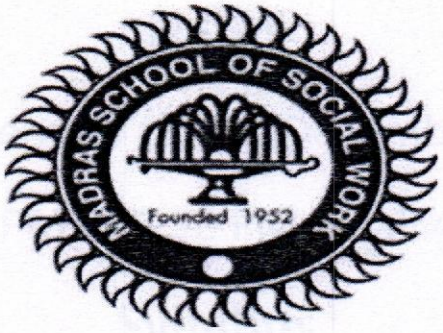


Soft Skills – IV

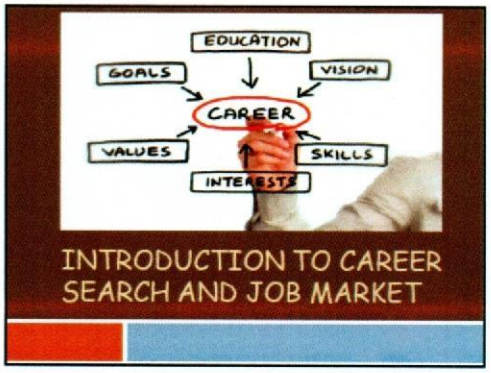
Career Oriented Skills

Report

2016-2018 Batch

M.Sc Counselling Psychology

Slides of the Presentation Done



OBJECTIVES

"The great secret of success in life is for a man to be ready when his opportunity comes". - Benjamin Disraeli

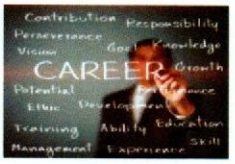
To understand the process of career planning.

- To help understand what are the basic components of career planning.
- To help understand why career planning is important.
- To help understand about the ways in which one can find a meaningful job.

Struck in an Island!!

What does career mean to you?

Which is the best career?



What is Career?

- **Career** may be defined as 'a profession or occupation that one trains for and pursues as a life work in order to use personal talent, provide some service or goods, earn money and contribute to the society.
- **Work** is applying effort and energy in doing a purposeful task.
- **Job** is a position in which one is employed to perform certain regular activities in exchange for a payment

Lets plan a Birthday Party!!

CAREER PLANNING is a process of finding your ideal career, based upon your intrinsic interests, motivational traits, personal work style, personality, values, skills, and aptitudes.

Career planning is the continuous process of:

- Thinking about your interests, values, skills and preferences;
- Exploring the life, work and learning options available to you;
- Ensuring that your work fits with your personal circumstances
- Continuously fine-tuning your work and learning plans to help you manage the changes in your life and the world of work.

THE CAREER PLANNING PROCESS

The career planning process has four steps:

- **Step 1: Knowing Your SELF**
- **Step 2: Finding out**
- **Step 3: Making Decisions**
- **Step 4: Taking Action**

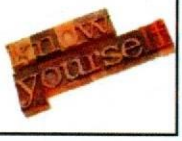
These steps can be used whether you are:

- still at school; a school leaver; an adult adding on skills; or an adult changing your job or career.

STEP 1: Knowing Your SELF!!!!

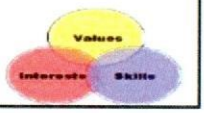
Begin by asking yourself by asking the following questions:

- Where am I now?
- Where do I want to be?
- What do I want out of a job or career?
- What do I like to do?
- What are my strengths?
- What is important to me?



STEP 2: Finding out!!!

- Explore occupations that interest you and ask yourself how do my skills and interests match up with these occupations?
- Where are the gaps?
- What options do I have to gain these skills or qualify for these occupations?
- What skills do I need?
- Where is the work?



STEP 3: Making Decisions !!!

- What are my best work/training options?
- How do they match with my skills, interests and values?
- How do they fit with the current labour market?
- How do they fit with my current situation and responsibilities?
- What are the advantages and disadvantages of each option?
- What will help and what will hinder me?
- What can I do about it?

STEP 4: Taking Action

Here you plan the steps you need to take to put your plan into action. Use all you have learnt about your skills, interests and values together with the information you have gathered about the world of work to create your plan.

Begin by asking yourself:

- What actions/steps will help me achieve my work, training and career goals?
- Where can I get help?
- Who will support me?

