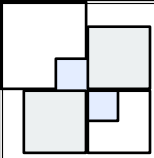


**INDIA
TRUST**

**CAREER
DEVELOPMENT
MANUAL**
Level 1





INTRODUCTION

I.N.D.I.A TRUST presents you this booklet as part of its **Happy English**

Learn-

ing Programme (H.E.L.P.) H.E.L.P. an intellectual product of *I.N.D.I.A TRUST*

brings you this booklet of Winning Personality with a profound faith that it will be of immense use to you in equipping yourself to win your life with a winning personality. Your career is largely determined by how well you do your job with the personality what you have and what actions you take to prepare yourself for the future roles. Personality development is the process by which having chosen a career; you continuously evaluate your personality in the light of new opportunities and personal goals, to find a meaningful and fulfilling life. Your career development plan must be realistic. The goals you set should be challenging but capable of achievement through your own efforts. Your career plan should also be representative to the need for change as your personal circumstances and work demands alter.

There are four kinds of people in the world:

- People who watch things happen.
- People to whom things happen.
- People who make things happen.
- People who don't know what is happening!

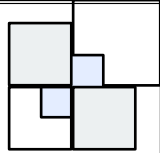
Which of the above category are you in?

Which one do you want to be in?

To make the most of your life and your potential you must know how to manage your personal development. You cannot rely on others to do it for you. You must take charge if you want to succeed.

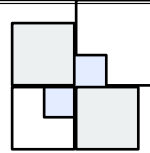
A successful person is: 'Some one who meets or exceeds his/her personal goals, both professional and social, within his/her own timescales'.

CONTENTS

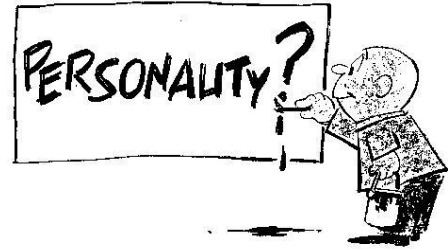


INTRODUCTION.....	1
PERSONALITY DEVELOPMENT.....	4
REACHING HEIGHTS THROUGH PROFESSIONAL PERSONALITY.....	15
YOUR PERSONALITY TO GET A GOOD JOB.....	38
SKILLFUL PERSONALITY.....	74
ENTREPRENEURSHIP.....	97
YOUR PERSONALITY AS A CITIZEN OF INDIA.....	107
YOUR PERSONALITY AS A PARENT.....	113
CONCLUSION.....	123

PERSONALITY DEVELOPMENT



Personality is a natural quality of a person consisting of physical, mental and emotional traits.



Can personality be developed?

This is a question on which different people may hold different opinions. But our view-point is that one should not indulge in this wrangle. There is decidedly a great room for personality development. The development of personality should be a continuous process.

The following points are basic to develop your personality:

GOOD HEALTH

Health is an important factor. However intelligent a person may be poor health will be a constant source of mental and physical agony to him. Efforts should be taken to keep the body healthy.

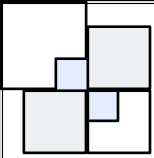


CLEAR UNDERSTANDING IN RESPECT OF SELF AND OTHERS

- * Unless you know what you are and where you stand you may fail in your efforts.
- * Self assessment is essential. It helps a man to know his capacity and abilities. It is equally essential to read the pulses of other people.
- * Be very sympathetic and considerate and exhibit your interest in other people.

The difficulties and struggles of today Are but the price we must pay
For the accomplishments And victories of tomorrow.

WILLIAM J.H. BOETCKER



SOCIAL ADJUSTABILITY.

- * Adjustability is the chief quality of a leader.
- * Try to cultivate the habit of adjusting yourself in society. You should get along with others.
- * Accommodate other persons—their views and feelings and try to influence them with your traits.
- * Be flexible to a point. If you are considerate and kind hearted you will find people ready to accept you as their guide or leader.
- * Never expect others to do what you yourself cannot do. Be honest, truthful and selfless. Have initiative to do work.
- * Plan and time frame your programmes before starting to work. Do not leave the work unfinished if you come across difficulties. Be dynamic and realistic in your approach.



OTHER QUALITIES TO BE DEVELOPED ARE:

Dynamic leadership.

Good manners.

Modest appearance.

Alertness.

Enthusiasm.

Moral character and honesty.

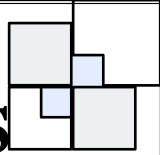
Sweet and clear voice.

Readiness to carry out responsibilities efficiently.



There are a number of virtues that can be added to it. What is essential is that a person should always try to project his image in the public, through his thinking, action and speech, that he is honest, sincere and dependable.

QUESTIONS FOR SELF-ANALYSIS



1. What is your family background with reference to your parents / brothers / sisters?

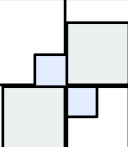
2. What is your social background in terms of rural based / urban based?

2. What is your social background in terms of rural based / urban based?

3. What is the educational background of your family members?

4. To which income group you belong – Low /Middle / High?

5. What is your educational background with reference to your Primary / High school /College / Higher level Education?



6. Who is your role model / guide / mentor in your life?

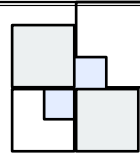
7. What is your ambition and vision in your life?

8. What are your major achievements in the last 3 years?

9. What will be your immediate career plan for the next 3 years?

10. Are you satisfied with your personality? Substantiate with your personality features:

11. Write three wishes of yours that you would like to fulfill in your life?



12. What Career plans are your parents actually planning for you?

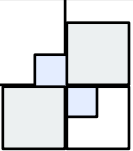
13. What are the three major advantages you possess at present, that can help you to achieve your career success.

14. Explain in 3 sentences as to how you perceive success in your life.

**15. Write 3 activities you do, during your free time, other than your studies / work.
(Hobbies)**

16. Write three adjectives your friends use to describe you with.

17. Are you satisfied with your current potential? Give one reason to justify your answer.



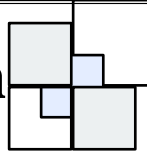
18. Are you flexible, ready to modify your behaviour in order to accomplish your career goal? Explain.

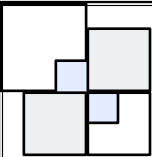
19. To what extent you are emotionally dependent on others?

20. Would you like to be associated with successful people? If yes, How?

NOTES

**Write a minibiography of your life in
ONE PAGE.**

A large rectangular area for writing, defined by a thin black border. The corners of the rectangle are decorated with small, stylized brackets or corner pieces.



PERSONALITY TRAITS

Traits are distinguishing qualities or characteristics of a person. Traits are a readiness to think or act in a similar fashion in response to a variety of stimuli or situations.

