correlation.one

TECH FOR JOBS

🎯 SESSION GOALS

➔ Recognize the significance of Professional Development (PD)

➔ Understand why and how PD matters and reflects on your career

➔ Exercise with us to build your personal narrative professionally

What does **Professional Development** mean to you?

How do you see it reflected in your life?

💡 **KEY DEFINITION**

Professional development is the ongoing process of learning new skills and gaining knowledge to stay up-to-date in your job and competitive in the market.

💡 What Happens Through Professional Development?

- 🌱 **Avoid Stagnation:** Stay ahead by remaining relevant and competitive in the ever-evolving job market.

- 🧩🧩**Fill the Gaps:** Learn what schools or universities don't often teach, but ends up affecting your careers, income, and work relations.

- ⚡**Build Your Influence:** Position yourself as a trusted resource and grow into a respected subject-matter expert. Influence is often converted into opportunities.

💡 What Happens Through Professional Development?

- 🚀📈**Strategize Your Growth:** Identify and capitalize on opportunities within your sector as they unfold—or explore potential in other industries.

- 🎯 **Secure Your Future:** Plan for financial stability and personal growth with a clear, forward-thinking approach.
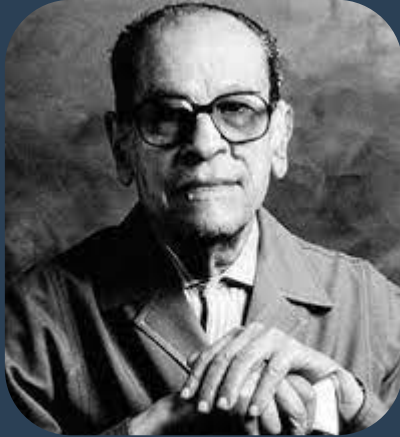
💡 How Will We Get There Together?

Our Sessions, Exercises, Assignments, and Career Coaching are designed to combine months or years of training outcomes and impact.

The tools, resources, and 1:1 support our team offers are meant to be lasting, transferable, and adaptable.

The best professional version of myself...

LOADING

You can tell whether a man/person is clever by his answers.
You can tell whether a man/person is wise by his questions.

يمكن أن أقول لك ما إذا كان الرجل/الشخص ذكياً من إجاباته،
ويمكن أن أقول لك ما إذا كان الرجل/الشخص حكيماً من أسئلته.

NAJIB MAHFOUZ

Core Competencies of Professionalism

When You Think of Professionalism, What Comes to Mind?

Dress codes?

A particular language?

Office Environments?

Specific degrees?

Certain jobs?

Internal and external characteristics communicate professionalism.

A Professional Impression

- **First Impression: Greeting Style, Appearance, Confidence.**

  Example: In some settings, a quick handshake or a handshake with just the fingertips can show the lack of interest or confidence.

- **Communication: Fluency, Active Listening.**

  Example: In some settings, taking notes on your phone or laptops can seem like lack of engagement rather than listening attentively.

- **Behavior: Punctuality, Conflict Management, Leadership.**

  Example: Some people assume that raising their voice shows power in a conflict, when it is most likely to signal a loss of control over the situation.

Reflection on Professionalism and Values

- **Professionalism as a Reflection of Personal Values**
  What we notice and admire in professional figures around us often mirrors our own values.

- **Examples of Diverse Perspectives:**
  - **Fluency in language and speech:**
    - For some: a sign of education and valuing the importance of learning.
    - For others: an indicator of exposure to different cultures and diversity.
    - From another perspective: a symbol of accomplishment.
    - Some may not perceive it positively as well!

- Our values shape what we appreciate or admire in others, influencing our perception of professionalism.

Core Competencies of Professionalism

First Impressions:

- Greeting Style
- Appearance
- Confidence

+

Effective Communication:

- Fluency in Language
- Active Listening

+

Behavioral Qualities:

- Punctuality
- Conflict Management
- Leadership

Scenario

Person X: "I heard Y speaking English fluently and immediately found them to be professional".
What might be the value person Y saw?

Scenario

Person Y: "I heard X speaking in English. X is not a native speaker, but speaks with confidence and clear pronunciation. That was impressive.

Professionalism is the result of the success and progress of Professional Development.

It becomes embodied through traits, behaviors, and choices we make.

Core Components of Professionalism

What Shapes Our Judgment About Professionalism?

Role:

- What is your role in the organization?
- How long have you been there?

Positionality:

- With peers at work, you can be more collaborative.
- With superiors, you are more strictly accountable and proactive.
- With subordinates, you can provide mentoring and guiding.

Culture:

- What are the norms in this country/region/ particular company?

Core Components of Professionalism

Known to Yourself

Unknown to Yourself

How Do I Know Where Am I In My Professional Development?