At the end of this step you will have:

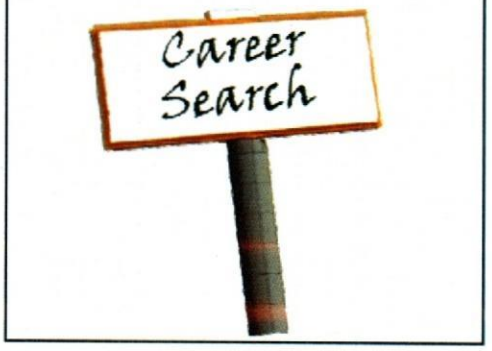
- a plan to help you explore your options further (eg work experience, work shadowing or more research); or
- a plan which sets out the steps to help you achieve your next learning or work goal.

IMPORTANCE

- Helps the individual have the knowledge of various career opportunities, his priorities etc.
- Helps select the career which is suitable to his life style, preference, family environment, scope for self-development etc.

MYTHS

- Choosing a major/career is an easy process.
- A career "test" or counselor will tell me 'exactly' what is right for me.
- My choice of major/career should please my parents, friends, neighbors, etc.
- There is something wrong with me if I do not know today what I want to do with the rest of my life.
- I will not be successful if I change my major or career choice.
- My grades alone will determine my employability.
- Only one career will make me happy. Once I choose a career, I'm stuck with it for life.



Important steps in Career Search!

- Identify your skills and interests.
- Develop your documents.
- Identify a "hit list"
- Utilize your network. - *Net weave*
- Net Working
- Build your blog
- Prepare for interviews and follow up
- Build your brand - think outside the box

Identify your skills and interests.

- "Employers want more than a brain in a jar!!"
- SWOT- The first step in a successful job search is to think about what you want to do and how well your skills, values, and interest align with the expectations of the job.

- Determine if you need to gain any additional skill sets or experiences to make you more competitive in the job search process.

Basic steps are

- Values
- Interests
- Personality
- Skills
- Aptitude

Aptitude

- Aptitude refers to an individual's ability to learn or perform certain skills. It is a person's inherent capacity, talent or ability to do something well. Having a high aptitude for a particular skill means the person is good at doing that skill.
- Aptitude tests reveal a person's potential or native ability to perform certain tasks. They are used to identify and measure the aptitudes of individuals.
  Example - Differential aptitude test, Davidson's Battery of Differential Aptitude

Interest

- Interests simply mean that a person has identified himself with or has found himself in a certain course of action. Interests are the objects and activities that stimulate pleasant feelings in the individual.
- Interest profiles are likely to go through great variations upto around the age of 16 to 18 years.
- The strength of an interest is closely related to the belief that one can do well at an activity..
- High interest does not signify high ability. Merely being interested and strongly motivated does not guarantee that the person could develop a sufficiently high level of skill to succeed in the face of competition.

Personality

- Personality can be defined as the distinctive patterns of behavior both thought and emotion that characterize each individual's adaptation to the situations of his or her life.
- Tests of personality aim to describe characteristic patterns of behavior, thoughts, and feelings that remain relatively stable throughout a person's life. They can be used to simply assess what type of person one is or, more specifically, to determine one's preferences for a certain type of occupation or career.

Net weave - Networking

- Networking is the "people focused" step.
- It involves identifying and contacting friends, family members, faculty.
- Networking is done to explore career options and set goals (via "information conversations" or "shadowing experiences"), and to conduct active internship and job search efforts.
- Know your goals and act accordingly. honestly seeking information when establishing goals, and consideration and referrals when seeking a job.
- Strategic and goal-focused networking can be extremely effective, but over-generalized and "shot gun" approaches can diminish your potential for success.

Build your brand - think outside the box

- *"talents are common - but rare is the courage to follow our talents where they lead" - Anon*
- While the first of our three Ps is "postings," you cannot limit your efforts to these efforts.
- But, you must maximize your potential to be successful using this approach.
- In addition to the qualifications it is important to work on required skills and upload them online.
- Write a blog, post articles on websites, join groups that belong to the same fraternity (eg, linkedIn.).
- Go to the source if it does not come to you, (freelance, volunteer, part time, extra courses). This is often the most effective step, yet least taken.

The single biggest problem
in communication
is the illusion
that it has taken place.

