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CAREER DEVELOPMENT

Put your career in top gear for those who want to add a new dimension to their career, join.....

NIIT offers you excellent career opportunities.

Attention Students: The Times of India presents a comprehensive section on educational and career opportunities.

You might have come across many such advertisements in news papers, magazines, handbills etc. Does the word 'career' ring a bell in your mind? What exactly is career or career building? Reading this lesson will help you understand the concept of career. It will also help you in developing your career in a more systematic way.



OBJECTIVES

After studying this lesson, you will be able to:

- state the meaning and stages of career development;
- explain various aspects of career development;
- describe how one can plan one's career;
- explain the concept of continuing education and in-service training;
- describe the conditions under which career adjustment becomes necessary;
- and
- describe the concept of self employment.



Notes

27.1 MEANING OF CAREER DEVELOPMENT

The term 'career' in career development refers to all the activities which a person does in his/her lifetime. These activities includes personal, occupational and social life of the person. Thus, career refers to the life pattern of a person.

Development is the modification of behaviour as a result of growth and learning. It normally involves a progressive change. Thus, career development means the overall development in the life style of a person. It involves person's experiences that contribute to the formation of his/her identity including life experiences, education, career choice, on the job training, level of professional achievement and degree of satisfaction.

Now, the question arises, how the life style of a person develops. Obviously, vocation plays an important role in the life style of a person and vocational development is the basis of career development. For example if a person gets promoted to executive cadre from non-executive, he will get more facilities from the organisation, like higher salary, bigger accommodation etc, and his life style will automatically change. Promotion is part of vocational development, but it also brings about a change in person's social and personal life also.

Activity

Sh. Ramlal began his career as a clerk in a small company immediately after his graduation in commerce. While working he improved his qualification from B. Com. to M. Com. and ICWA. An offer from a multinational company as a Financial Manager changes his life style to a great extent. Now he is the owner of a flat, car and many other amenities. He enjoys a happy married life with two lovely kids. Moving in high society, providing the best education to his children which he could never dream of earlier, are now at his easy accessibility. This is the reward of career development. Career development is a dynamic, ongoing and gradual process.

On the basis of this case can you list some more characteristics of career development?



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27.2 LIFE STAGES AND VOCATIONAL DEVELOPMENT

Concept of life stages and stages of vocational development will give greater insight in to the understanding of career development. Generally, there are five life stages: Growth, Exploratory, Establishment, Maintenance and Decline.

Table 27.1: *Life stages and Stages of Vocational Development*

Name of Stage	Age Range	Characteristics
1. Growth	0 – 14 yrs	<ul style="list-style-type: none"> • Development of basic skills
2. Exploratory	15 – 25 yrs	<ul style="list-style-type: none"> • Thinking and understanding about self. • Becoming an adult • Finding a life partner • Finding an occupation • Finding place in community
3. Establishment	25 – 45 yrs	<ul style="list-style-type: none"> • Establishing one self in the chosen occupation • Establishing identity as a person and a professional
4. Maintenance	45 – 60 yrs	<ul style="list-style-type: none"> • Maintaining and furthering the occupational and social status.
5. Decline	After 60 yrs	<ul style="list-style-type: none"> • May retire from active service but act as consultants and providing experience at the higher level of proficiency.

The given age categories in the Table 27.1 are not rigid and exclusive. They are flexible and overlap each other

Let us understand each of these stages in detail:

Growth Stage: From conception to about the age of fourteen, it is a preparatory stage during which a child develops basic skills.

Exploratory Stage : It is between 15 to 25 yrs. During this stage, a person tends to think and understand about self, his role in becoming an adult, finding a life partner, occupation and place in community.



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Establishment stage : It ranges between 25 to 45 years. During this, stage one establishes himself or herself and gains some occupational identity. (e.g. He/She is a plumber/ doctor/ bank officer).

Maintenance stage : This stage covers 45 to 58 yrs. During this stage, a person maintains his establishment.

