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| **UNIT** | **UNIT 1 CONTENT** |
| **1** | **Personality Development and Career Advancement:**   * Introduction, * Five pillars, * Self-Introspection, * Self-Assessment, * Self-Appraisal * Self-Development, and Self-Interrogation. |

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| **Chapter-1**  **Five pillars of Personality Development and Career Advancement** |

**Q.1 Define Personality and describe various types of personality trait.**

**Ans. Meaning of Personality**

The term personality is derived from the Latin word persona meaning a mask. Personality is a patterned body of habits, traits, attitudes and ideas of an individual as these are organized externally into roles and statuses and as they relate internally to motivation, goals and various aspects of selfhood.

According to Robert Park and Earnest Burgess, “Personality is the sum and organization of those traits which determine the role of the individual in the group”.

**Personality devolvement**

Possessing an attractive personality has become a necessity not only our personal life’s, but our career and every other aspect too. The important of personality development has increased in abundance due to the high competitive world that we alive in. A good personality not only enables us to have a better level of communication among co-workers and higher authorities, but also highlight our potential skills, which in turn adds on to our growth in the field. Developing our personality also help us analyze our strengths and weakness in a better fashion. This helps us formulate strategies not only in our career, but our personal life as well.

It is not wrong to cultivate our personality based on what is expected from us, but by doing so, ensure we do not fail to develop our own unique personality traits. Once we’re successful in developing a personality which not only fulfills the requirements for our work field, but fulfill our personal needs as well, there is no limit to kind of success we can achieve. The right personality helps us lead a happier life and a success career.

**Personality traits**

Definition of personality differs from a person; there are also lots of people who still think that personality is related to the physical appearance of a person and has got nothing to do with other skills. Everyone have their own viewpoints. If a person is well-built and wearing a good dress it is said that he/she has a good personality. But this is not a rational approach. Personality is not all about looks and beauty. In case the inner personality of a person is weak he / she will lose impact as soon as he/she speaks or acts, such a person fails to create a lasting impression on others, and rising in their career becomes a difficult task for them. Also a good overall personality is very important in our social life too, it is a fact that everyone like talking to a person with good communication skills and knowledge. Therefore, both the inner and the outer personality of a person should be strengthened.

**1)))Inner Traits of Personality**

Inner attributes of a person are referred to as inner traits indicating features to nature, behavior, character, and intelligence. These traits determine qualities and projected apparently through certain prominent physical body features. These inner traits motivate and drive a pen drive a person to act and behave in a particular manner and develop his characteristics and unique features.

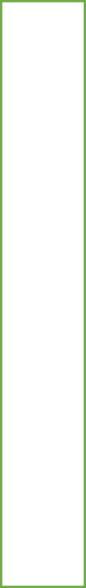
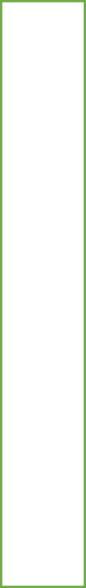
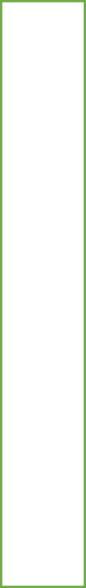
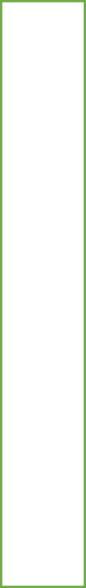
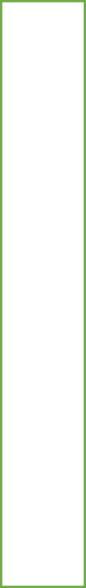
**2)))Outer Traits of Personality**

These are visible and perceptible traits, which are seen physically as an integral part of a person and create an impression from their overall appearance at the first sight. It is no doubt hasty and premature act but it does help to form impression at the first from such prominent visible features. Such features are given below:

1. Body features: such as size and sharpness of nose, ears, forehead, height, hairstyle, appearance, bearing, hands, legs, palm structure etc.
2. Dressing: Dressing sense, style, make up and color.
3. Manners: Mannerism pertaining to style of walking, talking, gesticulation, seating position.
4. Expression: Verbal as well as written expressions, its style, toning, naturalness, and depth.
5. Self-control and temperament: especially to proactive, irrelevant and absurd questions and behavior under difficult condition in group activities leading to give voluble expression to our emotive fillings and mental state.
6. Intelligence: pertaining to face questions at the time of interview and performance in written tests or examination.
7. Performance: revealed from our activities in group like discussions, project work, and exercise.
8. Body Language: seen from our body movements, indicating functional and operational parameters each conveying its own meaning and impression.

## Q.2Explain the five pillars of personality development and career advancement. Ans: - Introduction

Our personality is directly correlated with the advancement in our career. It is a common desire get an excellence in our specific field. Everyone wants to be successful in life. Our personality plays a very important role in it. For this purpose, personality does not mean only our physical appearance but our inner traits, believes, manners, values and our whole mind set. So, to achieve an objective of career advancement in life, we should improve our whole personality.



Five Pillars of Personality Development

Introspection

Self-Assessment

Self-Appraisal

Self-Development

Self-Interrogation

## Introspection – the first pillar: -

Introspection is the first and foremost pillar in the whole process of personality development and career advancement. It is treated more important than others as it is all about knowing ourselves and then make a future plan regarding our career.

## Meaning of Introspection:

Introspection means “to look inside,” and describes the act of thinking about your own action or inner thoughts. When you examine what you do, say, think or feel and how it affects your life and the lives of others that is introspection.