30 Positive personality traits you need to acquire

- | | |
|-----------------------|------------------|
| 1. Easy going | 16. Concerned |
| 2. Amiable | 17. Sociable |
| 3. Intelligent | 18. Committed |
| 4. Independent | 19. Sensitive |
| 5. Reliable | 20. Sympathetic |
| 6. Emotionally stable | 21. Thoughtful |
| 7. Realistic | 22. Aesthetic |
| 8. Dominant | 23. Co-operative |
| 9. Assertive | 24. Greatful |
| 10. Cheerful | 25. Creative |
| 11. Persistent | 26. Diligent |
| 12. Friendly | 27. Tolerant |
| 13. Truthful | 28. Extrovert |
| 14. Smart | 29. Innovative |
| 15. Ambitious | 30. Respectful |

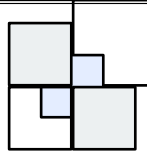


30 Negative personality traits that disturb your progress

- | | |
|-------------------------------|---------------------------------------|
| 1. Stress | 16. Conflict |
| 2. Lack of communication | 17. Frustration |
| 3. Irritation | 18. Unhappiness |
| 4. Inferiority complex | 19. Lack of integrity & honesty |
| 5. Closed mind | 20. Shyness |
| 6. Lack of team spirit | 21. Suspicion |
| 7. Lack of credibility | 22. Lack of respect for values |
| 8. Poor self esteem | 23. Lack of discipline |
| 9. Isolation | 24. Escapist behaviour |
| 10. Poor health | 25. Inconsistency |
| 11. Distrust | 26. Unwillingness to accept the truth |
| 12. Anger | 27. Past bad experiences |
| 13. Prejudice | 28. Greed |
| 14. Morale Breakdown | 29. Indecisions |
| 15. Un Co-operative behaviour | 30. Blaming others |



Live your life



*Don't undermine your worth by comparing
yourself with others,*

*It is because we are different that each
of us is special.*

*Don't set your goals by what other people
deem important,*

Only you know what is best for you.

*Don't take for granted the things closest
to your heart*

*Cling to that as you would your life, for without
them life is meaningless.*

*Don't let your life slip through your fingers by liv-
ing*

in the past or the future.

*By living your life one day at a time, you live all the
days of your life.*

Don't give up when you still have something to give

*Nothing is really over... until the moment
you stop trying.*

*Don't be afraid to admit that you are less
than perfect,*

It is the fragile thread that binds us to each other.

Don't be afraid to encounter risks,

*It is by taking chances that we learn how to be
brave.*

*Don't shut love out of your life by saying it's
impossible to find.*

*The quickest way to receive love is to give love.
The fastest way to lose love is to hold on too tightly,
And the best way to keep love is to give it wings.*

*Don't dismiss your Dreams. To be without
dreams is to be without hope.*

To be without hope is to be without purpose.

*Don't run through life so fast that you forget
where you've been,*

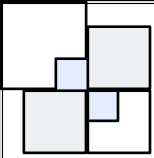
But also know where you're going.

*Life is not a race, but a journey to be savored
every step of the way.*

- Author Unknown

NEVER EVER
EVER
GIVE UP!

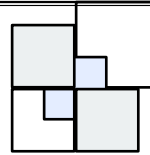




Reaching heights through **PROFESSIONAL PERSONALITY**



**You must either
modify your dreams
or
magnify your skills.**



THE WILL TO WIN

*If you'll simply go after the thing that you
want.*

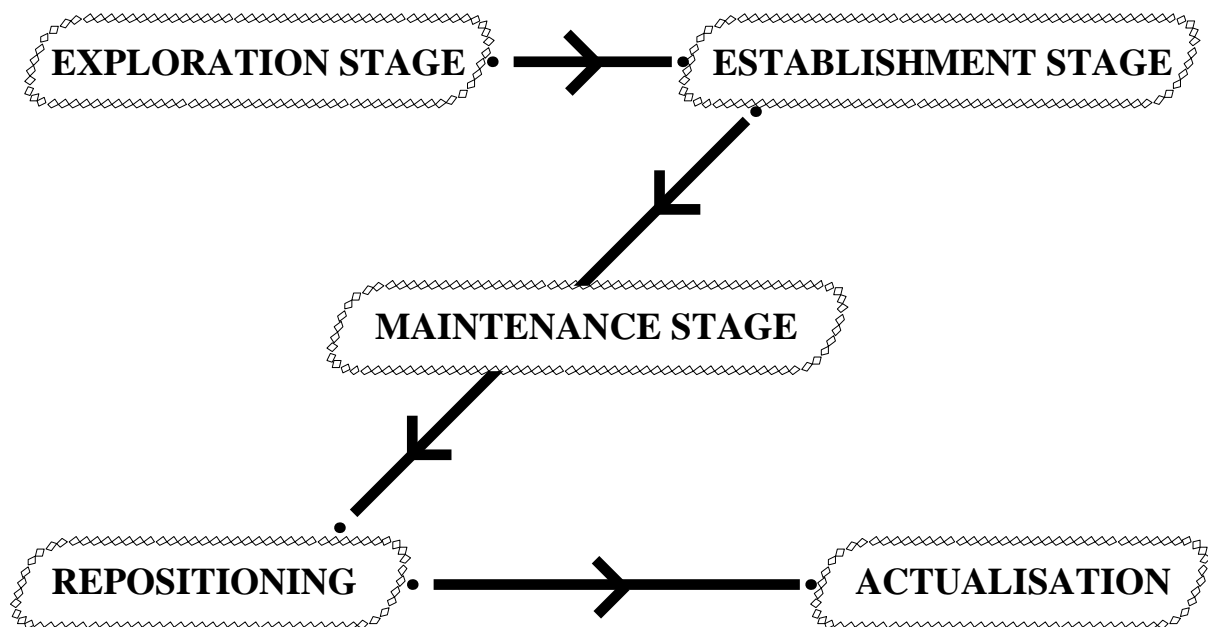
*With all your capacity,
Faith, hope and confidence, stern
pertinacity,*

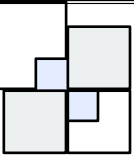
*If gladly you'll sweat for it,
Fret for it, Plan for it,
Neither cold, nor poverty,
Neither sickness, nor pain
Of body or brain*

*Can turn you away from the thing that you
want.*

— *Berton Braley*

STAGES OF CAREER MANAGEMENT





STAGES OF CAREER MANAGEMENT

EXPLORATION STAGE

Career images and ideas are developed from one's perception of the society, media, parents, teachers and other models. Career identification takes place in the background of the education and occupational status of parents and one's own personality characteristics.



One's personality characteristics, talents and skills influence the creation of occupation image. This image is also influenced by the constraints or opportunities available to the individual and the family.

Self-image of what one might be is developed. Tentative choices and commitments are made.

ESTABLISHMENT STAGE

The individual gets a job and does it. Developing upon its success or failure, he prepares for new assignments or leaves the organisation. Transfer, promotion, reward and incentive follow. Readjustment of self-image depending upon the experiences of reality takes place.

