

Reaching heights  
through  
**PROFESSIONAL  
PERSONALITY**



You must either  
modify your dreams  
or  
magnify your skills.

## The Will To Win

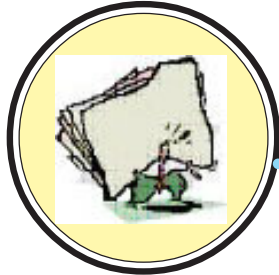
If you'll simply go after the thing that you  
want.

With all your capacity,  
Faith, hope and confidence, stern  
pertinacity,  
If gladly you'll sweat for it,  
Fret for it, Plan for it,  
Neither cold, nor poverty,  
Neither sickness, nor pain  
Of body or brain  
Can turn you away from the thing that you  
want.

— Berton Braley



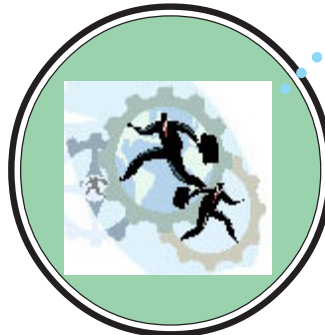
# STAGES OF CAREER MANAGEMENT



EXPLORATION STAGE



ESTABLISHMENT STAGE



MAINTENANCE STAGE



REPOSITIONING



ACTUALISATION

## **STAGES OF CAREER MANAGEMENT**

### *EXPLORATION STAGE*

Career images and ideas are developed from one's perception of the society, media, parents, teachers and other models. Career identification takes place in the background of the education and occupational status of parents and one's own personality characteristics.



One's personality characteristics, talents and skills influence the creation of occupation image. This image is also influenced by the constraints or opportunities available to the individual and the family. Self-image of what one might be is developed. Tentative choices and commitments are made.

### *ESTABLISHMENT STAGE*



The individual gets a job and does it. Developing upon its success or failure, he prepares for new assignments or leaves the organisation. Transfer, promotion, reward and incentive follow. Readjustment of self-image depending upon the experiences of reality takes place.

Family and work-related issues are attended to. Real conditions and socialisation are viewed against expectations. At the end of this stage, reassessment of self-image and career opportunities take place. Despite working hard, he/she conforms to the organisation and makes significant contributions. If future does not look positive and encouraging, decision as to "swim or sink" is made.

### ***MAINTENANCE STAGE***

Also called Mid-career. Important and crucial assignments are undertaken and maximum results are expected. Having realised all the talents and potential, the person enters the self-actualisation need stage.

Transition from learning stage to teaching and counselling begins. At the end of this stage, one prepares himself psychologically for retirement.



### ***REPOSITIONING AND ACTUALISATION***



Today repositioning of career can very well happen at the peak of maintenance stage itself instead of struggling with saturation which gives a new phase and energy in career life. A matured professional can reposition himself as a consultant, intrapreneur or entrepreneur. One can author books and e-books too.

## MANAGING YOUR CAREER

**A**ssess your vision, skills, interests and  
barriers

**I**nvestigate the environment around you:  
First in your company then in your industry

**M**atch your assessment of yourself with the  
opportunities and manage your career with  
power

## PLANNING YOUR CAREER

Career planning must start with the individual. After all, only the individual can truly know what he or she wants from life and work.

However, people must avoid over planning.

For example, some people set specific goals as to when they want to be promoted, and they identify specific jobs they want as they progress up the organisational ladder.

Such rigidity promises disappointment if the promotion is delayed and may cause the person to miss an opportunity to take up an exciting new job.

It is important to achieve a balance between *what you want* and *how to go about getting it*.

Two important tools for achieving this balance are

- ◆ **Personal assessment and**
- ◆ **Mentor relationships.**

The primary purpose of career planning is to blend one's career aspirations with the opportunities available in the organisation.

Distinctive phases in career development process are :

***ASSESSMENT:***

Your goals, personal values, talents, plans and priorities are determined.

**Preparation/Development:**

Activities are undertaken to develop skills and competence.

**Integration:**

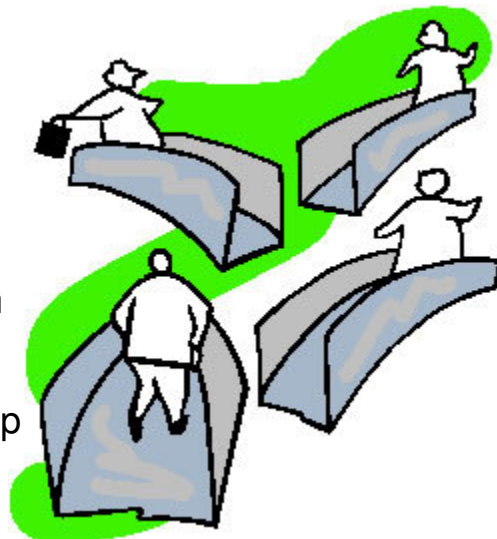
Analysis of development is done, followed by placement that will meet one's ambitions and organisational needs.

