

# The ART of START

03 Day Career Development and Management  
Training Course for Youth in Multan

March 2023



**1**

**Serssion**

**Introduction**

# Objectives and Agenda

## Objectives

<b>K</b> (Knowledge)	<b>S</b> (Skill)	<b>A</b> (Attitude)
The type of information required to pursue a good career approach.	The abilities, skills and competencies of a professional required by any employer in any sector.	The qualitative aspects, characteristics and traits of a good human being and a great professional

## Agenda

Day 1		
Sessions	Content	Time
1. Introduction	<input type="checkbox"/> Interactive (exercise) <input type="checkbox"/> Self-Assessment <input type="checkbox"/> Objectives & Agenda	
2. What is Career	<input type="checkbox"/> What is Career <input type="checkbox"/> Challenges and Obstacles	
3. Balance of Life	<input type="checkbox"/> Spheres of Life <input type="checkbox"/> ProPer Check	
4. Career Development Process	<input type="checkbox"/> Career Development Process	
Day 2		
Recap	<input type="checkbox"/> Recap of Day 1 learnings	
4. Career Development Process (Cont'd)	<input type="checkbox"/> Career Development Stages <input type="checkbox"/> 6 Ps of Career Management <input type="checkbox"/> Career Options <input type="checkbox"/> Employability Dimensions <input type="checkbox"/> Considering Employers Perspective <input type="checkbox"/> Employability Check	
Day 3		
Recap	<input type="checkbox"/> Recap of Day 2 learnings	
5. Conflict Management	<input type="checkbox"/> Six Blind Men <input type="checkbox"/> Managing Conflict at Workplace <input type="checkbox"/> Types of Conflicts <input type="checkbox"/> Conflict Management Styles <input type="checkbox"/> Ideal Problem Solving Model	
6. GROW Career Coaching Model	<input type="checkbox"/> GROW Career Coaching Model <input type="checkbox"/> Self-Appraisal	
7. Crafting a Good Resume/CV	<input type="checkbox"/> What is a Resume/CV <input type="checkbox"/> A Well Crafted CV/Resume <input type="checkbox"/> Checklist to TIPS to Prepare a Good Resume/CV	
8. Mental Health	<input type="checkbox"/> What is Mental Health? <input type="checkbox"/> Importance of Mental Health? <input type="checkbox"/> Suspecting Mental Illness <input type="checkbox"/> Reality Check	

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Serssion

**What is Career?**

## What is Career

The word career covers all types of Employment Ranging from semi-skilled through skilled, and semi professional to professional. The term careers has often been restricted to suggest an employment commitment to a single trade skill, profession or business firm for the entire working life of a person.

There are two type of life we have after each career  
–SUCCESSFUL Life or SATISFIED Life



# Challenges & Obstacles

## Challenges in Pakistan

1	Lack of Information	2	Lack of Infrastructure
3	Perception of Work/Employment	4	Prized Careers
5	Age Discrimination	6	Working Trends
7	Freedom of Choice	8	Gender Discrimination
9	Education Structure/System	10	Lack of Facilities

## Obstacles to Succeed in Career

- Ego
  - Fear of failure
  - Life changes
  - Procrastination
  - Family responsibilities
  - Financial security
  - Giving up vision for money
  - Doing too much alone
  - Over-commitment to responsibilities
- Lack of ...
    - focus, being muddled
    - Self esteem
    - Planning
    - Formalized goals
    - Commitment
    - Training
    - Persistence
    - Priorities

We don't need to improve 100% in any one area.  
All we need is to improve 1% in 100 different areas, which is a lot easier.

**This is the winning edge.**

3

Serssion

**Balance of Live**

# Spheres of Life

Work includes both paid and unpaid activities. What is work to one person may be leisure or education to another (e.g., gardening, learning new software programs, reading science journals, housework, volunteer work, etc.). It depends on how you view it.

Education involves both formal and informal lifelong learning... it includes academic programs, continuing education courses, personal and professional development courses/seminars, reading, self-instruction activities, mentorship, on-the-job training, wherever and however you are learning.



Almost every individual has its own religious beliefs for internal and external satisfaction. All religions have their own religious practices to strengthen one's association with it. It is essential to spare time for these practices and learn more about the Religion. Giving significant/required time will provide a complete balance and satisfactory in life.

Leisure includes those areas where you spend your discretionary time including family, community, sport, or activities that are creative and recreational. Leisure involves those activities that revitalize you and allow you to come back to your work and education spheres energized and positively charged.



*Think of one of your busy days and list all the activities of that day and draw and label four spheres that represent the relative size of your Four Spheres of Life as they are right now.*



# **ProPer Check**

**(Professional + Personal)**

*.... periodically look into the mirror and ask yourself:*

- *Am I Happy?*
- *Am I still Growing/ Developing*
- *Am I Challenged*
- *Do I do what I want to do?*
- *What do I need to do for a Professional and personal balance life.*

