

Career planning: Your career, Your life



Trainer name: Hasan Shams Ahmed

Training venue: Online, Veritas Academy, Gulshan, Dhaka

Ultimate objectives

1. Evaluate current career management issues and their implications on your professional career plans and development
2. Apply knowledge of career models and tools for successful career planning and management
3. Create strategies and approaches to set new career vision, goals, and action plans, including the need for support and mentorship
4. Design a career path that fits personal values, interests, personality, and skills

Week	Session headline	Detail	Number of classes	Total hours
1	Career planning and philosophy for the future: Pathways	1 The dynamic career landscape 2 Crafting a career with a purpose 3 Continuous professional development 4 Corporate career or self-employment? 5 Exploring the career environment 6 Self-assessment and position audit	1	2
2	Matching careers: aligning values, vision, and goals, Career management	1 Factors that contribute to a career plan 2 Networking and career management 3 How to manage personal weaknesses and threats 4 Change management	1	2
3	Practical skills for job search and getting what you want	1 Crafting a digital professional profile 2 Preparing an effective resume 3 Interview preparation and effective negotiation and persuasion skills	1	2
4	Career options: exploring a career	1 Reflecting on experience 2 Elements of a well-structured career plan 3 Pitfalls in behaviour, communication, and appearance	1	1.5

5	Effective career development	1 Habits and attitudes 2 Mentorship and support 3 Adaptation and resilience	1	1.5
6	Capstone project	1 Project handout 2 Project delivery	1	1 hour to describe project <> hour(s) to review submissions