

Module 1

Career Planning



Overview:

- Career Planning is the journey to get your dream job.
- Setting long and short-term goals.
- Steps to achieve these goals.
- Words to describe oneself.
- Stating your strengths and weaknesses.

Task 1.1

A 'Vision Board' is a way to imagine your future. Look at the 'Vision Board' given below and discuss what each picture or word represents.



Share 5 goals you want to achieve in life with your partner. Now draw or write words representing these 5 goals and create your own 'Vision Board'.

MY VISION BOARD

Task 1.2

Before you set your 'Professional Goals', you need to identify your interests and skills. Discuss with your partner and write two of your interests and skills.

A few examples of interests

- ✓ Sports
- ✓ Music
- ✓ Travelling
- ✓ Reading

1. _____

2. _____

A few examples of skills

- ✓ Communication
- ✓ Leadership
- ✓ Creativity
- ✓ Teamwork

1. _____

2. _____

Task 1.3



Audio 1.3

Listen to the audio on Setting professional goals and complete the task given below.

Fill in the blanks.

1. Goal setting _____ us to work hard.
2. We can measure our progress by _____.
3. The two types of goals are _____ and _____ goals.

Task 1.4 (a)

Look at the flow chart given below. Share your professional goals with the class and explain how you plan to achieve them.



E.g. **GOAL:** I want to be an OT technician in a good hospital.

PLAN: I have to get my OT Certification and gain experience.

ACTION: I have to get admission in an OT Certification Course and do well.

Write your 'Professional Goal'.

I want to _____

Task 1.4 (b)



Audio 1.4 (b)

Sameer has just given his Class 12 board exams and he is confused about which course he wants to pursue in the future. Listen to the conversation between Sameer and his father discussing his career options.

Father: Sameer, you have completed your 12 now. What do you plan to do next?

Sameer: Papa, I don't know. I want to do a technical or a vocational course. I don't want to do graduation. But I'm not sure which course I should pursue.

Father: Do you have any idea of the field you want to work in?

Sameer: Yes, I want to work in the healthcare sector. Last year in school, there was a counselling session that informed us about the growing scope and opportunity in the healthcare industry.

Father: You are right. My colleague's son is doing healthcare training from Tech Mahindra Smart Academy for healthcare and he said that the course is very good. Why don't we visit the institute and get details of the various courses they have to offer.

Sameer: That's a great idea! Let's go on Monday.

Listen to the conversation and fill in the blanks.

1. Sameer wants to do a _____ course.
2. He wants to work in the _____ sector.
3. He wants to work in the healthcare industry because it's growing _____
and _____.

Task 1.5

Given below are the 10 most important qualities that a healthcare professional must have. Read and understand.

Top 10 Qualities of a Healthcare Professional

1. **Reliable** – A person who can be trusted to do his work right.
2. **Honest** – A person who tells the truth.
3. **Hardworking** – A person who works long hours without complaining.
4. **Confident** – A person who is sure of himself and his abilities.
5. **Adaptable** – A person who can adjust to new situations.
6. **Team Player** – A person who can work well with others.
7. **Respectful** – A person who respects others.
8. **Empathetic** – A person who understands the feelings of others.
9. **Dedicated** – A person who is very focussed towards his work.
10. **Patient** – A person who deals with problems without getting angry.

Out of the 10 qualities mentioned above, list any three qualities that you possess in the box given below.

1. _____
2. _____
3. _____

Task 1.6

Match the 10 qualities (strengths) given in Exercise 1.6 to their opposites (weaknesses). One has been done for you.

- | | |
|----------------|----------------------------|
| 1. Reliable | A. Lazy |
| 2. Honest | B. Shy/Under-confident |
| 3. Hardworking | C. Impatient |
| 4. Confident | D. Indifferent/Uncaring |
| 5. Adaptable | E. Selfish/Individualistic |
| 6. Team player | F. Undedicated/Casual |
| 7. Respectful | G. Unreliable |
| 8. Empathetic | H. Inflexible |
| 9. Dedicated | I. Disrespectful/Rude |
| 10. Patient | J. Dishonest/Liar |

Task 1.7



Video 1.7

Arun has applied for the job of a 'Dialysis Technician' in a hospital. Watch a video and listen to his interview carefully. In the interview he describes his strengths and weaknesses. Write them down in the space given below.

Strengths	Weaknesses

Transcript:

Arun (knocking): "May I come in Ma'am?"

Interviewer: "Yes, you may."

Arun (smiling): "Good Morning Ma'am."

Interviewer: "Good Morning. Please sit down."

Arun: "Thank you Ma'am."

Interviewer: "Arun, please introduce yourself."

- Arun:** “I am Arun Sharma. I’m a graduate and have completed my healthcare training from Tech Mahindra Smart Academy for Healthcare. I have interned at Moolchand Hospital, Delhi.”
- Interviewer:** “How was your academic performance at school and at the academy?”
- Arun:** “I have done well at school. I scored 80% in class XII with Science stream. I passed out with an ‘A’ Grade from Tech Mahindra Smart Academy for Healthcare.”
- Interviewer:** “Arun, how would you describe yourself?”
- Arun:** “Ma’am, I’m very hardworking. Whenever work is given to me I finish it on time. I’m respectful and empathetic towards senior citizens as I live with my grandparents.”
- Interviewer:** “Arun, what is value of discipline in a work environment?”
- Arun:** “Being disciplined is very important at a work place. It makes do your work on time and also allows you to enjoy your work.”
- Interviewer:** “Arun, what are your weaknesses?”
- Arun:** “Ma’am, my biggest weakness is that I’m shy. But I’m working on it.”
- Interviewer:** “How are you trying to overcome your weaknesses?”
- Arun:** “I’m taking classes in Public Speaking to build my confidence and improve my communication.”
- Interviewer:** “What are your hobbies and interests?”
- Arun:** “Painting and reading. I also like to play football.”

My Weaknesses

Hint: During an interview, always answer questions with an example.