***Successful people are not ten times smarter than the people  
who fail.***

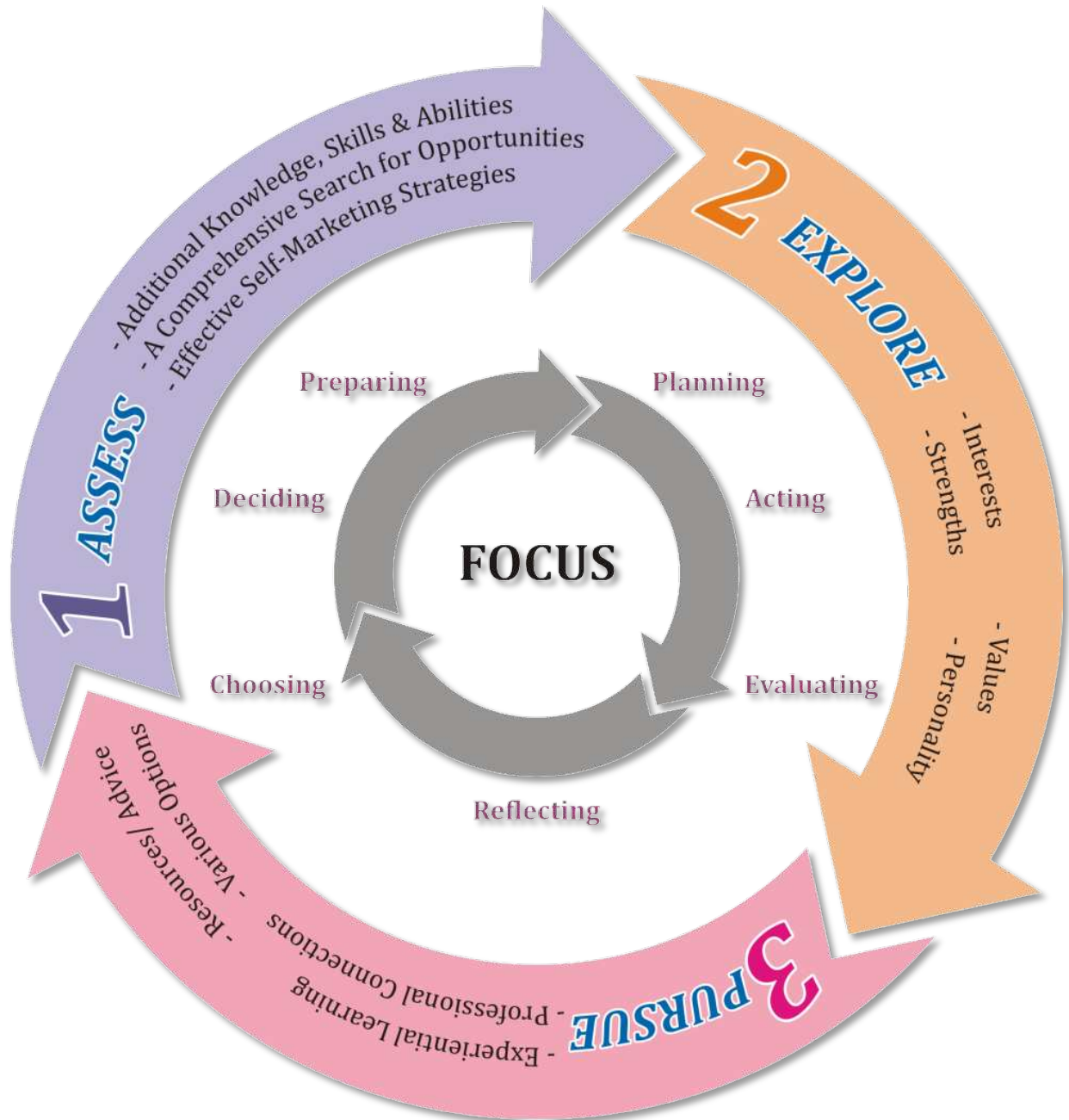
***They may be better by a nose, but the rewards are ten times  
bigger.***

**4**

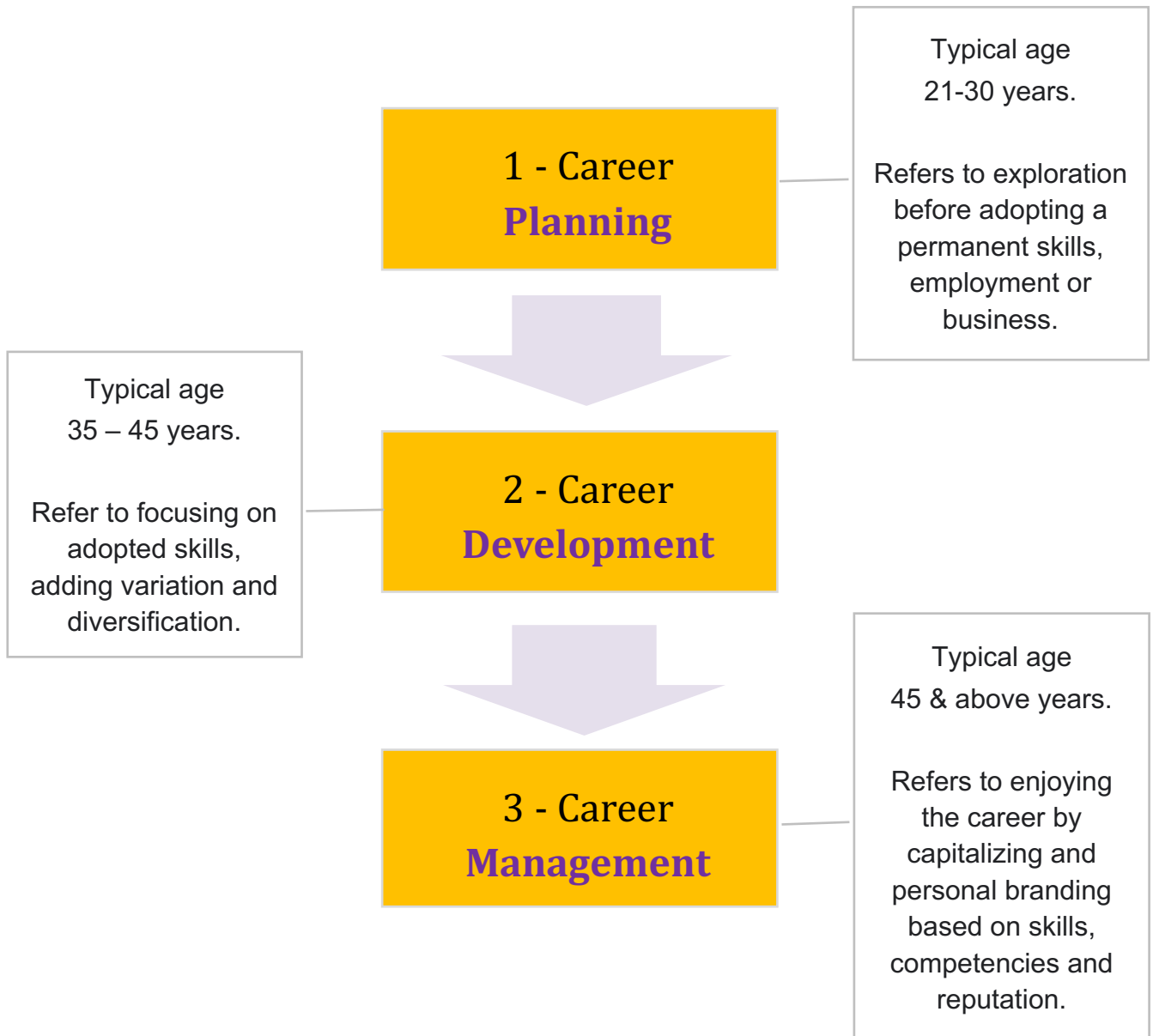
**Serssion**

**Career  
Development  
Process**

# Career Development Process



# Career Development Stages





# 1. Career PLANNING

***Being ignorant is not much a shame  
as being unwilling to learn to do things the right way***  
*(Benjamin Franklin)*

Career planning is the process by which one selects career goals & the path to these goals. It means helping the employees to plan their career in terms of their capacities with in the context of organization needs.