***MENTOR:***

A mentor is a senior who acts as a sponsor, advocate and teacher for a younger and less experienced new manager, sometimes called a protege.

Mentors are usually in the maintenance stage of their own career.

The mentor-protege relationship is usually informal and can be initiated by either party.



## **MANAGING YOUR OWN CAREER**

Job expectations differ from person to person and you need to consider what you want from particular job or your career as a whole.

- Flexibility and adaptability.
- Ability to learn new skills, especially higher level and technological skills.
- Willingness and ability to manage our own career and skill development.
- Collecting and interpreting market information.

### **ENTREPRENEURIAL JOBS INCLUDE:**

Jobs in business and management, trading, management consultancy, BPO's on telecalling, marketing, merchandising, liaisoning, etc.

### **ADMINISTRATIVE AND ORGANISATIONAL JOBS INCLUDE:**

Administrative jobs include jobs as technical consultant, purchase officer, material manager, import and export executive, merchandiser, help desk engineer, technical trainer, etc.

### **PRACTICAL AND TECHNICAL JOBS INCLUDE:**

A vast number of jobs working with different materials and technologies at a wide range of levels, from labourers to nuclear engineers, such as jobs in Construction (traders, surveyors, design engineers, architects, structural engineers, etc.), in Manufacturing (operators, maintenance engineers, floor supervisors, etc.)





## **ORGANISING YOUR RESOURCES**

### **RESOURCES REQUIRED**

When preparing for a new activity it is important to gather appropriate resources at the right time and place. Most of the resources you need for your lifetime goals can be described under the headings of personal, people and material resources.

### **PERSONAL RESOURCES**

These are the resources that come from you, or rather, within you; they are your values, orientation, beliefs, abilities, knowledge, skill and personality. You should try to understand how much your current personal resources can help you in achieving your goals.

### **VALUES**

What values are important to you in life? For instance, how important to you is money, power or status? Do you want to determine your own work patterns, use your creativity or become an expert in a specialized area? Is being with other people important to you or do you prefer to be on your own? Do you want to travel widely or settled in one community?

**For life is the mirror of king and slave,**

**Its just what we are and do;**

***Then give to the world the best you  
have,***

***And the best will come back to you.***





### ***ORIENTATION***

**Your orientation towards life determines how you like to live and your attitudes towards the things you do.**

Are you more oriented towards a career or to your life outside work?

Are you, generally, easy going or do you take most things seriously?

How determined are you?

Do you place achieving your goals before the easier pleasures in life?

### ***BELIEFS***

**Your beliefs are your attitudes towards yourself, other people and the world around you. Your convictions, feelings and behaviour come from your beliefs.**

What beliefs do you hold that could help you get what you want?

What is the level of your self-esteem, self-confidence and self-respect?

How much do you think you can bring about change, improve yourself and positively influence others?

### ***ABILITIES***

**What abilities do you have now, and are you capable of developing?**

What is the level of your intelligence?

Can you excel in physical activities?

**Are you capable of putting in a sustained effort to complete difficult tasks?**

How do you rate your diplomacy when dealing with other people?

**This introspection will help you to start ahead with a right career.**

## ***KNOWLEDGE AND SKILLS***

What knowledge and skills have you acquired in your life till date? How can you use them to achieve your current goals? What additional knowledge and skills do you need to gain to meet your lifetime goals?

## ***PERSONALITY***

*How would you describe your personality?*

*How would others describe you?*

*What aspects of your personality need to be developed for you to be successful?*

*Will you be happy to develop yourself in this way?*

## ***OTHER PEOPLE AS RESOURCES***

You are unlikely to achieve your full potential merely by drawing on your personal resources. Other people can help you. Some can use their knowledge or influence to help you to achieve your goals more quickly. Others might provide essential support and encouragement.

Get to know who are your sources of help and support and enlist them in your development. Some of the human support available to you is your family, friends and mentors.

**“Losers  
make  
promises  
they often  
break.  
Winners  
make  
commitments  
they always  
keep.”**

**-Denis Waitley**




## ***FRIENDS***

Friends are special because you choose them. They are people with whom you establish a relationship because you want to, and for no other reason. They can offer advice, support and encouragement. They will usually cause you to reconsider when they believe you are making mistakes. They are good for trying ideas on, as their opinions will usually be in your interest and not biased by their own personal ambitions.