Family and work-related issues are attended to. Real conditions and socialisation are viewed against expectations. At the end of this stage, reassessment of self-image and career opportunities take place. Despite working hard, he/she conforms to the organisation and makes significant contributions. If future does not look positive and encouraging, decision as to "swim or sink" is made.



MAINTENANCE STAGE

Also called Mid-career. Important and crucial assignments are undertaken and maximum results are expected. Having realised all the talents and potential, the person enters the selfactualisation need stage.

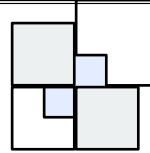
Transition from learning stage to teaching and counselling begins. At the end of this stage, one prepares himself psychologically for retirement.



REPOSITIONING AND ACTUALISATION

Today repositioning of career can very well happen at the peak of maintenance stage itself instead of struggling with saturation which gives a new phase and energy in career life. A matured professional can reposition himself as a consultant, intrapreneur or entrepreneur. One can author books and e-books too.

MANAGING YOUR CAREER



Assess your vision, skills, interests and barriers

Investigate the environment around you:

First in your company then in your industry

Match your assessment of yourself with the

opportunities and manage your career with power

PLANNING YOUR CAREER

Career planning must start with the individual. After all, only the individual can truly

know what he or she wants from life and work.

However, people must avoid over planning. For example, some people set specific goals as to when they want to be promoted, and they identify specific jobs they want as they progress up the organisational ladder. Such rigidity promises disappointment if the promotion is delayed and may cause the person to miss an opportunity to take up an exciting new job. It is important to achieve a balance between what you want and how to go about getting it.

Two important tools for achieving this balance are

- * **Personal assessment and**
- * **Mentor relationships.**

Distinctive phases in career development process are :

ASSESSMENT:

Your goals, personal values, talents, plans and priorities are determined.

Preparation/Development:

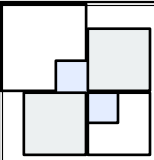
Activities are undertaken to develop skills and competence.

Integration:

Analysis of development is done, followed by placement that will meet one's ambitions and organisational needs.

MENTOR:

A mentor is a senior who acts as a sponsor, advocate and teacher for a younger and less experienced new manager, sometimes called a protege. Mentors are usually in the maintenance stage of their own career. The mentor-protege relationship is usually informal and can be initiated by either party.



MANAGING YOUR OWN CAREER

Job expectations differ from person to person and you need to consider what you want from particular job or your career as a whole.

- Ø Flexibility and adaptability.
- Ø Ability to learn new skills, especially higher level and technological skills.
- Ø Willingness and ability to manage our own career and skill development.
- Ø Collecting and interpreting market information.

ENTREPRENEURIAL JOBS INCLUDE:

Jobs in business and management, trading, management consultancy, BPO's on telecalling, marketing, merchandising, liaisoning, etc.

ADMINISTRATIVE AND ORGANISATIONAL JOBS INCLUDE:

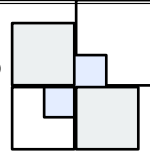
Administrative jobs include jobs as technical consultant, purchase officer, material manager, import and export executive, merchandiser, help desk engineer, technical trainer, etc.

PRACTICAL AND TECHNICAL JOBS INCLUDE:

A vast number of jobs working with different materials and technologies at a wide range of levels, from labourers to nuclear engineers, such as jobs in Construction (traders, surveyors, design engineers, architects, structural engineers, etc.), in Manufacturing (operators, maintenance engineers, floor supervisors, etc.)



ORGANISING YOUR RESOURCES



RESOURCES REQUIRED

When preparing for a new activity it is important to gather appropriate resources at the right time and place. Most of the resources you need for your lifetime goals can be described under the headings of personal, people and material resources.

PERSONAL RESOURCES

These are the resources that come from you, or rather, within you; they are your values, orientation, beliefs, abilities, knowledge, skill and personality. You should try to understand how much your current personal resources can help you in achieving your goals.

VALUES

What values are important to you in life? For instance, how important to you is money, power or status? Do you want to determine your own work patterns, use your creativity or become an expert in a specialized area? Is being with other people important to you or do you prefer to be on your own? Do you want to travel widely or settled in one community?



ORIENTATION

Your orientation towards life determines how you like to live and your attitudes towards the things you do. Are you more oriented towards a career or to your life outside work? Are you, generally, easy going or do you take most things seriously? How determined are you? Do you place achieving your goals before the easier pleasures in life?

BELIEFS

Your beliefs are your attitudes towards yourself, other people and the world around you. Your convictions, feelings and behaviour come from your beliefs. What beliefs do you hold that could help you get what you want? What is the level of your self-esteem, self-confidence and self-respect? How much do you think you can bring about change, improve yourself and positively influence others?



ABILITIES

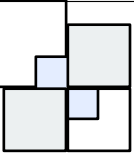
What abilities do you have now, and are you capable of developing?

What is the level of your intelligence?

Can you excel in physical activities?

Are you capable of putting in a sustained effort to complete difficult tasks?

How do you rate your diplomacy when dealing with other people?



KNOWLEDGE AND SKILLS

What knowledge and skills have you acquired in your life till date? How can you use them to achieve your current goals?

What additional knowledge and skills do you need to gain to meet your lifetime goals?



PERSONALITY

How would you describe your personality? How would others describe you? What aspects of your personality need to be developed for you to be successful? Will you be happy to develop yourself in this way?

OTHER PEOPLE AS RESOURCES

You are unlikely to achieve your full potential merely by drawing on your personal resources. Other people can help you. Some can use their knowledge or influence to help you to achieve your goals more quickly. Others might provide essential support and encouragement. Get to know who are your sources of help and support and enlist them in your development. Some of the human support available to you is your family, friends and mentors.

FRIENDS

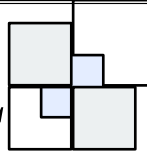
Friends are special because you choose them. They are people with whom you establish a relationship because you want to, and for no other reason. They can offer advice, support and encouragement. They will usually cause you to reconsider when they believe you are making mistakes. They are good for trying ideas on, as their opinions will usually be in your interest and not biased by their own personal ambitions. You can count on your friends, but only true friends will always be with you- you mutually help each other reach your career destinations.

MATERIAL RESOURCES

These are the resources that you have access to by virtue of your family's socio-economic background. Owning a personal computer or a vehicle to commute can be cited as examples.