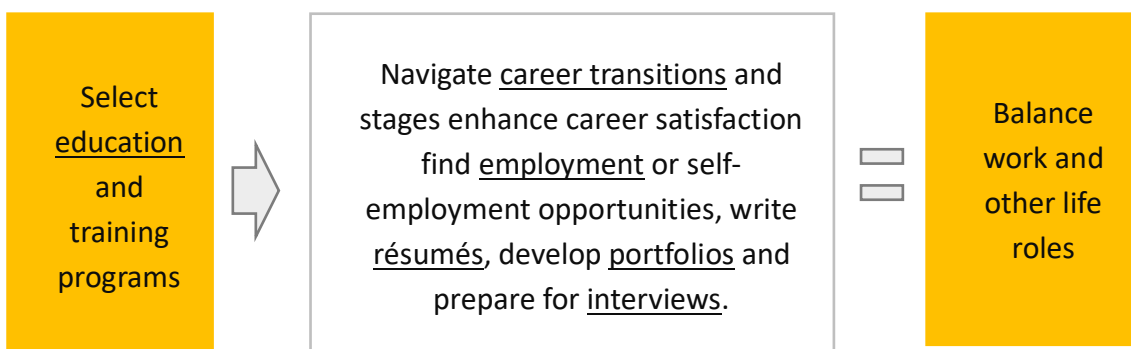
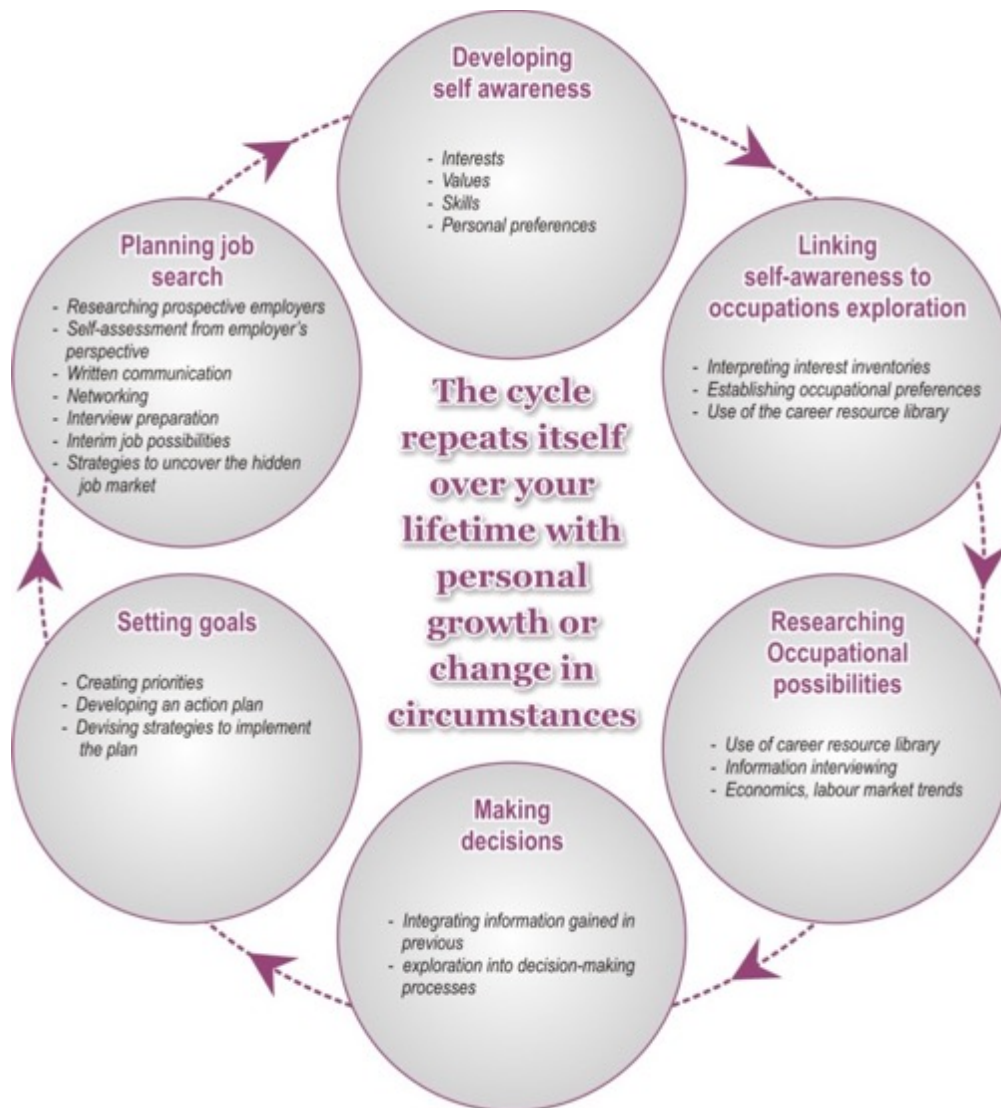
Career planning is a subset of career management. Career planning applies the concepts of Strategic Planning and Marketing to taking charge of one's professional future.

***The career planning may include:***

<b>Sr.</b>	<b>Planning tip</b>	<b>My planning</b>
1	<i>Obtaining required level of education</i>	
2	<i>Obtaining and trainings and Skills</i>	
3	<i>Obtaining basic experience through internships and apprenticeship</i>	
4	<i>Developing a comprehensive resume</i>	
5	<i>Identifying referral and recommendation sources</i>	
6	<i>Organizing a job search</i>	
7	<i>Applying at the desirable opportunity</i>	

## 2. Career DEVELOPMENT

Career development is a formal approach used by individuals / origination to ensure that proper qualification and experience is available when needed.





## How Often Have you Done This

Sr.	Development Option	Response			Hinderance Result
		Very Frequent	Occasionally	Never	
1	Self-Awareness				
2	Explored opportunities				
3	Research on possibilities				
4	Research based Decision				
5	Goal Setting				
6	Planned job search				

### 3. Career MANAGEMENT

Career Management is a life-long process of investing resources to accomplish your future career goals. It is a continuing process that allows you to adapt to the changing demands of our dynamic economy.