George Bernard Shaw

COMMUNICATION AND INTERPERSONAL SKILLS

Communication

Communication is sending and receiving ideas ,thoughts or feelings from one person to one or more persons in such a way that ,the person receiving it understands it in the same way the sender wants him / her to understand

Communication Process

World Reality	Input Channels	Our Reality	Verbal-isation
World Reality	5 sense modali-ties	Map or Model of Reality	Words and Language

Types of Communication

- Verbal - Oral , Written
- Paraverbal - Tone, Pitch and Pacing of our voice
- Non Verbal - Facial Expressions, Postures and Gestures

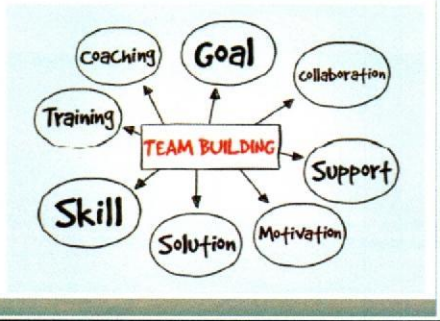
- Words – 10%
- Tone – 30%
- Body Language –

Barriers to Communication

- Culture
- Values & Beliefs
- Past History
- Generalizations
- Distortions
- Deletions
- Assumptions

An effective communicator is one who can communicate his meaning effectively to others has a clear picture in his mind of what he is trying to express and is able to clarify and elaborate the same.

Lets make boats!



Team skills

- A group of people with a full set of complementary skills required to complete a task, job, or project.
- Team members
- (1) operate with a high degree of interdependence,
  (2) share authority and responsibility for self-management,
- (3) are accountable for the collective performance, and
- (4) work toward a common goal and shared rewards(s).
- A team becomes more than just a collection of people when a strong sense of mutual commitment creates synergy, thus generating performance greater than the sum of the performance of its individual members.

Why Teams Win?	Why Teams Fail?
• A meaningful goal	• Undefined Roles
• Talent	• Poor Dynamics
• Leadership	• Lack of Vision
• Strategy	• Time Management
• Commitment	• Incorrect Analysis
• Feedback	• Conflict Between Personalities
• Confidence	• Power Struggles
• Chemistry	• No Clear Identity
• Identity	• No mentoring

Effectiveness	Efficiency
• Effectiveness is about doing the right task, completing activities and achieving goals.	• Efficiency is about doing things in an optimal way, for example doing it the fastest or in the least expensive way. It could be the wrong thing, but it was done optimally.

It is easy to be an angel when nobody ruffles your feathers. But it seems that feather ruffles will always be around.

Four paradigms of Negotiation

Win – Lose

Lose – Win

Lose – Lose

Win - Win

THINKING WIN – WIN

Conflict resolution

- Define problem
- Your way
- My way
- brainstorming
- Best way
- High way

Thank You!

K Senthilathiban

Founder of SPACE and Sparks, an organizational strengthening and talent development consultancy organization at Chennai (Founded in 2013). Till 2013, he was the Managing Partner of Sparks Development Group which he co-founded in 2001.

- Accredited Entrepreneurship (achievement) Motivation Trainer, NIESBUD, GoI
- Trained as a Consultant in "Institutional Development and Organizational Strengthening" by the Management Development Foundation, The Netherlands
- Professional Trainer in "Moderation Skills" of the AMI Institute, Bangkok
- Facilitator in Appreciative Inquiry approach for organizational development, HIDF.

Proud alumnus of the **Department of Psychology**, **University of Madras** (1979 – 2001) and was associated with it as a student, researcher and as the Secretary of a national academic association till he founded Sparks in 2001.

- published 14 research papers in academic journals
- developed 81 course books for customized training programmes and
- designed 4 competency based training manuals.

Has rich experience in facilitating organization-specific learning events on various behavioural and organization-strengthening areas in **corporate, government and development organizations** since 1990.

- **Talent development** focusing on behavioural competencies like Achievement Orientation, Leadership Excellence, Team Playing Skills, Interpersonal Skills, and Assertiveness
- **Organizational Strengthening** – organizational assessment, designing change interventions and hand-holding/mentoring execution and evaluation
- **Workshops** on Strategic Planning, Designing and Managing Change and Organizational Strengthening Initiatives
- Self-help Promotion, Human Rights, Gender, Entrepreneurship and Social Entrepreneurship promotion.

Specialises in

- **experiential and moderated learning processes** with **creative visualizations** to bring out the conscious and unconscious thought processes of the participants for meaningful learning at the individual and collective level.
- **outward bound learning events** for team playing skills, building collaboration and personal growth.

