



How to Take Your Career to the Next Level

Realistic ways graduates can
take their career to the next level

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Agenda

What is a Career?

How to Prepare for Success?

- ✓ Owning your Talents
- ✓ Soft Skills
- ✓ Hard Skills
- ✓ Networking

Job Postings

What is a career?

A career is an individual's 'journey' of lifelong learning, working, extensive training and learning new skills.

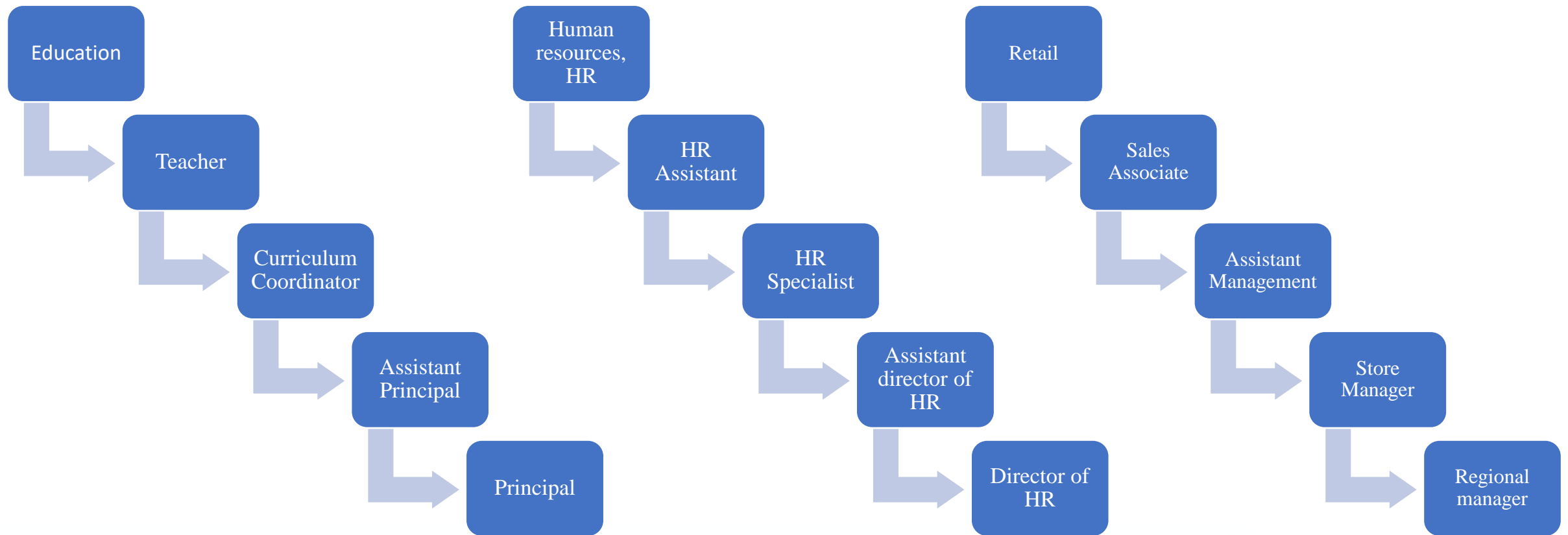
It can be described as an employment or a vocation that generally involves some specialized training or formal study.

In simple terms, a career is what you do for a living.

As you gain more experience in life and in work, you are building your career.

Your single career could include a variety of different paths.

Examples of Career Paths



How to Find a Career Path?

- Use your resources
- Be clear on your value proposition
- Don't let your major limit you

How to Prepare for Success?

“There is only one way to eat an elephant: a bite at a time.” - Desmond Tutu

What is Success?

“The achieving of the results wanted or hoped for” (Cambridge Dictionary, 2023)

What are you wanting or hoping for?

What does success mean to you?

Owning your Talents

According to Collins English dictionary to “own something” is to take possession of it.

Expand Your Awareness

It's not possible to take something in if you are not aware of it

Look at your leisure activities

While some extracurricular activities don't seem relevant at first, you might discover that the talents and strengths you use for those activities apply to your career

Seriously consider any compliments you receive

When different people point out the same distinctive quality or skill, it can be an indicator that those traits are innate talents or competencies you possess

Soft Skills

Soft skills, often called people skills or emotional intelligence, are defined as the ability to interact amicably with others. They are personal attributes that can affect relationships, communication, and interaction with others.

Most sought-after soft skills include:

- Communicating effectively
- Ability to work well in a team
- Dependability
- Adaptability
- Ability to resolve conflicts
- Flexibility
- Leadership skills
- Problem-solving