“Progress lies in widening, not in restriction. There must be a bringing together of all points of view by putting each one in its true place, not an insistence on some to the exclusion of others”. -The Mother

ANALYSING YOUR PROFESSIONAL PERSONALITY

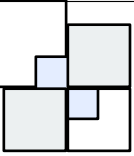


1. How good are you in your communication? Give three factors to prove that you are a good communicator.

2. Describe yourself as a leader.

3. Are you a good team player? Explain How.

4. What major problem you are undergoing, which might affect your career progress?



5. Write 10 important positive features of your personality. (Eg: Easy going / sensitive / adaptable)

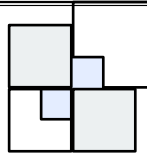
--	--

6. Write 10 negative traits of your personality. (Eg: Stress /anger / shyness / lack of discipline)

--	--

7. Explain the following in terms of your personality:

<p>BODY LANGUAGE:</p> <p>TIME MANAGEMENT:</p> <p>GOAL SETTING:</p> <p>SUCCESSFUL HABITS:</p>
--



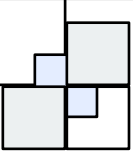
QUALITY OF LIFE:
PUBLIC RELATIONS:
LEADERSHIP:
CREATIVITY:
THINKING. SKILLS:
POWER AND POLITICS:

8. Write 10 important values in your life. (Eg: Freedom / telling the truth / patriotism / friendship)

--	--

8. Write 10 important values in your life. (Eg: Freedom / telling the truth / patriotism / friendship)

--	--



10. Explain the following:

ORGANISATION:

SERVICE MANAGEMENT:

SUPERVISING:

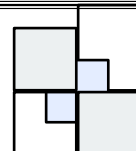
INFLUENCE:

STATUS:

AUTONOMY:

11. Give 5 areas in which you need training.

12. Do you have a computer in your house? How are you utilizing it for your development?



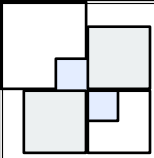
13. What types of books do you generally read? Give the names of 10 books which inspired you.

14. What magazines and newspapers you regularly read and what types of articles interest you?

Newspapers	Magazines	Articles

15. For the purpose of self-evaluation, honestly mark yourself for 100 on the following traits. (Eg: Initiative - 60%)

GENERAL	<input type="checkbox"/>	LEADERSHIP POTENTIAL	<input type="checkbox"/>
ABILITIES	<input type="checkbox"/>	CAPACITY TO WORK HARD	<input type="checkbox"/>
CREATIVE	<input type="checkbox"/>	ANALYTICAL SKILLS	<input type="checkbox"/>
QUALITIES	<input type="checkbox"/>	VERBAL SKILLS	<input type="checkbox"/>
SENSE OF HUMOR	<input type="checkbox"/>	SELF DISCIPLINE	<input type="checkbox"/>
MATURITY	<input type="checkbox"/>	INITIATIVE	<input type="checkbox"/>
MANAGERIAL POTENTIAL	<input type="checkbox"/>	SELF CONFIDENCE	<input type="checkbox"/>



20 COMMANDMENTS FOR PROFESSIONAL SUCCESS

1. Learn to network
2. Surpass your fears
3. Start smart
4. 'Know' whom you know
5. Evaluate your contacts
6. Prioritize and prepare
7. Rehearse spontaneity
8. Use your networking tools
9. Control your bodylanguage
10. Enter, connect, exit
11. Mind your manners
12. Pack your 'kit'
13. Socialize with savvy
14. Focus on connecting
15. Talk tactically
16. Overcome your limits
17. Cultivate your garden
18. Rise above prejudices
19. Keep updating yourself
20. Keeeeeeep developingggggggg.....

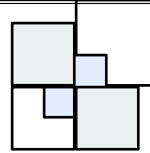


LUCK

He worked by day
And toiled by night.
He gave up play
And some delight.
Dry books he read,
New things to learn.
And forged ahead,
Success to earn.
He plodded on with
Faith and pluck;
And he won,
Men called it luck.



WHAT ARE YOU?



The purpose of this exercise is to examine your preferences for the six types of work activity.

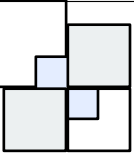
Tick the type of activity you prefer in each pair:

Practical (or) Creative	Creative (or) Social	Social (or) Administrative
Social (or) Entrepreneurial	Entrepreneurial (or) Intellectual	Intellectual (or) Social
Intellectual (or) Administrative	Administrative (or) Practical	Practical (or) Intellectual
Practical (or) Social	Creative (or) Intellectual	Entrepreneurial (or) Administrative
Creative (or) Entrepreneurial	Entrepreneurial (or) Practical	Administrative (or) Creative

SCORES:

CREATIVE..... INTELLECTUAL.....
 PRACTICAL..... ADMINISTRATIVE.....
 ENTREPRENEURIAL..... SOCIAL.....

3 SCORES CAN BE COMBINED TO
 MORE. TYPE IN WHICH YOU ARE MOST OF



WHAT ARE YOU?

1. What major achievements have you had in the past one year?

2. What are the promises that you made to yourself on which you had failed to act on?

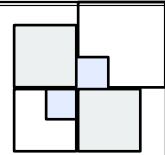
3. What real improvements have you made in your education and personality standards?

4. What do you expect to be doing in the next five years?

5. How many friends or colleagues have overtaken you on the road to success?

6. Have you written somewhere the goals of your life?

7. What is the time scale you have set to reach your goal?



8. Are you presently realising your fullest potential?

--

9. How are you planning to expand your skills?

--

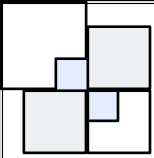
10. Have you participated in any training programme or certification programme? If you have, write what you have learned; if you have not, give reasons why you didnot.

--

**11. In order of importance (mark out of 10) what you expect from your career.
(Eg: Achievement-8)**

Achievement	<input type="checkbox"/>	Responsibility	<input type="checkbox"/>
Autonomy	<input type="checkbox"/>	Security	<input type="checkbox"/>
High earnings	<input type="checkbox"/>	Self development	<input type="checkbox"/>
Outdoor life	<input type="checkbox"/>	Social recognition	<input type="checkbox"/>

**12. Give ten things you want to achieve in your life in the next 10 years?
(Eg: Buying a house - 2011)**



SKILLFUL PERSONALITY YOUR ROAD TO SUCCESS EFFICIENCY

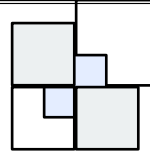
Increase your efficiency at work by:

1. Analysing yourself and smoothing out fears, nervousness, shyness and complexes.
2. Developing an optimistic and confident outlook and thinking constructively.
3. Disciplining yourself to observe regular habits of eating, resting and sleeping.
4. Holding an upright posture, walking briskly and moving energetically, being alert physically as well as mentally.
5. Discovering for yourself at what times your brain is most active and most sluggish and making the most of these times.
6. Ignoring minor irritations, disturbances and distractions.
7. Planning methodically for the day's work and in advance for the week ahead - eliminating waste of time and energy.
8. Welcoming problems simply for the opportunity to think and make decisions.
9. Developing the habit of performing everyday tasks systematically and thoroughly.
10. Concentrating entire attention to job in hand; tackling one job at a time.
11. Organising your memory by remembering, comparing and contrasting and noting down facts worth recording.
12. Enlarging knowledge, widening interest, being receptive to ideas and impressions.

Always devise ways to improve your standard and better your output of work. 29

Mental efficiency kept at its peak, brings the exhilaration of achievement.