You can count on your friends, but only true friends will always be with you- you mutually help each other reach your career destinations.

## **MATERIAL RESOURCES**

These are the resources that you have access to by virtue of your family's socio-economic background. Owning a personal computer or a vehicle to commute can be cited as examples.



**“Progress lies in widening, not in restriction. There must be a bringing together of all points of view by putting each one in its true place, not an insistence on some to the exclusion of others”.**

*-The Mother*

## **ANALYSING YOUR PROFESSIONAL PERSONALITY**

**1. How good are you in your communication?**

**Give three factors to prove that you are a good communicator.**

- 1 .....
- .....
- 2 .....
- .....
- 3 .....
- .....

**2. Describe yourself as a leader.**

.....

.....

.....

**3. Are you a good team player? Explain How.**

.....

.....

.....

**4. What major problem you are undergoing, which might affect your career progress?**

.....

.....

.....

**5. Write 10 important positive features of your personality. (Eg: Easy going / sensitive / adaptable)**

- |        |         |
|--------|---------|
| 1..... | 6.....  |
| 2..... | 7.....  |
| 3..... | 8.....  |
| 4..... | 9.....  |
| 5..... | 10..... |

**6. Write 10 negative traits of your personality. (Eg: Stress / anger / shyness / lack of discipline)**

- |        |         |
|--------|---------|
| 1..... | 6.....  |
| 2..... | 7.....  |
| 3..... | 8.....  |
| 4..... | 9.....  |
| 5..... | 10..... |

**7. Explain the following in terms of your personality:**

BODY LANGUAGE.....

.....

TIME MANAGEMENT.....

.....

GOAL SETTING .....

.....

SUCCESSFUL HABITS.....

.....

QUALITY OF LIFE .....

PUBLIC RELATIONS.....

LEADERSHIP .....

CREATIVITY.....

THINKING. SKILLS .....

POWER AND POLITICS.....

**8. Write 10 important values in your life. (Eg: Freedom / telling the truth / patriotism / friendship)**

- |        |         |
|--------|---------|
| 1..... | 6.....  |
| 2..... | 7.....  |
| 3..... | 8.....  |
| 4..... | 9.....  |
| 5..... | 10..... |

**9. Write 10 aspects of human behaviour which you don't like. (Eg: Shouting / ill treatment / hurting / controlling)**

- |        |         |
|--------|---------|
| 1..... | 6.....  |
| 2..... | 7.....  |
| 3..... | 8.....  |
| 4..... | 9.....  |
| 5..... | 10..... |

**10. Explain the following:**

ORGANISATION.....

SERVICE MANAGEMENT.....

SUPERVISING.....

INFLUENCE .....

STATUS .....

AUTONOMY.....

**11. Give 5 areas in which you need training.**

1.....

2.....

3.....

4.....

5.....

**12. Do you have a computer in your house? How are you utilizing it for your development?**

.....

.....

**13. What types of books do you generally read? Give the names of 10 books which inspired you.**

.....

.....

.....



- |        |         |
|--------|---------|
| 1..... | 6.....  |
| 2..... | 7.....  |
| 3..... | 8.....  |
| 4..... | 9.....  |
| 5..... | 10..... |

**14. What magazines and newspapers you regularly read and what types of articles interest you?**

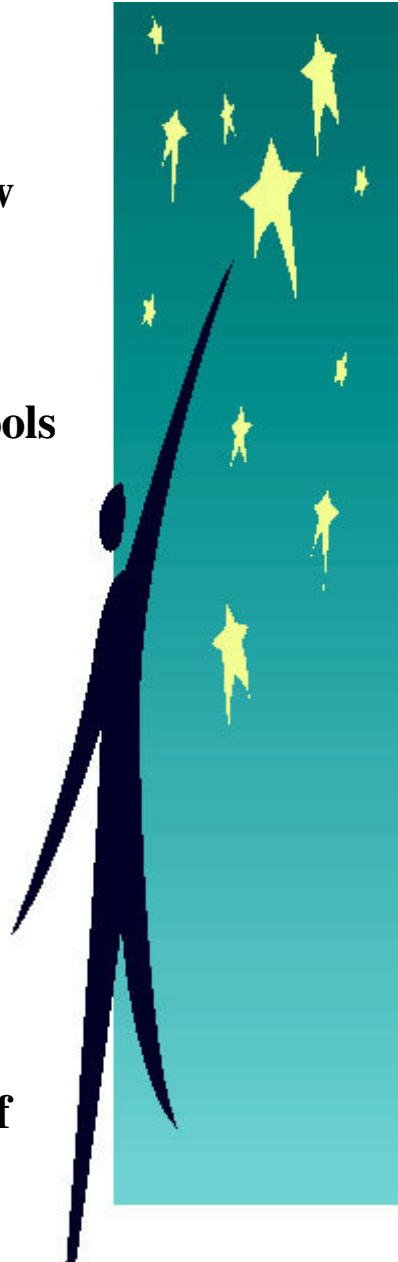
<u>Newspapers</u>	<u>Magazines</u>	<u>Articles</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**15. For the purpose of self-evaluation, honestly mark yourself for 100 on the following traits. (Eg: Initiative - 60%)**