**Career Management is ongoing process. The following 05 step approach would be useful in managing a career...**

1. Self Assessment
2. Identify and Research Options
3. Evaluate and Prioritize
4. Take and Try Options
5. Reflect and Re-evaluate





# 6 Ps of Career Management





## What is your Mix

Sr.	Category	Define Yourself
1	<i>People</i>	
2	<i>Product</i>	
3	<i>Plan</i>	
4	<i>Profit</i>	
5	<i>Passion</i>	
6	<i>Persistence</i>	

## Career Options

**Income Generator**

**Income Generator**

**Self Employment**

**Entrepreneurship**

**Be an Employee**

**From 20-65 years**

**=**

**Inventing in Life Long  
Learning!!**

**Be an Employer  
Be an Entrepreneur**

# Employability Dimensions

***They are Looking for you  
Will they find you?***



***What is your  
Personal Branding?***



## **1. Personal and environmental issues affecting one's ability to find or keep a job**

- Personal skills and attitudes such as self-esteem, communication skills, coping skills or adaptability*
- Support may be required in the area of child care, transportation, mobility, accommodation, etc.*
- Self-assessment*

## **2. Career decision-making**

- Ability to decide on clear occupational goals*
- Need for Labour market information*
- Counselling in career exploration, job requirements, employer expectations*

## **3. Skill enhancement**

- Having the skills necessary to do the job*
- Need for further education*
- Training,*
- Lifelong learning.*

## **4. Job search**

- Ability to look for work in a very competitive labour market*
- Knowledge of hiring practices (networking)*
- Approaching Employers*
- Job search skills*

## **5. Job maintenance**

- *Possessing soft skills such as work attitudes, as well as the more technical hard skills*
- *Organization of work,*
- *Wage structure,*
- *Meeting employer expectations*

## Considering Employers' Perspectives



- 01 Communication skills - both written and verbal.
- 02 Balanced, well-rounded personality
- 03 Motivation/Drive/Ambition.
- 04 Analytical and conceptual problem-solving skills.
- 05 Degree of intelligence.
- 06 Integrity and ethical standards.
- 07 Leadership skills.
- 08 Ability to sell ideas and influence others.
- 09 Team play.
- 10 Relevant education and experience.
- 11 Track record of success.
- 12 Sense of direction and clear career goals.
- 13 Initiative and willingness to work hard.
- 14 Confidence and maturity.
- 15 Energy and enthusiasm.
- 16 Creativity.
- 17 Flexibility and adaptability.
- 18 Ability to think independently.
- 19 Common sense.
- 20 Sense of humor.

## Employability Check

Have regular checks on...

Sr.	TIP	Checklist
1	Personal branding	<input type="checkbox"/>
2	Monitor job market positions	<input type="checkbox"/>
3	Periodical review of career strategy, career mapping	<input type="checkbox"/>
4	Periodical employability scan	<input type="checkbox"/>
5	Career Audit	<input type="checkbox"/>
6	Ensure adequate job hunting & interviewing skills	<input type="checkbox"/>
7	Periodical performance review & goal setting	<input type="checkbox"/>
8	Quality review and value addition in network	<input type="checkbox"/>
9	Periodical mental and physical condition check	<input type="checkbox"/>



## Case Studies

Refer to employability check (above) and suggest better career options to the individuals.



**KAREEM**

- Mr. Kareem was employed as an accountant in one of the large manufacturing facilities for the past 15 years.
- He will not be eligible for a company pension for 8 more years.
- He is married and has two children who are both in university. His wife is unable to work due to the need to care for his elderly parents.
- He lost his job when his employer was forced to reduce staff due to decreased demand for their products
- He has been looking for work for 3 months without success
- He is not comfortable using computers
- He has lived in the same community for all of his married life.
- Mr. Kareem will turn 52 next month



**SADAF**

- Sadaf is 32 years of age
- She has recently begun to look for work after having taken four years off following the birth of her daughter
- Prior to having a child she had worked as a legal secretary in a prestigious law firm in the city
- When they decided to start a family Sadaf and her husband purchased a home in the suburbs approximately 30 minutes from the city
- During her time out of the work force Sadaf has let her specialised skills lapse



**JOSEPH**

- Joseph is a qualified electrician with 8 years of experience working with a multinational contractor
- His contract recently ended when the contractor completed the project he had been working on
- Joseph is interested in finding similar employment at a comparable rate of pay
- He is single and lives on his own in a rented house
- While he was working he was able to amass some savings so feels that he has some financial security providing he is not unemployed for an extended period.
- He is 33 years old.



**AYESHA**

- Ayesha is 23 years old and has recently graduated with a degree in journalism
- She lives at home with her parents, both of whom work in professional positions
- While in university she focused on her studies and only worked during school breaks.
- Her summer jobs were selected on the basis of salary levels rather than relevance to her future career
- She relies on public transportation



**GHAFOOR**

- Ghafoor had relocated with his wife who was transferred to the area by her company
- Ghafoor has a college diploma as a paramedic
- During his previous job Ghafoor suffered a minor back injury which has resulted in chronic back pain, making heavy lifting difficult
- In the past Ghafoor and his wife have always had similar incomes however with her promotion she is now earning more money and he is hoping to also improve his earnings
- Ghafoor is 41 years old

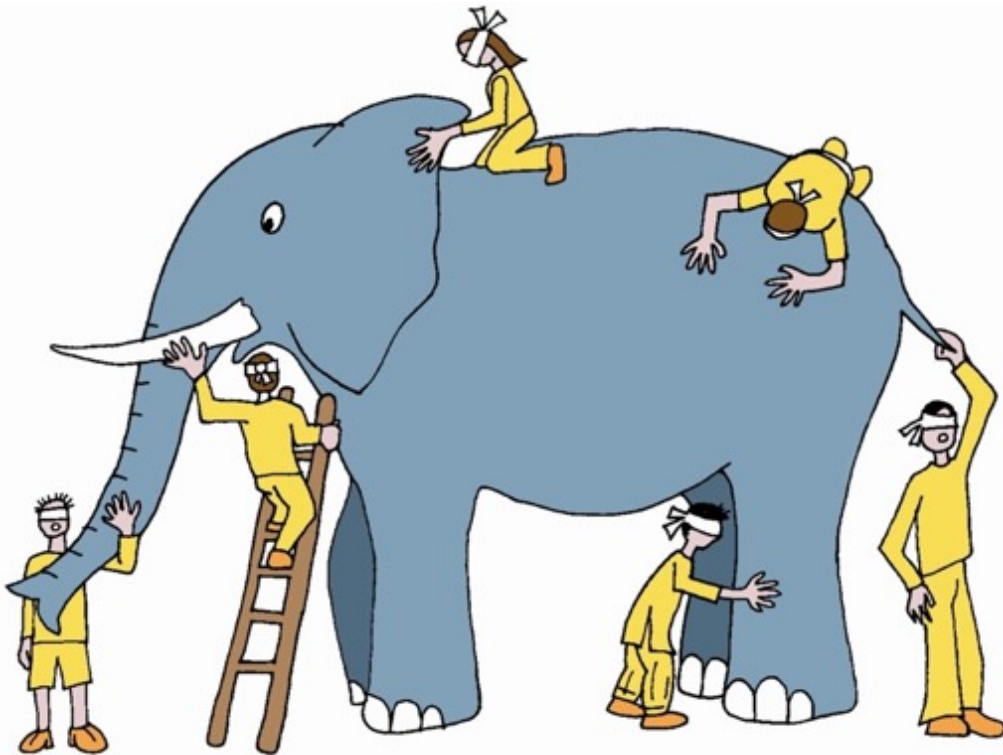
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**Serssion**