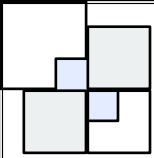
QUALITIES OF GOOD LEADERSHIP



Leadership is closely connected with public life. A leader has to be a good psychologist who can understand people. He should have the following traits—

1. Oratory.
2. Sympathy, friendliness, and the spirit of cooperating with others.
3. Organising capacity.
4. Respect for other people and adaptability.
5. A sense of responsibility.
6. Correct judgement.
7. Imaginative power and confidence.
8. Moral character and integrity.
9. Selflessness
10. Diligence.
11. Patience.
12. Moral courage.
13. Ability to compromise.
14. Sincerity, integrity, loyalty.
15. Tactfulness
16. Farsightedness.
17. Intelligence.
18. Optimism.
19. Self-confidence.
20. Ability to take decisions and adhere to them.
21. Reliability.
22. Open heartedness.
23. Strong Will-Power.
24. Honesty.
25. Ability to influence others by persuasion,dedication and other outstanding virtues.





THINKING SKILLS

Our minds are always active. As long as we are awake, we continue to think. Even when we are asleep, the subconscious is still astir and can produce dreams or nightmares. Thought must be translated into speech or action, otherwise it is of little value in the practical world. In our daily lives, we generally make use of our thought processes and mental power in three ways.

- 1. THINKING FOR ACHIEVING**
- 2. THINKING FOR PROBLEM SOLVING**
- 3. THINKING FOR DECISION MAKING**

1. THINKING FOR ACHIEVING REQUIRES:

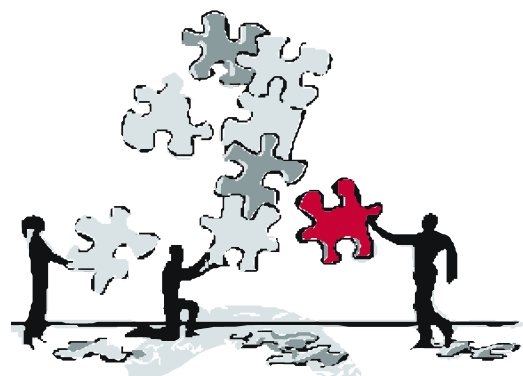
- The setting of a realistic attainable goal.
- Deciding upon the time you will allow yourself to reach the goal.
- Planning the stages by which you hope to reach the goal.
- Noting down the obstacles you will have to face, if any.
- Considering how you intend to overcome the obstacles.
- Calling upon any resources or aids that will help you to attain your goal.
- Checking up how far you have been successful in attaining your goal.



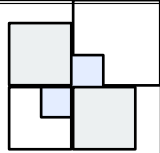
2. THINKING FOR PROBLEM-SOLVING REQUIRES:

- Defining the problem.
- Thinking about the alternatives in solving the problem.
- Selecting the best alternative.
- Implementation of the alternative selected, by deciding when and how it is to be done.
- Evaluation as to how far you have been successful in solving the problem.

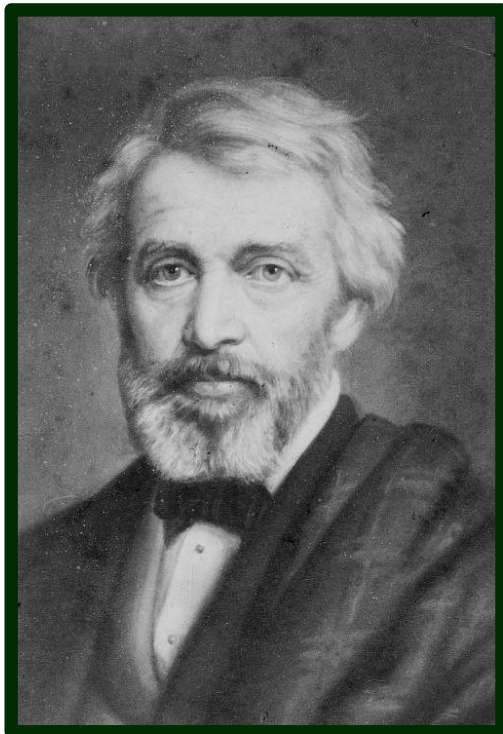
(Such problem-solving can also be done on a group basis, by seeking ideas and suggestions from others.)



3. THINKING FOR DECISION MAKING REQUIRES deciding about



- .. What is the decision to be made and what are the options?
- .. How was a previous similar problem solved?
- .. What are the pros and cons of the options?
- .. Selecting the best and more suitable option.
- .. How to put the decision into action?
- .. Evaluation as to
 - What is the best possible decision for development
 - How the decision is taking effect.

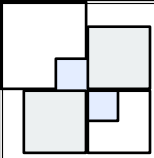


A PESSIMIST
IS ONE WHO FINDS
DIFFICULTIES
IN HIS
OPPORTUNITIES;
AND AN OPTIMIST
IS ONE WHO MAKES
OPPORTUNITIES OF HIS
DIFFICULTIES.

- THOMAS CARLYE

THE BLOCK OF GRANITE
WHICH WAS AN
OBSTACLE IN THE PATH
OF THE WEAK,
BECOMES A STEPPING STONE
IN THE PATH OF
THE STRONG

-THOMAS CARLYE



SKILL SETS

PROBLEM SOLVING

1. Appreciation tactics
2. Extracting information from facts
3. Breaking problems down into manageable parts
4. Cause and effect diagrams
5. Identifying likely causes of problems
6. System diagrams
7. Understanding how factors affect each other.

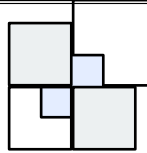


COMMUNICATION SKILLS

1. Communicating skills
2. Getting your message across
3. Communicating in your organization
4. Optimizing workplace communication
5. Better public speaking
6. Ensuring your words are always understood
7. Writing skills
8. Communicating clearly in the Information Age
9. Negotiating tactics
10. Speaking to an audience
11. Communicating complex ideas successfully
12. Presentation – planning – checklist
13. Communicating internationally
14. Open and close communication
15. Inter and intra communication



MANAGING YOUR TIME



Don't you think it is high time to think of time in its proper perspective and to keep the same under your control?

You have only 168 hours in a week and your ultimate success depends on how effectively you manage and utilise these hours in your personal and work life.

Sometimes, expected results are not achieved because precious hours are wasted chasing wrong things at wrong times.



- * Time is an important resource.
- * It is irreversible and irreplaceable.
- * It is equally and uniformly distributed.

“To love life is to love time since the time is the stuff, life is made of.”

Unless you manage time, no amount of your ability, skills and expertise will produce the desired results.

You should precisely know where your time is going and what you get out of it.

In fact, the term “Time Management” itself is a misnomer, what is needed is the “Management of self with respect to time”.



*“Wasting your time is wasting your life,
Mastering your time is mastering your life”*

Effective time management helps you to get your work done faster and more of it. It also helps you to lead a balanced life and allows you to have enough time for rest, relaxation and happy family life. It does not matter whether you work for an hour or 24 hours.