The importance of soft skills

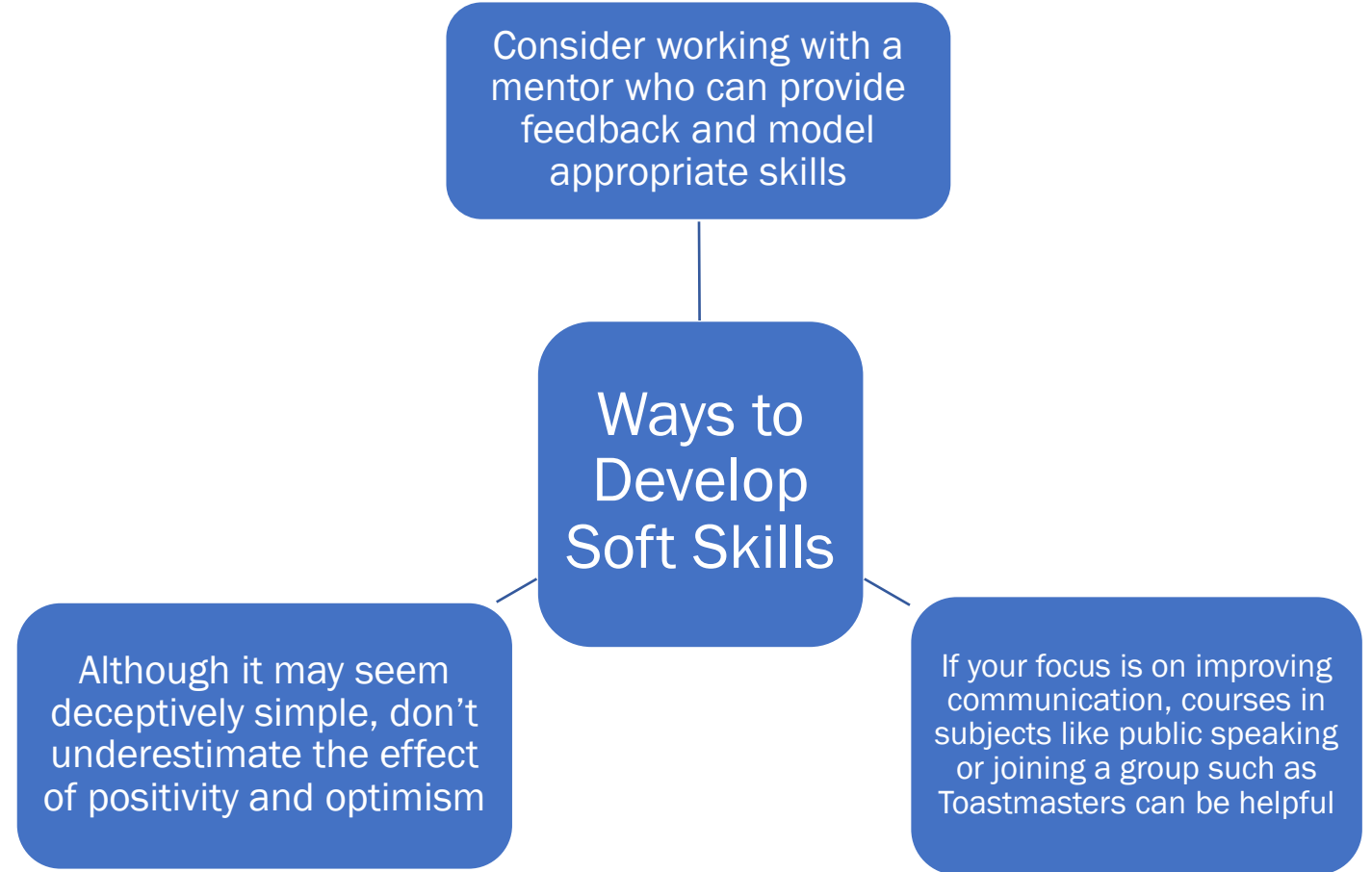
Soft skills are an essential part of improving one's ability to work with others and can have a positive influence on furthering your career.

As a new graduate looking for a job, your soft skills might be just what separates you from other applicants.

A lack of soft skills can limit your potential, or even be the downfall of your employment prospects or ability to get promotions at work.

Which kind of skill set is more important?

A LinkedIn study suggests that a slight majority (57% vs 43%) of employers value soft skills over hard skills (2018).



Hard Skills

Hard skills are teachable abilities or skill sets that are easily measurable. We define hard skills as the technical abilities that fit the job.

Normally, you can acquire hard skills in the classroom, in an online course, through books and other materials, or on the job.

The best way to think about it that hard skills get interviews, soft skills get jobs

Examples of Hard Skills:

- Technical skills
- Computer skills
- Microsoft Office skills
- Analytical skills
- Marketing skills
- Presentation skills
- Management skills
- Project management skills

How to get Hard Skills?

Hard skills are acquired through formal education and training programs, including college, apprenticeships, short-term training classes, online courses, and certification programs, as well as on-the-job training.

Networking

The first thing to keep in mind is that networking isn't about seeking out work. While a new job might ultimately be the result of a good networking interaction, it's important to go into it with the intention of building relationships.

"You cannot skip the get-to-know-people phase!"

Networking is a big subject encompassing numerous techniques, but if you do nothing more than implement the three strategies below, your networking efforts should get off to a splendid start.

- Conduct informational interviews
- Cultivate a network contacts list
- Exude gratitude

How to approach Job Postings?

The ability to read a job description right and applying to roles that closely match your skillset can save you time, effort, and increase your motivation. The sole purpose is to apply for opportunities that are worth pursuing and avoid chasing dead-end opportunities.

- Consider job titles with a pinch of salt
- Company description is a deal-breaker
- Understanding the job responsibilities is crucial
- Job requirement

Elements to look out for:

- Watch for red flags
- Mirror the language
- Look for hints and understand keywords



Thank You