**Conflict  
Resolution**



## Conflict Management



A raja in the village bought a rare bread elephant. Everyone in the village was rushing to Raja's palace this beautiful elephant. There was a group of six who were also living in that village. When they heard about this elephant they were quite excited to 'see' that elephant. They reached to the palace and expressed their wish, which was obliged by the Raja. Because they were blind, they needed to touch the elephant in order to 'see'. All six blind men touched different parts of the elephant. When they returned home, each swore that the elephant was as follows:

- He who had touched the tusk said that the elephant was like a sword!
- He who touched the tail said that the elephant was like a rope!
- He who touched the leg said the elephant was like a tree trunk!
- He who touched the ear said the elephant was like a fan!
- He who touched the body said that the elephant was like a wall!
- He who touched the trunk said that the elephant was like a snake!

**Being a Leader of the Community,  
how will you resolve their issue and bring them on a consensus.**

## Managing Conflict at Workplace

A good professional can play a pivotal role in keeping close to their colleagues by understanding their needs, views and concerns. There are many tactics, approaches and strategies they can adopt in resolving disputes between office members before they can escalate into disorder or a conflict.

<b>Case 1</b> <b>Discrimination at Workplace</b>	<b>Case 2</b> <b>Poor Communication</b>
<b>Case 3</b>	<b>Case 4</b>

## Types of Conflicts

	Personal	Group
Intra	Within a person, because he or she is motivated to engage in two or more activities that are incompatible	Within a group when members disagree over group goals, activities, leadership, or processes
Inter	Between two or more people who interact and have incompatible goals, styles, or values	Between different groups, departments, or divisions that disagree over task, processes, resources, or information

## Managing Conflicts

Conflict management is the process by which disputes are resolved, where negative results are minimized and positive results are prioritized. This key management skill involves using different tactics depending on the situation, negotiation, and creative thinking. With properly managed conflict, an organization is able to minimize interpersonal issues, enhance client satisfaction, and produce better business outcomes. Following are the **5 conflict management styles**:

1. Accommodating	2. Avoiding
This style is about simply putting the other parties needs before one's own. You allow them to 'win' and get their way.	This style aims to reduce conflict by ignoring it, removing the conflicted parties, or evading it in some manner. Team members in conflict can be removed from the project they are in conflict over, deadlines are pushed, or people are even reassigned to other departments.
3. Compromising	4. Competing
This style seeks to find the middle ground by asking both parties to concede some aspects of their desires so that a solution can be agreed upon.	This style rejects compromise and involves not giving in to others viewpoints or wants. One party stands firm in what they think is the correct handling of a situation, and does not back down until they get their way.
5. Collaborating	
This style produces the best long-term results, at the same time it is often the most difficult and time-consuming to reach.	

## Conflict Management Style Quiz

Using this information, an person or organization can decide if pursuing conflict management training is necessary. For this type of quiz, there should be between 15 and 30 questions to give a holistic view of the person's conflict management skills.

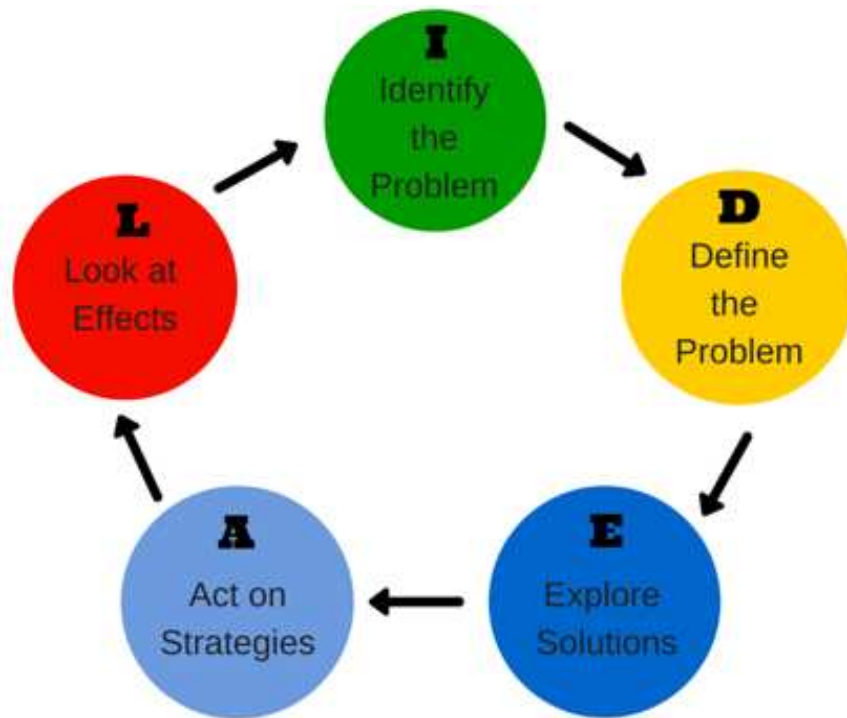
Rate how often you use the following types of actions on a scale of 1 to 5