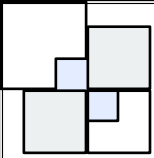
Remember: what counts ultimately is the result. As you go along, you will come up with many more ways of saving time.

The best time to start ... you guess... and it's right... Start right now!

TIME IS.....

**too slow for those who wait too swift for those who fear
too long for those who grieve too short for those who rejoice**

But for those who manage time IT IS ETERNITY...



THE BASIC REQUIREMENTS OF MANAGING TIME ARE:

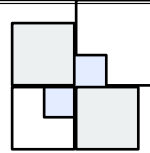
- * Time Analysis – This helps you to know where your time goes.
- * Anticipation – Anticipatory action is generally more effective than remedial action.
- * Planning – Every hour spent in planning saves four hours in execution and assures you the best results.
- * Flexibility – This helps you to face forces beyond your control.
- * Objectivity – More effective results are achieved through proper target setting than by chance.
- * Deadlines – Imposing deadlines and exercising self discipline help in overcoming indecision and procrastination.
- * Alternatives – Failure to generate viable alternative solutions limits the chances of selecting the most suitable course of action.
- * Consolidation – Combine similar tasks and economise on the utilisation of resources and effort.
- * Concentration – Concentrate on the vital few. Remember the 80:20 rule.



Have a time and place for everything and do everything in its time and place, and you will not only accomplish more, but have far more leisure than those who are always hurrying as if vainly attempting to over take time that has been lost.

- Tryone Edwards

PUBLIC SPEAKING



1 While addressing a gathering, you should begin to think that You are the leader of that group.

2 Presentation skills are necessary, and the development of the skills requires a systematic training.

3 By Attention skills, you will be able to shut off negative thoughts or negative stimuli coming from the audience.

4 By developing Concentration skills, you can have complete command of thinking faculties, memory and imagination.

5 By Coordination skills, you will be able to move easily, using expressive gestures.

6 By having Self-control, you will be able to control involuntary movements such as excessive hand gesturing, head bobbing, swaying, shifting from one foot to another, and trembling.

7 By Emotional control, you will be able to control and reduce anxiety, panic, and fear.

8 By Fluid response, you will be able to respond clearly and comfortably to questions, interruptions, distractions and unplanned happenings.

9 By Warmth, you will be relaxed enough to communicate qualities of humour, concern and sincerity.

10 By Charisma, you will be able to project an image of assurance and credibility.

11 By Body awareness, you will learn how to become totally aware of your physical presence, so that you become the centre of attention for your audience.

12 By developing Resistance skills, you will be able to recognize and resist the impulse to rush ahead, instead pacing yourself with control and awareness.

13 By developing Vocal skills, you will learn how to keep vocal cords properly relaxed so that the voice projects with no distortion.

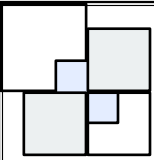
14 By developing Imagination skills, you will be able to imagine and visualize sequence as you develop a story. You will learn to talk without relying completely on your notes.

15 Always remember that if you feel afraid to speak before a group it means that you are limiting your own success.

16 Avoid repetition of words and phrases or messages during the speech.

17 In order to make a successful presentation, a significant shift of attention is necessary within your consciousness.





18 Public speaking involves Mental and physical performance that differs from the social -conversational skills.

a) Background section – it answers the questions such as need of the topic, how it inspired you, and historical overview of the topic.

b) Point section – the point section gives the message need to be conveyed in point ways.

c) Climax – the climax is your final opportunity to get through to your audience.

d) Conclusion – the purpose of your conclusion is to inform the audience that your talk is over, to give a brief summary of your past points, to repeat your message and then to leave.

19 While planning a talk, it is Better to use a visual aid as part of your presentation. The purpose of visuals is to add variety to your talk and to illustrate and further clarify your point of view.

20 Individuals should feel right to express themselves and right to make mistakes. This will avoid being terrified during public speaking.

21 Learned behaviours can always be modified and more desirable behaviours can be substituted in their place.

22 Rehearsing will make you attain more self-confidence.

23 Any presentation that Requires extensive research is a production of that must be carefully planned, written, and rehearsed.

24 Anticipatory anxiety shouldn't be there before a presentation.

25 All the Preparatory work should be done before deadline. This would avoid anticipatory anxiety.

26 Always Make your mind set that your work is completely prepared and well practiced.

27 Before starting a speech, Concentrate on your breaths to deepen your concentration power.

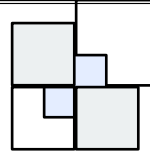
28 Feel good about yourself when you get up to speak. Give yourself a chance.

29 Motivation follows action. The more you do, the more you will become motivated to do more.

30 By Thinking on your feet, you will learn how to get rid of poor habits of mechanical memorization and instead be spontaneous and make use of creative thinking.



TIPS FOR PUBLIC SPEAKING IN A NUT SHELL



* Never accept an invitation to speak unless you know the subject or have some idea about it.

* Read around the subject and see that your mind is well-stocked with information.

* Try to get over the first few moments by holding the attention of the audience by a striking introduction / anecdote / reference.

* Be absorbed in your subject and forget your personal problems.

* Think about the audience, try to convince them by varying your tactics.

* Speak to all sections of the audience, not to just the front rows.

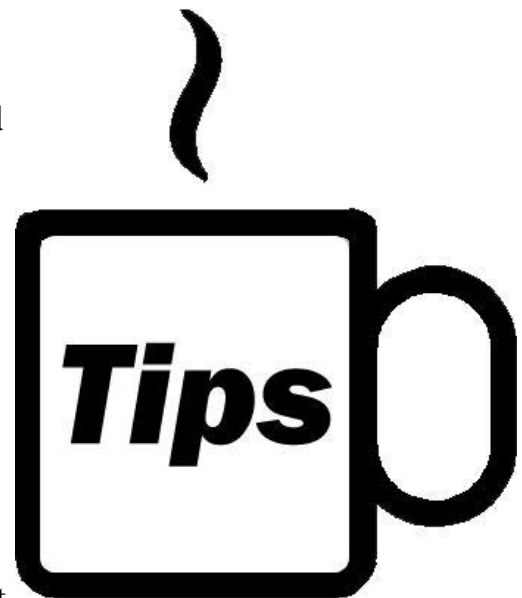
* Follow a logical sequence of argument in your speech with the help of pre-planned notes, if necessary.

* Make the most of your voice and manner of delivery.

* Cultivate word-power, by using good vocabulary, synonyms, etc.

* Vary your presentation according to the subject and the occasion.

* Plan ahead how you are going to conclude your speech.

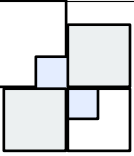


Be prepared to answer questions of the audience at the end of your speech or at the end of the debate / seminar.



**“There is only one way
to make a great deal of
money; and that is in a
business of your own”**

**J. Paul Getty, Former
oil tycoon and once the richest man
in America**



MANAGING YOUR EXPECTATIONS

Based on your interest, tick your expectations from the factors given below:

Achievement : You want to face challenges and achieve results.