Decline : This is after 58 yrs. of age. In this stage, a person not only declines in physical strength but also his or her role lessens in the vocation, family responsibilities and community.

After knowing the life stages, lets see the stages of vocational development.

27.3 STAGES OF VOCATIONAL DEVELOPMENT

The stages of vocational development may be described as follows:

Early Exploration : This involves first job. It can be a part time or a temporary job.

Exploration and Trial : In this stage a person explores more avenues and in the end tries to settle in a job of his or her liking. This stage is also called floundering stage.

Establishment and Maintenance : During this stage, a person establishes himself or herself in one field of work and then continues to maintain in it.

Retirement : Here the person tends to narrow down his or her responsibilities. Depending upon the capability of the person, he/she may either leave the job or shift to a job with lesser responsibility.

The stages of career development are, in fact, the life stages combined with the stages of vocational development.



INTEXT QUESTIONS 27.1

1. List the stages of vocational development relevant to early adulthood.

2. What is the important aspect of retirement?



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Activity

Take the case of Dr. Mohan, a famous surgeon. He is enjoying his pension now. While studying in VIII class, a lesson on doctors fascinated him and he was attracted towards medical profession. He resolved to become a doctor. For this he worked hard, secured good marks in biological science, qualified pre-medical test and subsequently became a Doctor. He joined as an Assistant Surgeon in a big Government hospital at the age of 25 and grew as a great surgeon by the age of 45. He retired at the age of 60. Now at the age of 65, though not in his active surgical practice, he still wishes to extend his valuable contribution in the service of mankind.

Activity: *Explain the life stages and stages of vocational development of Dr. Mohan.*

Try it Yourself

Talk to a person of 65-70 yrs. of age and write down the stages of his/her career development.

Mr. Naveen is an Engineer because his parents wanted him to become an engineer. He is working in a small factory. He does not like his work and his income is also not adequate. He is frustrated with his job and life. On the other hand, Mr. Ganesh is a taxi driver, he is happy with his job and earns quite well. He is enthusiastic about his job and likes it very much.

Write three probable reasons for Mr. Naveen's frustration and Mr. Ganesh's satisfaction according to the life stages.

27.4 CAREER PLANNING

Modern age is an age of planning. Even for small things like going to a movie or picnic, we have to plan. Career building is a crucial task in one's life. So one is ought to prepare a good career plan. As you have already learnt, career is the overall life style of a person. Career plan includes, planning of personal life, planning of social life and planning of vocational life. These three aspects of career planning are interlinked and influence each other. Let us understand these concepts one by one.



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- a) **Planning of Personal Life:** It involves planning about when to get married, what type of person would you like to get married to, when to have children, what sort of life you want to give to your spouse and children and many other things, specifically important to you. Personal life is influenced by vocational and social life of a person.
- b) **Planning of Social Life:** It involves planning of life style you want, the society in which you want to move in, and the assets which you want to acquire etc. Social life of a person is influenced by personal and vocational life of a person.
- c) **Planning of Vocational Life:** It is a life long process of getting ready to choose or continue to make choices from among the many occupations available in our society. Vocational life of a person matches the self with the world of work. After knowing the self and the world of work, you need to match your qualities with the qualities required for each of the occupations you know. Finally, select a vocation with which your qualities match to the maximum. It has great impact on the personal and social life of a person. In brief carrer planning can be understood with the help of following diagram.

