



Drilling Ahead: Your Guide to Starting, Building and Securing a Career in the In

Rebecca D Cunningham

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A career is an individual's journey through learning, work and other aspects of life. There are a number of ways to define a career and the term is used in a variety of ways. Career management describes the active and purposeful management of a career by an individual Career Development is the lifelong process of managing learning, work, leisure, and transitions in order to move toward a personally determined and evolving preferred future. In educational development, career development provides a person, often a student, focus for selecting a carrier or subject(s) to undertake in the future. Often educational institutions provide career counselors to assist students with their educational development. Table of Contents : Preface 7 1 Introduction 9 1.1 Your Career Is in Your Control 9 1.2 Your Interests and Passions 9 1.3 Identifying Our Strengths and Weaknesses 9 1.4 Enhancing Your Skills 9 1.5 Job-Search Skills 10 2 Determining Your Interests and Passions 11 2.1 Introduction 11 2.1 Exercise One 11 2.2 Exercise Two 13 Identifying Your Strengths and Weaknesses 18 3.1 Introduction 18 3.2 Identifying What a Job Requires 18 3.3 Identifying General Strengths and Weaknesses 19 3.4 Getting Feedback from Others 19 4 Communication Skills 21 4.1 The Importance of Communication 21 4.2 What Is Communication? 21 4.4 The Communication Process 22 4.5 Elements of Communication 26 4.5 Face to Face Communication 26 4.6 Listening Skills 29 5 Personal Confidence 32 5.1 Introduction 32 5.2 Self-Confidence 32 5.3 Self-Esteem 33 5.4 Self-Efficacy 34 6 Motivation 38 6.1 Introduction 38 6.2 Addressing Lack of Confidence 39 6.3 Addressing Lack of Focus 39 6.4 Addressing Lack of Direction 40 6.5 Building Self-Discipline 40 6.6 Goal Setting 41 7 Emotional Intelligence (EI) 45 7.1 Introduction 45 7.2 Mixed Model of EI 47 8 Job-Seeking Skills 49 8.1 Introduction 49 8.2 Your Resume 49 8.3 Networking 50 8.4 Interview Skills 51 9 References 53 Executive

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