Autonomy : You are keen to work independently of others.

High earnings : A good salary will enable you and family to enjoy a high standard of living.

Outdoor life : You would like a job where you spend a large part of your time out of doors.

Responsibility : You are keen to take responsibility and possibly seek a job where you can exercise leadership.

Security : You want a secured job with an organisation which will look after you well.

Self-Development : You are keen to acquire different skills and advance in your career.

Self-Expression : You need opportunities to be creative and use your personality to good effect.

Social-Relevance : You want the opportunity to meet with and help other people.

Status : You would like a high profile position which affords you a good deal of prestige.

Variety : You seek the chance to use a range of skills within a variety of contexts.

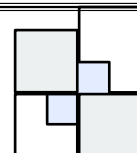
Risk : Financial uncertainty, lack of job security, or physical danger.

Altruism/Service : Concern for the welfare of others

Equity : Concern for fairness and equality of opportunity at work.

Authority : Opportunities to manage and supervise; leadership.

ARE YOU _____ ?



Creative : Are you an 'ideas' person?

Do you have a strong imagination?

Have you artistic flair?

Open Air : Do you like to be out and about rather than stuck in an office?

Practical : Are good at 'TRY'?

Do you like making things?

Do you like to see results?

Executive : Do you like taking the lead?
Are you a decision maker?

Gregarious : Do you like meeting people?
Do you get on well with others?

Communicative : Are you good with words?
Are you able to put your ideas across?

Numerate : Are you good with figures?

Scientific : Are you more interested in processes than people?

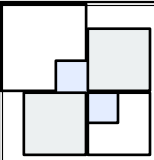
Systematic : Are you a good organiser or planner?

Philanthropic : Are you keen to help and care for others?



**“There will come a time when big opportunities will be presented to you,
and you’ve got to be in a position to take advantage of them”**

**– Sam Walton,
Founder of Wal-Mart Inc.**



Delivering
Designing

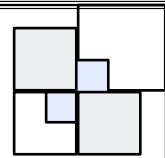
**SKI
LLS
AS
VE
RBS**

Achieving
Acting
Addressing
Administrating
Adopting
Advising
Analysing
Anticipating
Arbitrating
Arranging
Ascertaining
Assessing
Attaining
Auditing
Budgeting
Building
Calculating
Charting
Checking
Classifying
Coaching
Collecting
Communicating
Compiling
Completing
Composing
Computing
Conceptualising
Conducting
Conserving
Consolidating
Constructing
Controlling
Coordinating
Coping
Counselling
Creating
Deciding

Defining

Deta
iling
Dete
cting
Dete
rmin
ing
Deve
lopin
g
Devi
sing
Diag
nosi
ng
Digg
ing
Disc
overi
ng
Disp
ensin
g
Disp
layin
g
Disp
rovin
g
Diss
ectin

g	Increasing
Distributing	Influencing
Diverting	Informing
Dramatizing	Innovating
Drawing	Inspecting
Driving	Inspiring
Editing	Instituting
Eliminating	Instructing
Empathizing	Integrating
Enforcing	Interpreting
Establishing	Interviewing
Estimating	Intuiting
Evaluating	Inventing
Examining	Inventorying
Expanding	Investigating
Experimenting	Judging
Explaining	Keeping
Expressing	Leading
Extracting	Learning
Filling	Lecturing
Financing	Lifting
Fixing	Listening
Following	Logging
Formulating	Maintaining
Founding	Making
Gathering	Managing
Generating	Manipulating
Getting	Mediating
Giving	Meeting
Guiding	Memorizing

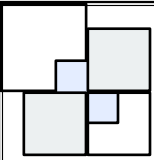


Mentoring	Raising	Sketching
Modelling	Reading	Solving
Monitoring	Realising	Sorting
Motivating	Reasoning	Speaking
Navigating	Receiving	Studying
Negating	Recommending	Summarizing
Observing	Reconciling	Supervising
Obtaining	Recording	Supplying
Offering	Recruiting	Symbolizing
Operating	Reducing	Synergizing
Ordering	Referring	Synthesizing
Organising	Rehabilitating	Taking
Originating	Relating	Teaching
Overseeing	Remembering	Team building
Painting	Rendering	Telling
Perceiving	Repairing	Tending
Performing	Reporting	Training
Persuading	Representing	Translating
Photographing	Researching	Travelling
Piloting	Resolving	Treating
Planning	Responding	Trouble-shooting
Predicting	Restoring	Tutoring
Preparing	Retrieving	Typing
Prescribing	Reviewing	Umpiring
Printing	Risking	Understanding
Problem solving	Scheduling	Understudying
Processing	Selecting	Undertaking
Producing	Selling	Unifying
Programming	Sensing	Uniting
Projecting	Separating	Upgrading
Promoting	Serving	Using
Proof reading	setting	Utilising
Protecting	Setting-up	Verbalising
Providing	Shaping	Washing
Publicizing	Sharing	Weighing
Purchasing	Showing	Winning
Questioning	Singing	Working



A winner is someone who recognizes his God-given talents,
works his tail off to develop them into skills,

uses these skills to accomplish his goals.



SELF EMPLOYMENT

It is time that young people give serious thought on being successful in their lives through self-employment, instead of waiting indefinitely for a job and wasting their time and talent with the passing of years.

It is true that self employment needs a different type of outlook and work orientation than a salaried job. Some people are born with independent, inventive and adventurous nature. It can also be acquired and developed.

Attractions of Self-Employment:

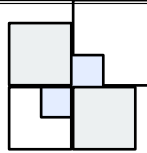
1. You become your own master with an independent income.
2. If the enterprise is managed properly, your profits are your own.
3. Your income/profits can be much higher than in a salaried job.
4. You have ample time and autonomy to devote your energies in expanding and making your enterprise / business / service.
5. You will get every opportunity to harness your creative energies and make use of your talents.
6. You can always venture into new fields if your first efforts meet with success.
7. You will derive a sense of satisfaction and self-worth from your labour.
8. You will be contributing something towards and involving yourself in the mainstream of the nation's progress.



Qualities Expected from the Entrepreneur:

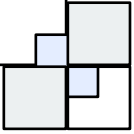
1. Desire to work conscientiously and devotedly.
2. Being resourceful and active in every way.
3. Willingness to face a period of initial difficulty and hardship.
4. Possessing aptitude to be a good planner, manager and employer.
5. Interest in making the right contacts and pursuing them.
6. Willingness to take risks and chances so that your business may ultimately prosper.
7. Perseverance despite initial or occasional setbacks/losses.