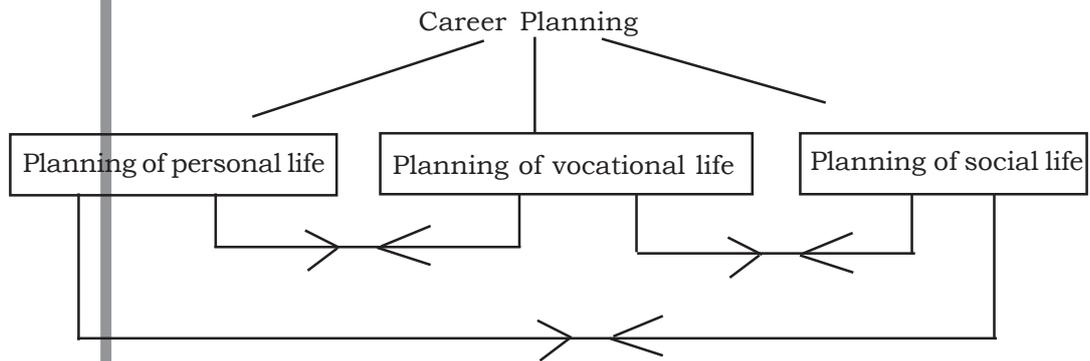


Fig. 27.1: Carrer planning

In a wise vocational planning, there are three key features, namely, know thyself, know the world of work and match the self with the world of work.

- (i) **Know thyself (Self appraisal):** A clear understanding of one’s own self, one’s aptitudes, abilities, interests, ambitions, resources and limitations.
- (ii) **Know the world of work (Appraisal of the vocations):** Knowledge of various occupations, qualifications and entry requirements for each occupation, earnings, conditions of success, advantages, promotional prospects, and compensation etc. Before proceeding further, let us take the case of Mr. Ganesh, a happy taxi driver and Mr. Naveen who is a frustrated engineer. Mr. Ganesh is happy because he opted to be a taxi driver due to his interest in driving and interaction with people. Mr Naveen is frustrated

because he is forced to become an engineer by the parents to fulfil their aspirations.

Let us deal with these key points one by one to have better understanding.

27.5 KNOW THYSELF (SELF APPRAISAL)

Know thyself is the key word for success in career development. It sounds very simple but in real practice it is quite a difficult goal. Some people feel frustrated in life because they could not understand themselves in the early stages of career development. People are not able to understand about themselves mainly because of the following reasons.

Lack of courage to be one's own self: We simply try to be like somebody else. For instance, young boys and girls try to imitate the hairstyle of heroes or heroines. Or we always try to be what others expect us to be. In the case of Mr. Naveen, his father wanted him to be an engineer. So, he became an engineer without thinking what he wants to be.

We do not take time to know ourselves. If we have time, we prefer doing some other work than to think about the self. We misinterpret our experiences. For example just because one gets less marks in science one may interpret that she/he is weak in that subject, though there can be other reasons also.

Some times we do not know our desires and run after a mirage. When asked what do you want, most people say that they want money or anything that money can buy. If provided with a lot of money, one would look forward for something else. Most people move from one immediate desire to another, apparently without even realising that what they really want that is something which is much more basic. The most fundamental and lasting desire is to follow one's interest. So first thing one tries to realise is that:

- there is self,
- each one of us is an entity,
- no two persons are exactly alike, and
- every one has the latent ability in one direction or the other.

Each person has basic abilities which make it possible for him/her to choose from a wide variety of occupations. But selection of vocations is purely a matter of personal taste. Before concluding about one's interest, abilities and strong points one should do thorough self analysis or introspection.



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Notes**Know the World of Work (Appraisal of the Vocations)**

To know the world of work is equally important for vocational planning. For different jobs, there are different types of job requirements. For example, Engineers may be required to work in mines or factories, indulge in shift duties, work in hazardous conditions. They may be required to manage the subordinate staff, deal with the staff unions etc. Similarly journalists may be required to be on their toes always to capture the news. They should be skillful in differentiating the important and unimportant news. They should also be ready to take risk. You have to collect information about the working conditions and job requirements of all the jobs. After a thorough study of jobs you should select some vocations with which your qualities match.

Match Personal Qualities with the Qualities for Selected Vocations

If you choose to become a lawyer, see that you have logical and analytical mind and good memory. Good communication and persuasive skills and understanding of human nature would also help you in pursuing the career of lawyer.

If you have chosen to become a scientist, see if you have scientific temperament, an open mind, curiosity, infinite patience, desire to find evidence, etc.