Sr.	Statement	Rating (1-5)
1	When there is an argument, I will leave the situation as quickly as possible	
2	In conflicts, I discuss the situation with all parties to try and find the best solution	
3	I use negotiation often to try and find a middle ground between the conflicted parties	
4	I know the best path to take and will argue it until others see that I am correct	
5	I prefer to keep the peace, rather than argue to get my way	
6	I will keep disagreements to myself, rather than bring them up	
7	I find it best to keep communication active when there is a disagreement, so I can find a solution that works for everyone	
8	I enjoy disagreements and find satisfaction in winning them	
9	Disagreements make me anxious and I will work to minimize them	
10	I am happy to meet people halfway	
11	It is important to recognize and meet the expectations of others	
12	I pride myself on seeing all sides of a conflict and understanding all of the issues involved	
13	I enjoy arguing my case until the other side concedes that I am correct	
14	Conflict does not engage me, I prefer to fix the problem and move on to other work	
15	I don't feel the need to argue my point of view, it is less stressful to agree with others	

**Add up your scores for each style, and this will show you the styles that you most rely on.**

Questions	Scores	Conflict Management Style
1, 6 and 9		Avoidant
5, 11 and 15		Accommodating
3, 10 and 14		Compromising
4, 8 and 13		Competing
2, 7 and 12		Collaborative

## Ideal Problem Solving Model



Sr.	Conflict Resolution Techniques
1	Be calm and try to establish a dialogue
2	Don't be Biased, don't choose a party
3	Investigate the origins and source of the conflict
4	Talk to both sides
5	Identify how the problem can be solved
6	Try to find a common goal and agree on the solution
7	Review how the agreed decision was implemented
8	Find how to avoid such conflicts in the future

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**Serssion**

**GROW  
Career Coaching  
Model**



## GROW Coaching Model

The **GROW coaching model** is a tried and tested coaching model to structure coaching. The power of the GROW coaching model is that it leads to a clearly defined end result through four phases. The coachee is personally active in identifying problems and generating ideas for solutions. The means that anything that comes out of the coaching session has a lot of chance to stick. The GROW coaching model stands for learning through experience: reflection, insight, making choices and pursuing them. The success of a coaching trajectory with the GROW coaching model also depends on the time and energy invested into the process by the client.



Step 1: Goal	Step 2: Reality
<p>The first step in the GROW coaching model is defining the goal of the coaching trajectory. That includes long term (the central theme of the trajectory) and short term (the goal for every session). Goals need to be SMART: Specific, Measurable, Acceptable, Realistic and Timely.</p> <p><b>Example questions to identify the goal:</b></p> <ul style="list-style-type: none"><li>• What's important to you when it comes to [theme]?</li><li>• What will reaching the goal give you?</li><li>• What do you want to achieve in [theme]?</li><li>• How will you know you've reached your goal?</li></ul> <p>How will you know the problem has been solved?</p>	<p>Step two of the GROW coaching model is becoming aware of the actual situation the coachee is in. The coach's role here is to stimulate self-evaluation with his client, and to identify the obstacles that have been holding the client back.</p> <p>It's important to not lose oneself in this phase; people have patterns and stories they can repeat and expand on endlessly. Keep on summarizing and repeating what you understand from the coachee. Often, this phase of the GROW coaching model reveals underlying fears and convictions that can be worked on during or in between coaching sessions.</p> <p><b>Example questions to discover the reality of one's client:</b></p> <ul style="list-style-type: none"><li>• What's happening to you now?</li><li>• What, when, with whom and how often?</li><li>• What is the result of that?</li><li>• Why is this theme a problem?</li><li>• What are concrete examples of this problem?</li><li>• What's been going wrong so far?</li><li>• How do you manage to fail? Teach me how to do it.</li><li>• What went well?</li><li>• Is this always a problem or are there situations in which it isn't?</li></ul>

	<ul style="list-style-type: none"> <li>• What are the defining factors? What can make the difference?</li> <li>• What have you done so far?</li> </ul>
<p style="text-align: center;"><b>Step 3: Options</b></p>	<p style="text-align: center;"><b>Step 4: Will</b></p>
<p>Step three of the GROW coaching model is to generate ideas that can contribute to the solution of the problem. Try to start a creative brainstorming process without censure or conditionality. Generate solutions, then structure it to evaluate every option. If needed, you can also offer some suggestions.</p> <p><b>Example questions to generate options:</b></p> <ul style="list-style-type: none"> <li>• What else could you do?</li> <li>• What would you do if [obstacle] didn't stop you?</li> <li>• Imagine you already reached your goal. How did you do it?</li> <li>• What if this obstacle wasn't there anymore?</li> <li>• What else do you need to reach your goal? Where can you get it?</li> <li>• Which criteria will you use to evaluate this option?</li> <li>• What are the pros and cons of this option?</li> </ul>	<p>The fourth and last step of the GROW coaching model is the choice of one option. This is converted into a concrete plan of action. Then the coachee's motivation to follow this plan is maximised.</p> <p><b>Example questions to maximise the will:</b></p> <ul style="list-style-type: none"> <li>• What exactly will you do to reach your goal, and when?</li> <li>• Which of these options will you take?</li> <li>• What concrete step can you take NOW?</li> <li>• What steps come after?</li> <li>• Are all obstacles taken into account?</li> <li>• How will you overcome your obstacles?</li> <li>• How motivated are you, on a scale from 1 to 10, to go for this option?</li> <li>• What do you need to have a 10? Where can you get it?</li> <li>• How can your surroundings support you?</li> <li>• Will this plan get you to your goal?</li> </ul> <p>Will it solve the underlying problem, too?</p>



# Self Appraisal

A little boy went to a telephone booth which was at the cash counter of a store and dialed a number. The store-owner observed and listened to the conversation:



*"Lady, Can you give me the job of cutting your lawn?"*



*(at the other end of the phone line) "I already have someone to cut my lawn."*



*"Lady, I will cut your lawn for half the price than the person who cuts your lawn now."*



*I'm very satisfied with the person who is presently cutting my lawn.*



*(with more perseverance) "Lady, I'll even sweep the floor and the stairs of your house for free."*



*No, thank you.*



*With a smile on his face, the little boy replaced the receiver. The store-owner, who was listening to all this, walked over to the boy.*

**Store Owner:** *"Son... I like your attitude; I like that positive spirit and would like to offer you a job."*



*"No thanks,*

**Store Owner:** *But you were really pleading for one.*



*No Sir, I was just checking my performance at the job I already have. I am the one who is working for that lady I was talking to!"*

***"This is called self Appraisal"***

***Give your best and the world comes to you!***

# Top 12 Skills for a Successful Career

## 1. Excellent organisational skills

**Having the ability to work on a range of different projects at the same time is a very valuable skill.**

Moreover, working in the NGO often requires you to keep all the admin up-to-date while properly documenting all tasks.

