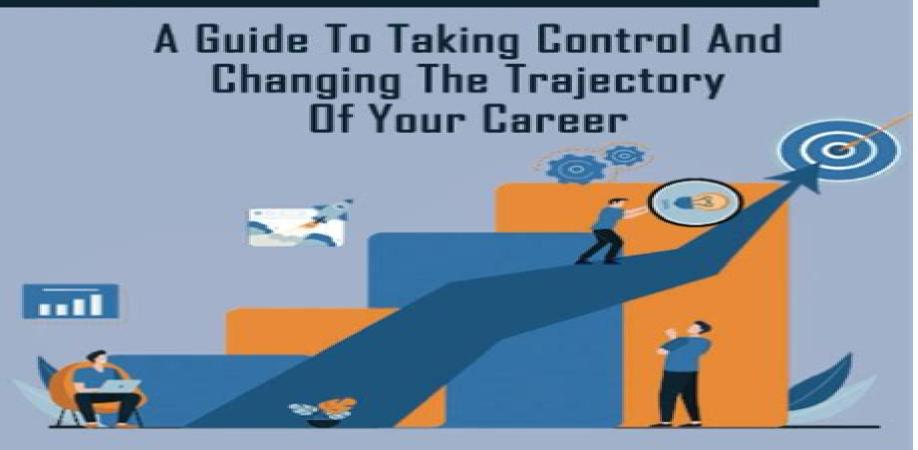
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Advancing Your Career Shella Matya, 2021-07-30 Do you feel like you were meant to be doing more but don t know what it is Learn the skills tools and processes you need to find fulfilling meaningful work have an impact and feel energized instead of exhausted Inside this book you will discover Why 80% of people are unhappy at work and if you are one of them What inspired work means to you Which career path new job career or business is right for you How to create a personalized game plan to transform your career Step by step guidance on how to find a job change careers or start your own business in just 8 weeks And Much More Perfect Phrases for ESL Advancing Your Career Natalie Gast, 2010-05-13 This book is designed for intermediate and advanced level English as a Second Language ESL or English as a Foreign Language EFL learners already in or planning to be in the workforce in the United States and it will help you reinforce the skills you have in order to be more valuable to your employer Career Planning and Development Steven Garnesby, 2013-09-20 Career planning and development e book will not just describe generic concepts like job search career building process etc It is intended to help you finding your dream job by explaining two important stages career planning and career development It has been divided in 5 chapters. The first two chapters are describing the career planning steps. The last 3 chapters take care of the career development stage 1 How to Create a Plan You want the job of your dreams right Right Therefore you need to take action However in order to succeed you need a career development plan But what is career planning This chapter will show you how to create the perfect career plan template for reaching the job of your dreams It will be based on your skills values and it will also take into consideration the things you need to develop or improve Your strengths will be highlighted in this planning By mixing all of the above factors your career goals will be set and you will also learn how to benefit from each opportunity it may appear 2 How to Choose the Correct Path After the stage in which the career development planning has been started you will have a clear image of your career path This chapter shows you how to advance on this road map Several important concepts are being explained here job advancement lateral moves inside the organization you are already part of promotion plans etc 3 How to Build a Network of Professionally Related Contacts This is a very important stage in your career development plan The people inside this network will help you advancing on your career path Therefore it is very important to have a network of professional contacts This chapter will provide you with valuable information on how to include this in your career planning how to create and maintain this network and also how to benefit from it 4 How to Build a Productive Relationship with Your Manager Your manager is a very important factor when it comes to career planning Even if your career development plan has included moves outside of your current company your manager's feedback will always be valued Learn how to develop a good business relationship with your manager and how to benefit from it in terms of career development 5 How to Manage the Annual Performance Review Even if this doesn t sound very attractive you should consider it a great opportunity to discover your work results your areas of improvement and also the opportunities you could benefit from This chapter will teach you how to get the most out of the annual performance review and also from other

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