GENERAL ABILITIES	<input type="text"/>	CREATIVE QUALITIES	<input type="text"/>
SENSE OF HUMOR	<input type="text"/>	MATURITY	<input type="text"/>
MANAGERIAL POTENTIAL	<input type="text"/>	LEADERSHIP POTENTIAL	<input type="text"/>
CAPACITY TO WORK HARD	<input type="text"/>	ANALYTICAL SKILLS	<input type="text"/>
VERBAL SKILLS	<input type="text"/>	SELF DISCIPLINE	<input type="text"/>
INITIATIVE	<input type="text"/>	SELF CONFIDENCE	<input type="text"/>

## **20 COMMANDMENTS FOR PROFESSIONAL SUCCESS**

- 1. Learn to network**
- 2. Surpass your fears**
- 3. Start smart**
- 4. 'Know' whom you know**
- 5. Evaluate your contacts**
- 6. Prioritize and prepare**
- 7. Rehearse spontaneity**
- 8. Use your networking tools**
- 9. Control your body language**
- 10. Enter, connect, exit**
- 11. Mind your manners**
- 12. Pack your 'kit'**
- 13. Socialize with savvy**
- 14. Focus on connecting**
- 15. Talk tactically**
- 16. Overcome your limits**
- 17. Cultivate your garden**
- 18. Rise above prejudices**
- 19. Keep updating yourself**
- 20. Keeeeep developingggggggg.....**





# LUCK

He worked by day  
And toiled by night.  
He gave up play  
And some delight.  
Dry books he read,  
New things to learn.  
And forged ahead,  
Success to earn.  
He plodded on with  
Faith and pluck;  
And he won,  
Men called it luck.

-Anonymous



# WHAT ARE YOU?

The purpose of this exercise is to examine your preferences for the six types of work activity.

*Tick the type of activity you prefer in each pair:*

Practical  
(or)  
Creative

Creative  
(or)  
Social

Social  
(or)  
Administrative

Social  
(or)  
Entrepreneurial

Entrepreneurial  
(or)  
Intellectual

Intellectual  
(or)  
Social

Intellectual  
(or)  
Administrative

Administrative  
(or)  
Practical

Practical  
(or)  
Intellectual

Practical  
(or)  
Social

Creative  
(or)  
Intellectual

Entrepreneurial  
(or)  
Administrative

Creative  
(or)  
Entrepreneurial

Entrepreneurial  
(or)  
Practical

Administrative  
(or)  
Creative

**SCORES:**

CREATIVE..... INTELLECTUAL.....

PRACTICAL..... ADMINISTRATIVE.....

ENTREPRENEURIAL..... SOCIAL.....

*YOU ARE MORE OF THAT TYPE IN WHICH YOU HAVE SCORED MORE.  
YOUR JOB CAN BE A COMBINATION OF THE TOP 3 SCORES.*

## WHAT ARE YOU?

1. What major achievements have you had in the past one year?

.....  
.....  
.....

2. What are the promises that you made to yourself on which you had failed to act on?

.....  
.....  
.....

3. What real improvements have you made in your education and personality standards?

.....  
.....  
.....

4. What do you expect to be doing in the next five years?

.....  
.....

5. How many friends or colleagues have overtaken you on the road to success?

.....  
.....

6. Have you written somewhere the goals of your life?

.....  
.....

7. What is the time scale you have set to reach your goal?

.....  
.....

8. Are you presently realising your fullest potential?

.....  
.....

9. How are you planning to expand your skills?

.....  
.....

10. Have you participated in any training programme or certification programme? If you have, write what you have learned; if you have not, give reasons why you didnot.

.....  
.....  
.....

11. In order of importance (mark out of 10) what you expect from your career. (Eg: Achievement-8)

Achievement   
High earnings   
Responsibility   
Self development

Autonomy   
Outdoor life   
Security   
Social recognition

12. Give ten things you want to achieve in your life in the next 10 years? (Eg: Buying a house - 2011)

	<u>THINGS</u>	<u>YEAR</u>
1.....		
2.....		
3.....		
4.....		
5.....		
6.....		
7.....		
8.....		
9.....		
10.....		