There are many exercises and tools available, all are subject to your case, growth stage, preference and aspirations.
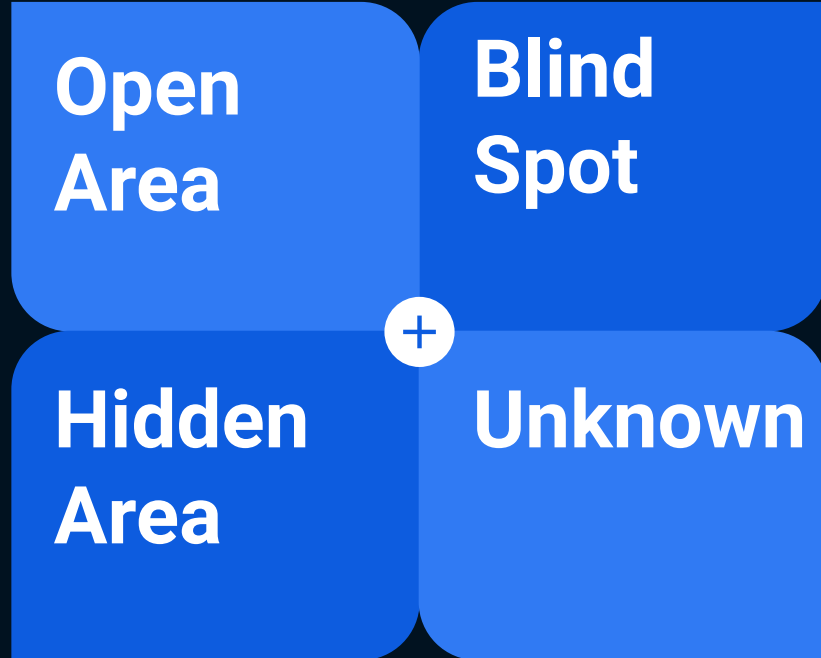
Among the leading ones is:

Known to Others

Unknown to Others

Open Area
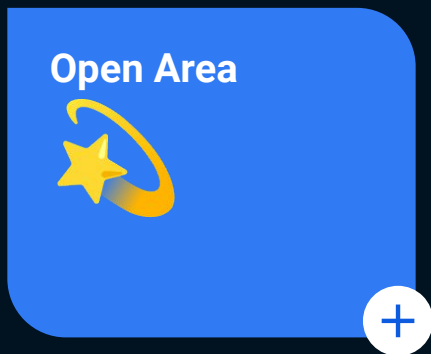
Blind Spot

+

Hidden Area

Unknown

The Johari Window

Open Area

It is areas of your strengths and areas of improvement that are known to you and others.

Known to Yourself

Open Area

Known to Others

Career Use:
Highlight strengths for resumes, interviews, and branding.

Growth:
- Practice self-reflection
- Keep an achievements log
- Share knowledge in your network and workplace

Blind Spot

Areas of strength and improvement that are unknown to you, but others can tell.

Unknown to Yourself

Blind Spot
🌱

Known to Others

+

Career Use:
Discover hidden strengths and work style insights.

Growth:
- Seek 360° feedback
- Talk to your peers
- Engage with mentors

Hidden Area

Areas of strength and improvement that you know, but others may not see them.

Known to You

Hidden Area

Unknown to Others

Career Use:
Manage vulnerabilities and build authentic relationships.

Growth:
- Strategically share experiences and goals
- Cultivate trust

Unknown

Strengths, improvement potential, growth, and talents that are yet to be revealed to you and others.

Unknown to Yourself

+

Unknown

?

Unknown to Others

Career Use:
Discover latent potential and opportunities.

Growth:
- Take on new roles
- Learn new skills
- Seek diverse experiences

Break Time😎

Coming back in 10 minutes 👊

Professional Development is Also Personal Growth

Human Skills Are Almost As Valuable As Bitcoin

Certificates and degrees may get you the job, but what helps you keep it are often not on paper: ➡️

Everyone can learn Python. But is everyone pleasant to deal with, delivers solutions on time, and is trustworthy with data accuracy?

Empathy is a leadership trait 🤝💖

Growth mindsets inspire 🌱📈

Ethics can be contagious ⚖️🕊️

Adaptability is transferable 🔄🌍

Curiosity drives solutions 🤔🔍

Time Management is wealth ⏰📅

Communication is key 🗣️💬📞

Why We Work & What Motivates Us?

Some theorists suggest that the typical motivations often revolve around **money**, **power**, and **fame**.

Let's consider a scenario:

Imagine you're offered two jobs.

- **You're equally qualified for both positions.**
- **Both offer the same salary.**

So, what drives your decision?

Is it the **job title** or the **company prestige**? Is it the **opportunity for personal growth** or **work-life balance**? Or maybe it's the **impact** you'll have on the organization or the **people** you'll work with?

There are no clear cut, right or wrong answers, but some jobs and paths will keep you for longer, bring you more joy, contribute to your financial stability, and speak to your values more than others. We will an exercise on this next week.

Through professional development, we also set our *personal professional narrative.*

A personal professional narrative is a cohesive and compelling story that combines your personal values, experiences, and career journey.

Workout with Us

🔍 **Google Yourself**

Search your own name and review the results, including social media profiles, articles, images, and any other publicly accessible content.

Assess the Results:

🧐 What information is available about you? Is it positive, neutral, or negative in your perspective?
📈 Are your professional details like LinkedIn, achievements, or publications visible?
📅 Are there any personal or outdated posts that might not match your current professional image?
🚫 Is there any content that could be inappropriate or irrelevant to your career goals?

Let us know what you find!

This Week's Assignment

🌟 **Building a Personal Professional Narrative**

One of the toughest make-or-break questions is a personal one that we all need to master answering. During the week, take some time to tell us about yourself professionally. Who are you as a professional?

🛠️ Assets (optional/recommended):

✨ Take time to reflect.
📄 Review your CV.
🔢 Look up people you think of as role models online.
📝 Note: Write this down! At the end of our training, revisit it to see how your perspective, writing, and self-presentation have evolved with the skills you gained.

🌐 **The Assignment: Send us a one line professional self-introduction on the Training Site. The trick is to distill everything and make it communicative.**