ENTREPRENEURSHIP SKILLS



- 1. Leadership skills**
- 2. Human relations skills**
- 3. Human resource skills**
- 4. Oral and written communications skills**
- 5. Management skills**
- 6. Deal – Making skills**
- 7. Business start-up and planning skills**
- 8. Technical skills**
- 9. Reality orientation skills**
- 10. Relevant knowledge**
- 11. Pertinent skills**
- 12. Strong personality**
- 13. Marketable values**
- 14. Willingness to learn new things**
- 15. Risk taking ability**





UNDERSTAND YOUR ASPIRATIONS

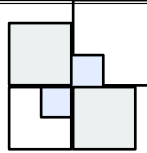
1. Do you aspire to become RICH in your life? What methodology do you have presently to achieve that?

2. Give the names of 10 great living personalities you like.

3. Give the names of 10 past personalities you like.

4. If you get an opportunity to contribute your resources for a social cause which sector will you select? (Eg: Orphanage)

A SELF EMPLOYED PERSON IS



*Self confident and multi-skilled.

*The person who can ‘make the product, market it and count the money, but above all they have the confidence that lets them move comfortably through uncharted waters’.

CONFIDENT in the face of difficulties and discouraging circumstances.

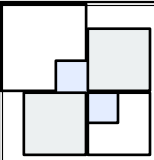
INNOVATIVE SKILLS Not an ‘inventor’ in the traditional sense but one who is able to carve out a new niche in the market place, often invisible to others.

RESULTS-ORIENTED To be successful requires the drive that only comes from setting goals and targets and getting pleasure from achieving them.

A RISK-TAKER To succeed means taking measured risks. Often the successful entrepreneur exhibits an incremental approach to risk taking, at each stage exposing him/herself to only a limited, measured amount of personal risk and moving from one stage to another as each decision is proved.

TOTAL COMMITMENT Hard work, energy and singlemindedness are essential elements in the entrepreneurial profile.

If you are thinking of starting a business, you will need a broad array of entrepreneurial skills to succeed in today’s competitive market. You must possess basic skills necessary to enable you to start, develop, finance, and market your own business enterprise. There are a number of qualities and skills you need to have, including personal attributes, business skills and management capability. While you may not have all of them when you start, there are five basic skills you must have to run any kind of business.

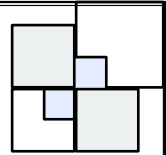


SKILLS FOR AN ENTREPRENEUR

1. SALES AND MARKETING SKILLS. Sales and marketing are the most important skills you must have when you plan to start your own business. A business is nothing if it has no customers. You may have the fanciest computer with the latest graphics software, but if no one is knocking at your door to hire you as a graphic designer, then you better rethink why you are in business in the first place. Maybe you are better off employed by a firm. To have revenues and profits, you first need to have customers. To get customers, you must be able to market your business and possess the skills to close the sale. As you plan your business, you must begin to think how to reach your target customers and the people who may need your products or service. This entails understanding the concept of marketing, and using the tools that your budget permits. You must have a knack to understand what people want, listen to their needs and interact well with other people.

2. FINANCIAL KNOW-HOW. You are in business to make money. Therefore, the most important skill you must have is the ability to handle money well. This includes knowing how to stretch the limited start-up capital that you have, spending only when needed and managing with the equipment and supplies that you currently have. You also need to identify the best pricing structure for your business in order to get the best kind of return for your products or services.

3. SELF-MOTIVATION SKILLS. As an entrepreneur, you do not have the luxury of bosses and bureaucracy to tell you what needs to be done. Everything rests on your shoulder from thinking where to get the money to fund the business, to developing the product, to determining how to reach the customer, and so on. Only you will create the plans, and change them should the situation shift. You need to be smart enough to know when you need to go ahead and when to stop. To succeed in business, you must be a self-starter with a clear desired goal in mind. You must have the confidence in yourself, and in your ideas (how can you sell your ideas to others if you yourself do not believe in them?). More importantly, you must be willing to focus your energy and work hard towards each and every step that will make your enterprise a success.

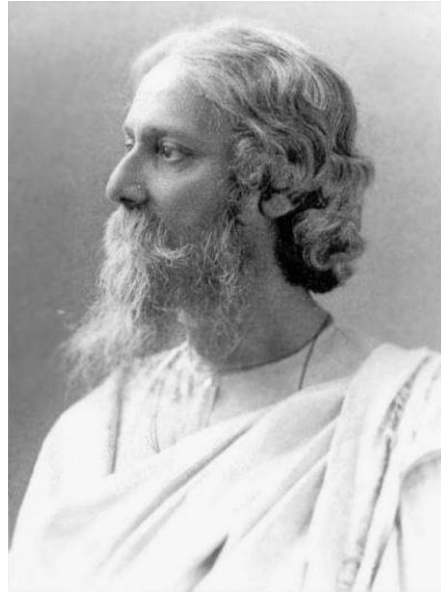


4. TIME MANAGEMENT SKILLS. The ability to plan your day and manage time is important for any business. When you wake up in the morning, you must have a

clear idea of the things you must do for the day. Especially if you are running a one-person operation, you must have the ability to multi-task be the secretary at the start of the day typing all correspondences and emails, become the marketing man writing press releases before noon, make sales call in the afternoon, and become a bookkeeper before your closing hours. Imagine if you are selling products and you still have to create the products, deliver and fulfill the orders, rush to the bank to cash the cheques. Lots of job even for a simple home-based business! You don't have to be a superman (or superwoman). You simply have to know how to manage time and prioritize your tasks.

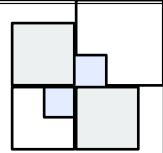
5. ADMINISTRATION SKILLS. When you can afford, hire an assistant to organize your office space and file your papers and mail. However, most start-up entrepreneurs cannot afford such luxuries. Over and above, the tasks of marketing and planning your business, you also need to possess a great deal of administration skills. You need to file your receipts, do all the work in terms of billing, printing invoices, collecting payments and managing your receivables. Starting a business is never easy, even if you have the perfect background and possess all the above skills. Having all the needed skills and qualities will not ensure you success. But, having these basic skills will, at least, lessen the pain of the start-up process, giving you greater chance in your seeing business grow and prosper.

LET MY COUNTRY AWAKE



*Where the mind is without fear and
the head is held high;
Where knowledge is free;
Where the world has not been
broken up into fragments by narrow
domestic walls;
Where the words come out from
the depth of truth;
Where tireless striving stretches
its arms towards perfection;
Where the clear stream of reason
has not lost its way into the dreary
desert sand of dead habit;
Where the mind is led forward by
thee into ever-widening thought
and action
Into that heaven of freedom, my
Father, let my country awake.*

— Rabindranath



CONCLUSION

No matter who you are...

You can be an entrepreneur, a student, a job seeker, an executive, a house wife or some one who keeps thinking about doing great things...

Every individual takes a decision at some point of his life to bring some difference either to this world or to his nation or to his fellow human beings or atleast to himself.

I.N.D.I.A Trust provides you with unlimited opportunities to fullfill the same. Learn, Earn and make your life prosperous! It is you who has to decide how great your work is going to be.

Create a change or revolutionize.

We wish you God Speed.

THANKYOU