

Career Development

1 day

Description

This ILT Series course teaches students how to define career aspirations, develop career goals, create career strategies, identify personal preferences, develop skills for career advancement, explore career options, and evaluate a career. Students will also define the stages of career development, learn how to excel at work, market personal skills, remain competitive, maintain productivity, develop self-discipline, develop a professional image, identify the advantages and disadvantages of self-study and formal education, and maintain performance and morale. Course activities also cover how to network for career advancement, seek career guidance, develop a career network, network effectively, communicate effectively, build beneficial working relationships, and define mentoring and coaching.

Prerequisites

- *None*

Course Outline

Unit 1: Career aspirations

Topic A: Career preferences
Topic B: Career-related skills
Topic C: Career exploration

Unit 2: Career strategies

Topic A: Developing career goals
Topic B: Creating career strategies

Unit 3: Career excellence

Topic A: Working to excel
Topic B: Marketing yourself
Topic C: Staying competitive

Unit 4: Professional networking

Topic A: Networking to advance your career
Topic B: Seeking career guidance
Topic C: Developing a career network