## 2. Communication skills

**Working in the NGO sector often means working with people. Great communication skills, and conflict resolution skills, are thus important.**

In Pakistan, being able to work and communicate with people from different backgrounds and culture (often speaking different languages), is also very important.

## 3. Knowledge of administrative law

**Working in the NGO sector means working within the bounds of legislation, laws, and official procedures.**

The more knowledge you have of these, the easier it will become to secure important promotions and start building a career.

## 4. Sturdy Leadership Skills

**Anyone can be a leader, because there is a type of leadership to fit every personality:**

- Charismatic leaders** gather followers through their personality and charm.
- Participative leaders** lead by involving everyone in decision making.
- Transactional leaders** are good at setting out structures, routines, and rewards for others.
- Situational leaders** adapt their leadership style to the needs of the situation.

## 5. Good Teamwork Skills

**Being a good team member, and getting along with others, is a highly prized quality.**

Together Each Achieve More:

And remember: if the team succeeds, you succeed!

## 6. Problem Solving Skills

**Work in the NGO sector is often filled with frustrating issues that need resolving.**

Being able to solve problems in the most practical, cost-effective manner will get you noticed quickly.

## 7. Decision-Making Skills

**'Uhm'-ing, and 'ahh'-ing is bad. Decisive decision-making is the way to go.**

To get ahead in your sector, confident and intelligent decision-making is necessary. People who always try to pass the difficult decisions on to others will never get ahead.

## 8. Management Skills

**Management skills will help you get promoted internally to managerial positions, enabling you to build a prestigious career.**

Discover your edge and polish your management Skills by join the management schools or associating with mentors that can help you to develop these skills.

## 9. Computer Skills

**Computer skills for any sector work includes basic skills like: Word processing, spreadsheets, internet, email, etc.**

**Advanced skills like: Databases, statistics, & management systems.**

**Social Skills: networking thru social media, communicating, blogging, vlogging, channels management, social media management, etc.**

According to a study the computer skills are the TOP rated skills in the all employment and business sectors of the world.

## 10. Financial Management

**Irregular and wasteful expenditure is one of the NGO sector's biggest problems.**

This is often due to non-financial personnel who can't spot irregularities because they don't understand financial statements and jargon. So learn a bit about finances and set yourself apart!

## 11. Project Management Skills

**Gaining project management skills is perfect for building a career in the sector.**

You will be able to:

- Demonstrate knowledge of program design and planning.
- Conduct policy planning.
- Understand system analysis and design.
- Understand how to implement projects specific to geographic areas.

## 12. Innovativeness

**Being a go-getter is important. Skills associated with innovativeness are:**

- Entrepreneurship**
- Creativity**
- Ability to manage change**
- Attentiveness to details**
- Adeptness at framing issues**

**Part of being innovative also lies in gathering new skills and using them to the best of your best ability.**

Relevant skills include: Organisational Skills, Communication Skills, Administrative Knowledge, Leadership Skills, Teamwork Skills, Problem Solving, Decision-making, Management Skills, Computer Skills, or Financial Knowledge

# Continuum of Leaders Behaviours

## The Comfort Zone

...is a situation in which you feel comfortable and you do not have to do anything new or difficult. The comfort zone is a psychological state of mind in which person feels ease because they are not being tested.

## COMFORT is a DRUG

Once you get used to it. It becomes **ADDICTION**

Give a weak man **CONSISTENT MONEY**, good food, **CHEAP ENTERTAINMENT** and he'll throw his **AMBITIOUS** right out the window.

The **COMFORT ZONE** is  
**Where Dreams are Going to Die**



**7**

**Serssion**

**Crafting a  
Good Resume/CV**

## A Well-Crafted CV



...can open doors and help you land your dream job.

### What is CV, Resume or Biodata

CV, resume, and biodata are all different types of documents used to showcase a person's qualifications and experiences with a slight difference:

CV (Curriculum Vitae)	Resume	Biodata
A CV is a comprehensive document that provides a detailed summary of a person's education, work experience, publications, awards, honors, and other professional achievements. A CV is typically used in academic or research settings, and it can be several pages long.	A resume is a concise document that highlights a person's relevant work experience, skills, and education. A resume is usually one or two pages long, and it is tailored to a specific job or industry. A resume is the most commonly used document in job applications.	Biodata is a term that is often used in Indian and other South Asian contexts to refer to a document that provides basic personal information about a person, such as their name, date of birth, education, occupation, and family background. Biodata is typically used in matrimonial contexts, where it is used to match potential partners based on their personal information.

In summary, a CV is a comprehensive document used in academic or research settings, a resume is a concise document used in job applications, and biodata is a document used in matrimonial contexts in South Asian cultures.

## Checklist to TIPS to Prepare a Good Resume/CV

Creating a good CV is important to showcase your skills, experience, and qualifications to potential employers.

Here are some tips to make a great CV:

Sr.	Content	Detail	TIP	Checklist
<b>CV Preparation</b>				
1	<b>Choose the right format</b>	The most common formats are chronological, functional, and combination. Choose the one that highlights your strengths.	You may also inquire about a specific format that employers use which may be available at their website.	<input type="checkbox"/>
2	<b>Personal details</b>	Never miss your name, phone number, email, skype, etc. for employer to contact you.	Make sure that all your contacts are UpToDate, active and responsive.	<input type="checkbox"/>
3	<b>Write a personal Statement</b>	A brief summary of your career goals, skills, and experience.	The summary should be tailored to the job you're applying for.	<input type="checkbox"/>
4	<b>Education Details</b>	List all your education and qualification detail including your degree, school, any relevant qualifications or certifications.	Highlighting the relevant courses, certificate would be impressive.	<input type="checkbox"/>
5	<b>Highlight your work experience</b>	List your previous jobs, starting with the most recent. Include your job title, the company name, the dates you worked there, and a brief description of your responsibilities and achievements.	Highlighting key positions with decision making role in each organization may be useful	<input type="checkbox"/>
6	<b>Skills, honors and memberships</b>	List and highlight all (certified, learned), skills that are relevant to the job you're applying for.	Skills must be linked with the achievements you mentioned earlier.	<input type="checkbox"/>
7	<b>Highlight your achievements</b>	Use specific examples to demonstrate your achievements and how you added value to your previous roles.	Use strong action words to describe your achievements and responsibilities. URL/References will add value.	<input type="checkbox"/>
8	<b>Use action words</b>	Use clear and concise language: Avoid using technical jargon or acronyms that the employer might not understand.	Use action words used in the job description to link and describe your achievements and responsibilities.	<input type="checkbox"/>
9	<b>Keep it concise and Use KISS strategy</b>	CV or resume should be concise not more than two pages long. Be selective about the information you include, and focus on the most important details.	If have rich experience to include use Annexures and Appendices.	<input type="checkbox"/>

