

Career Development

Course Length: 1 Day

Prerequisites: None.

Course Objectives: After completing this course, students will know how to:

- ◆ Identify career preferences, recognize the types of skills that promote employability, identify their skills, and explore career options to meet their personal and professional needs
- ◆ Define, set, and maintain career goals, and avoid career goal-setting pitfalls,.
- ◆ Maintain productivity, develop self-discipline, and establish a professional image
- ◆ Network effectively to advance in their careers and to define their career needs

Course Content

Unit 1: Career aspirations

Students will learn that **personal preferences influence job satisfaction, lifestyle and motivation**. They will learn how to **identify career preferences**. Next they will learn about **seeking professional career counseling** to define their skills, qualities and values. They will learn how to **identify their skills** and **how to develop new ones** as well as about the factors that affect career exploration. Finally, they will learn how to **avoid the pitfalls in career exploration** by methodically researching occupational details and work environments.

Topic A: Career preferences

Topic B: Career-related skills

Topic C: Career exploration

Unit 2: Career strategies

Students will learn the **importance of defining career goals**. They will learn how to define their **strengths and weaknesses** and about maintaining motivation. They will learn how to **set career goals**. Students will also learn about potential pitfalls while setting career goals and how to avoid these pitfalls. Next, they will learn about the **stages of the career development cycle** and the guidelines they can use to evaluate their career. They will learn how to **plan a career strategy** and about the types of career moves within an organization. Finally, students will learn about the **steps that need to be taken when their career strategy opens new career options**.

Topic A: Developing career goals

Topic B: Creating career strategies

If you have any questions about this course, please call CompuTrain at (713) 349-9186.

Unit 3: Career excellence

Potential **guidelines to use to facilitate productivity** will be identified as well as **ways to develop self-discipline**. Guidelines to help employees become more professional will also be identified. Students will learn that **portraying a professional image is important** because their image contributes to other people's impressions of them. They will also learn about the **difference between being and looking professional**. They will learn how to establish a professional image that fits their career. Next, they will learn about the steps to market their career. They will understand that identifying their talents and skills facilitates work performance when they match their job demands. They will also learn that by **looking for innovative solutions** and approaches, they demonstrate their ability to **take initiative to improve the quality of their work**. Finally, guidelines to **maintain work performance and morale** will also be discussed.

Topic A: Working to excel

Topic B: Marketing yourself

Topic C: Staying competitive

Unit 4: Professional networking

In this unit, students will learn about **career networking**, the **types of networking and how to network effectively**. They will learn that they should promote themselves to expand their career opportunities. Next, they will learn the **difference between a mentor and a coach** and about seeking guidance from a mentor or coach, and how to choose a mentor or a coach. They will learn **how a sponsor can groom their skills** and talents to help them qualify for a specific job. They will also learn that **effective communication helps** them network inside and outside their organizations. They will learn that they can **establish rapport and credibility with people** by using examples of their expertise and character during conversations. Finally, they will learn how to **establish beneficial relationships** with others, including their boss.

Topic A: Networking to advance your career

Topic B: Seeking career guidance

Topic C: Developing a career network