Career planning helps the individual know various career opportunities, his priorities, etc.
5. It helps him select the career suitable to his lifestyle, preference, family environment, the scope for self-development, etc.
6. It helps the organization identify talented employees who can be promoted.
7. Internal promotions, up-gradation, and transfers motivate the employees, boost their morale, and increase job satisfaction.

## **8. B) Succession planning**

- The term succession planning refers to a business strategy companies use to pass leadership roles down to another employee or group of employees.
- Succession planning ensures that businesses continue to run smoothly and without interruption, after important people move on to new opportunities, retire, or pass away.
- Succession planning is a business strategy for passing leadership roles on to one or more other employees.
- The strategy is used to ensure that businesses run smoothly after employees retire and leave the company.
- Succession planning involves cross-training employees to help them develop skills, knowledge, and an understanding of the business.

### ***Benefits of Succession Planning***

- 1. Employees know that there is a chance for advancement and possibly ownership, which can lead to more empowerment and higher job satisfaction.*
- 2. Knowing there is a plan for future opportunities reinforces employees' career development.*
- 3. Management's commitment to succession planning means that supervisors will mentor employees to transfer knowledge and expertise.*

### ***9. A) Career planning process***



### **1. Self-Assessment**

*The first step in the process is self-assessment to be done by the individual to understand his or her skills, areas of interest, aspirations etc. Aspirations and goals are very important here as that would define how person would create future plan.*

### **2. Research on Careers and Opportunities**

*The second step in the process is to understand the career options, companies available, growth options in career etc. which are aligned with the self-assessment done already.*

### **3. Set Career Objectives**

*The next step in the career planning is to set short-term as well as long-term career goals for oneself, and to have a clear career path.*

### **4. Learn & Improve Skills**

*The fourth step in the process is to keep acquiring new skills and knowledge to be in line with career objectives and with industry requirements.*

### **5. Preparation of CV/Resume**

*The next step in the planning process is to be fully prepared in terms of CV, cover letter, recommendations etc.*

### **6. Job/Work Search**

*The sixth step is to short-list the companies where an individual is seeking a job & start applying. It can be also working a entrepreneurship project as well.*

### **7. Revise Career Goals**

*The last step in the career planning process is to continuously evaluate the career goals and again do a self-assessment to build a strong career path.*