Facilitated series of learning events on behavioural & managerial competency development programmes **as part of a comprehensive capability building strategy** for

organizations in corporate, government and non-government sectors like

- CavinKare group of companies
- MRF Limited, Chennai – ongoing since 2006
- Anna Institute of Management, Government of Tamilnadu - ongoing since 1996
- Planning & Research Department, Government of Puducherry
- Kirtilal Kalidas & Co, Coimbatore
- People's Watch, Madurai etc.
- ZF Wind Power Coimbatore Pvt Limited, Coimbatore -– ongoing since 2016
- Has conducted/continue to conduct regular learning sessions/workshops for academic institutions like
  - Department of Psychology, University of Madras;
  - Academic Staff Colleges at University of Madras and Pondicherry;
  - Rajiv Gandhi National Institute of Youth Development, Sriperumbudur
  - Madras School of Social Work, Chennai (for students of PG courses in Social Work and Counseling Psychology) and many more…
- Serves as a Member of the Board of Studies, **Rajiv Gandhi National Institute of Youth Development**, Ministry of Youth & Sports Development, Government of India, Sriperumbudur, TN, for the course in Social innovation & Entrepreneurship.

Since, 2006, offering my services as a Visiting Faculty to the

- **Loyola Institute of Business Administration (LIBA)** and
- **Department of Management Studies, IIT**, Chennai
- Resource person for the **Anna Institute of Management** since 1996 in the training programme for government officials of all levels.

Designed and conducted elective courses "**Creativity & Innovation**" (four batches) and "**Management of Change & Transformation**" (three batches) for the **Department of Management Studies, IIT, Chennai** – Invited for sessions on leadership & team excellence in most of their supervisory and management development programmes.

Designed and conducted courses on organizational behaviour, organizational dynamics, organizational development & management of change, executive competencies, coaching, leadership and management of human resources at **Loyola Institute of Business Administration (LIBA),** Chennai - Designed and conducted 11 of the three month certificate courses on '**Management of Human Resources'**.

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Madras School of Social Work (Autonomous)

M.Sc. Counselling Psychology

Paper - Soft Skill IV

Title - Career Oriented Skills

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MSC-16-01	AMEENA GULAM MOHAMMED	✓	✓	✓	✓
MSC-16-02	ANN MARIA KUTTUKARAN	✓	✓	✓	✓
MSC-16-03	ARSHIAH TABASSUM Z	–	–	–	–
MSC-16-04	DEBAPRIYA DATTA ROY	✓	✓	✓	✓
MSC-16-05	DIPIKA S	✓	✓	✓	✓
MSC-16-06	DIVYA DEVI M	✓	✓	✓	✓
MSC-16-08	IMMANU VEL J	✓	✓	✓	✓
MSC-16-09	JENSEY D	✓	✓	✓	✓
MSC-16-10	JERUSHA SANNITA SUJENDRAN	✓	✓	✓	✓
MSC-16-11	LEKHA AARTHI S	✓	✓	✓	✓
MSC-16-12	MRUDULA GOSWAMI	✓	✓	✓	✓
MSC-16-13	NIDHI KHICHA	✓	✓	✓	✓
MSC-16-14	NIRANJANA	✓	✓	✓	✓
MSC-16-15	POOJA P NICHANI	✓	✓	✓	✓
MSC-16-16	PRIYADARSHNI P	✓	✓	✓	✓
MSC-16-17	REVALEENA RAJEENDRAN	✓	✓	✓	✓
MSC-16-18	SAJANI T	✓	✓	✓	✓
MSC-16-19	SARATHA S	✓	✓	✓	✓
MSC-16-20	SHANKAR C	AB	AB	AB	AB
MSC-16-21	SHARANYA PRAKASH	–	–	–	–
MSC-16-22	SRIPATHI AMBICA	✓	✓	✓	✓
MSC-16-23	SWETHA SRINIVASAN	✓	✓	✓	✓
MSC-16-24	ZAINAB JUZER SUNELWALA	✓	✓	✓	✓
MSC-16-25	ZUHA AFSHAN S	✓	✓	✓	✓
MSC-16-26	ZAHARA HUSSAIN	✓	✓	✓	✓

Faculty Co-ordinator

Head of the Department 14/12/17

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