Sr.	Content	Detail	TIP	Checklist
10	<b>Proofread</b>	Make sure your CV is error-free and well-written.	Ask someone else to proofread it for you to ensure it's perfect.	<input type="checkbox"/>
11	<b>Provide References</b>	Provide the names and contact details of people who can vouch for your skills and experience.	Only provide the references if requested or mention to provide on request.	<input type="checkbox"/>
<b>Customizing CV for Job</b>				
12	<b>Know the Employer</b>	Prior to alter your CV/Resume, visit the employers website, Facebook, Instagram to know more about the employers activities, concerns and objectives.	Link your skills with employers activities, skills with project requirements and experience with employers goal.	<input type="checkbox"/>
13	<b>Analyze the job Description</b>	Review the job description and make note of the required qualifications and skills.	Write a brief understanding (maybe in Cover letter) of the job and how suitable you are.	<input type="checkbox"/>
14	<b>Tailor your CV</b>	Customize your CV to the job you're applying for.	Use keywords from the job description to make sure your CV is picked up by applicant tracking systems (online or offline)	<input type="checkbox"/>
15	<b>Include a Cover Letter</b>	A well-written cover letter can help you stand out from other candidates and demonstrate your enthusiasm for the job.	Letter should be concise, relevant to the requirement. It should demonstrate, qualification, experience, skills, etc.	<input type="checkbox"/>
<b>Managing CV / Resume</b>				
16	<b>Use a Professional Format</b>	Use a clear, easy-to-read font, and format your CV or resume consistently throughout.	<input type="checkbox"/> Use bullet points to make it easier to read. <input type="checkbox"/> Don't use too many colors <input type="checkbox"/> Use static font and size <input type="checkbox"/> Use proper formatting techniques. <input type="checkbox"/> Don't use pictures and images until it is necessary.	<input type="checkbox"/>
17	<b>Be Honest</b>	Don't exaggerate your qualifications or experiences. Employers will likely verify your claims, and dishonesty can damage your credibility.	Be realistic, it will be revealed during interview and probation, which will be embarrassing.	<input type="checkbox"/>
18	<b>Update Regularly</b>	Keep your CV up to date with your latest achievements, qualifications, and experiences.	Always put a date and version of the CV, which shows your organization and consistency.	<input type="checkbox"/>



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Serssion

**Mental Health**

# Mental Health





## What is Mental Health

There are many variants of mental health including **emotional, psychological, and social well-being**. Mental health usually affects our thinking, feeling, and actions. It also impact how we handle stress, related to others, and affect our decision making process. Mental health is important at every stage of life, from childhood to adolescence till adulthood.

## Importance of Mental Health

A mental health issue **interferes with a person's cognitive, emotional or social abilities**. There are different types of mental health issues and each of these can occur with a varying degree of severity.

### Type of Mental Disorders

<p>1. Depression/Stress</p> 	<p>2. Anxiety Disorder</p> 
<p>3. Mood Disorder</p> 	<p>4. Psychotic Disorders</p> 
<p>5. Eating Disorders</p> 	<p>6. Personality Disorders</p> 
<p>7. Dementia</p> 	<p>8. Autism</p> 

## Suspecting Mental Illness?

Signs and symptoms of mental illness can vary, depending on the mental disorder and severity of the condition. Some signs and symptoms that are seen in mental disorders include:

- Feeling sad and unhappy
- Inability to concentrate
- Excessive fears
- Unnecessary feelings of guilt
- Severe mood changes
- Easy irritability
- The tendency to react with violence
- Withdrawal from friends and activities
- Inability to maintain relationships
- Inability to work or study
- Disorganized speech (talking meaningless sentences that don't make sense)
- Feeling tired and lethargic
- Insomnia (difficulty sleeping) or sleeping too long
- Detachment from reality
- Delusion (false and sometimes unrealistic beliefs in which the person refuses to stop believing, despite providing proof, for example, believing they are priests, prophets and aliens are reading their minds, etc.)
- Paranoia
- Inability to cope with daily problems or stress
- Excessive use of drugs (especially alcohol)
- Loss of appetite or excessive eating
- Decreased sex drive
- Suicidal thinking (requires immediate medical attention)

### Remedies to prevent mental illness

Good mental health can be boosted by positive things in life such as:

- Having support from family, friends and the community
- Having a strong sense of identity and culture
- Looking after your physical health by eating a healthy diet and exercising
- Reducing stress of possible
- Being optimistic
- Developing ways of coping with life's problems
- Getting support

## Reality Check

Ask yourself....

Sr.	Content	Yes	No
1	Do I have a clearly defined purpose?	<input type="checkbox"/>	<input type="checkbox"/>
2	Do I have plans (personal and professional growth)	<input type="checkbox"/>	<input type="checkbox"/>
3	Do I have a plan of action?	<input type="checkbox"/>	<input type="checkbox"/>
4	Do my actions leading to my goals?	<input type="checkbox"/>	<input type="checkbox"/>
5	What effort I am going to put into action?	<input type="checkbox"/>	<input type="checkbox"/>
6	What price I am willing to pay, how far I am willing to pay?	<input type="checkbox"/>	<input type="checkbox"/>
7	Do you have the patience to withstand the gestation period?	<input type="checkbox"/>	<input type="checkbox"/>
8	Am I willing to practice toward excellence?	<input type="checkbox"/>	<input type="checkbox"/>
9	Do I have the pride in my performance?	<input type="checkbox"/>	<input type="checkbox"/>
10	Do I have the "can do" attitude?	<input type="checkbox"/>	<input type="checkbox"/>
11	Does my actions and Behaviours affects others (negative or positive)	<input type="checkbox"/>	<input type="checkbox"/>
12	Am I creating impact on rothers life?	<input type="checkbox"/>	<input type="checkbox"/>
13	Do I feeling energetic while at work?	<input type="checkbox"/>	<input type="checkbox"/>
14	Do I have hope for life?	<input type="checkbox"/>	<input type="checkbox"/>
15	Am I ambitious?	<input type="checkbox"/>	<input type="checkbox"/>

**The number of "YES" will define your success in your ProPer Career!**