Interest, ability, aptitude, and health are some of the criteria on the basis of which one can match the self with the world of work.

Steps in Career Planning

Following are the major steps in career planning:

1. **To understand the self :** To make a wise career choice, one should know the interests, aptitude, abilities, skills, health conditions, personality, and priorities of the person.
2. **To obtain information about various occupations.**
3. **Short list some occupations (3–4) which suit the person.**
4. **Thorough analysis of each of the selected occupations:** To this end one may collect information about the following:
 - a. Nature of work.
 - b. Work environment.
 - c. Qualification and physical requirements.
 - d. Method of entry.



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- e. Advancements or promotion prospects.
- f. Economic returns.
- g. Advantages and disadvantages.

5. **Match the qualities which you possess with the qualities required for each of the selected occupations.**
6. **Select the most suitable occupation.**
7. **Work towards achievement of your goal of entering into the occupation.**

Note: For the student the initial step is to select the subjects for study.

Note : In various places there are guidance centres where one can get assistance in self appraisal and obtaining information about various occupations, and to make decisions in one or more aspects of one’s life.

You can also consult a counselor or a career teacher if you have any difficulty while planning or building your career.



INTEXT QUESTIONS 27.2

1. What are the important steps in career planning?

2. Who can help in career planning and career decision making?

27.6 SPECIAL PROVISIONS FOR CAREER DEVELOPMENT

“Better late than never” is a common saying which is also applicable to the field of education. Avenues for career development are available at all the stages of life. Some such avenues are continuing education and in-service training.



Notes

Continuing Education

The concept of continuing education is of recent origin. Education is a life long process of adding or renewing one's repertoire of knowledge, information and skills. (Continuing education has relevance to all irrespective of whether one is professional, technocrat or technician). In the context of literacy learning or functional literacy, continuing education acquires special significance. After becoming literate, a person can continue education through the continuing education centers. Open school and open university provide opportunities for continuing education.

In-Service Training

It refers to the education and training which a person receives after entering the occupation. It is required because of rapid advancements in all the fields of knowledge.

Career Adjustment

At times we may feel that the work which we are doing is not according to our choice. In that case, career adjustment becomes necessary. Career adjustment is shift in one's vocational role. It can be from one field to an altogether new field or related field or changing the responsibilities in the same field. Some situations where career related field adjustment becomes important are as follows.

- After retirement if a person is capable he/she may take up some simple jobs.
- When work environment becomes unsuitable.
- When some health problems crop up. For example if a person develops some disease while working on a certain job which will further increase if the person continues to work in the same situation or if a person develops disability which hampers his/her work.
- When there is no chance of advancement in the present career.



WHAT YOU HAVE LEARNT

- Career in career development means all the activities which a person does in his/her life time. These activities include personal, occupational and social life of the person.
- Career development is overall development in the life style of a person. It is a dynamic, ongoing and gradual process.



Notes

- Exploratory, establishment, maintenance and decline are the important stages of career development.
- Self appraisal, appraisal of chosen career and matching the abilities of the person with the abilities required by the job are some important tips for career planning. Continuing education and in-service training are special provisions for career development.
- Career adjustment is shifting of one's vocational role. Sometimes it becomes inevitable.



TERMINAL EXERCISE

1. What is career and career development?
2. What are the life stages?
3. What are the stages of vocational development?
4. Why is it important to know thyself in career development?
5. What is career adjustment?



ANSWER TO INTEXT QUESTIONS

Activities

1. Explore your self and write the stage of development which you are undergoing now. Also combine your basic characteristics and write which occupation would suit you most.
2. Select any five occupations and write the basic characteristics required to enter each occupation.

27.1

1. Growth and exploratory stage.
2. Narrowing down of responsibilities.



Notes

27.2

1. Understanding self, selected information and short list them, analysis of information, match qualities with occupation, select suitable occupation, and working towards goal.
2. Counselor, career teacher.