The phrase ‘I need to think about that’ describes a process called introspection. A famous term in psychology – introspection is when someone pays attention to their own thoughts/ beliefs to understand themselves better. Introspection is unique and no two forms of introspection are alike.

Introspection is when we think about our emotions, motivation, thoughts, and behaviors. It is also a great way to develop a higher awareness of not only our self and how we think, but also how we perceive the world around us. Everyone is introspective in day-to- day life without even realizing it.

## Importance of introspection in career advancement

Introspection helps us draw a road map to where we want to go. An individual who has problems with his language skills can enroll himself in a crash course to enhance his knowledge base. Career growth happens when we eliminate our weaknesses, and introspection is a tool that helps us towards it.

Gone are the days when superiors had the time and energy to guide their subordinates. Today, it is the responsibility of each individual to chart his own career path. Introspection at regular intervals provides us with a clear idea on where we stand and what we are capable of achieving. It also provides us with opportunities to understand our strengths and build on them.

There are times when introspection throws opportunities at us which we believe are not possible at all. And then we begin to discover hidden traits that we can maximize or capitalize on for the overall betterment of our careers.

For example, during introspection, we may realize that we are better equipped in handling problem-solving situations; hence, we can channel our energy towards that. It also makes us remember the good things that we have and be thankful for them. The overall discussion can be summarized as under:

* Introspection helps us draw a road map to where we want to go
* It also allows us to be thankful for the good things that we have
* It is our responsibility to improve ourselves and chart our paths

## Process of introspection

Find a lonely place to sit and think calmly

Think positive, don’t blame others or any outside factors for your failure

Analyse the whole situation that cause failure with prudent minor aspects

Find your mistakes in it and realize or take responsibility

Try to overcome your mistake or negative attributes

**Conclusion**

It should be noted that when the introspection is carried out with the positive mindset and retrospectively under any negative circumstances or at a stage of depressing mind helps and guides the individual positively to gain success therefore.

## 2.Self-Assessment- the second pillar:

## Introduction:

The most common question asked to the career counselor is this one: “I don’t know what I want to do. Is there a test or something that can tell me what career is right for me?” the answer is no. One can’t take a test will, as if by magic, tell us what to do with the rest of our life. We can however use a combination of self-assessment tools that will aid us in your decision.

## Meaning of Self-Assessment:

Self-Assessment is a second step, which is carried out after self-introspection. It gives us a true picture of our nature, behavior, character, personality and performance with identifiable attributes for each of them, which are generally specified by various employment agencies.

During a self-assessment, we gather information about our self in order to make an informed career decision. A self-assessment should include a look at our values, interests, personality, and aptitude.

* **Values:** the things that are important to us, like achievement, status and autonomy
* **Interests:** what we enjoy doing, i.e. playing golf, taking long walks and hanging out with friends
* **Personality:** a person’s individual traits, motivational drives, needs and attitudes
* **Aptitudes:** the activities we are good at, such as writing, computer programming, and teaching. An aptitude may be a natural skill or one we acquired.

## Why if should be done?

**Phase -1 Personal Attributes:**

1. **Mental Attributes:** it includes ambition, will power, tenacity, firmness, intuition, determination, integrity, responsiveness, awareness etc.
2. **Emotional Attributes:** such as sensitivity, stability, anger, daring, consciousness, temperament, morality, politeness, assertiveness, keenness, tolerance etc.
3. **Psychological Attributes:** like maturity, stability, outlook, initiative, consistence, passiveness, extrovert/ introvert, sulky, attitude, mindset, stubborn etc.
4. **Intellectual Attributes:** such as intellect, logic, expression, creativity, memory, reasoning, ingenuity etc.
5. **Physical Attributes:** in includes personality, stamina, strength, capacity, appearance, bearing, endurance, health etc.

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| Attributes | | |
|  |  | |
|  | Essential |
|  |
|  | |
|  | Desirable |
|  |
|  | |
|  | optional |

**Essential Attributes:** these are such attributes that are necessary to get a job or service or planned career, which may be your aim.

**Desirable Attributes:** its need is felt at the later stage of our career when we are opting for a promotion or growth in the organization.

**Optional Attributes:** it is more important when we are placed in a competition to get promotion or higher position in the organizations. It makes us different from the others and used as a base by the HR department

## Phase -2 Ranking of each attribute:

The next step in the process of self-assessment is to do ranking or determine the level of each attribute. It is not sufficient to know about the attributes we possess but also important to know the proportion of each of them.

## Types of Self-Assessments:

Broadly speaking, self-assessments are classified as one of two general types. They are either self-driven or require professional interpretation.

1. **Self-Driven:** An assessment is classified as self-driven if it does not require a licensed trained professional to interpret the results for the candidate. However, you should never assume, that everything will be perfectly clear to you. If you have any questions about the results of a self-driven assessment, you should contact a licensed career counselor.

**Professional interpretation:** An assessment of this nature requires a person licensed or trained in the particular tool so the candidate can understand what the data is saying. Examples of instruments that fall into this category would be the Myers Briggs Type Indicator (MBTI) and the Strong Interest Inventory (SII).

## Conclusion:

In other words, self-assessment is a process by which we learn more about our self - what we like, what we don’t like, and how we tend to react to curtain’s situations. Knowing these things can help us determine which occupations and work situations could be a better fit for us.

**3..Self-Appraisal-the third pillar:**

## Introduction:

The third step in pursuit of personality development is self-appraisal. The entire need of seeking advice and counseling is based on it. It is also a self-centric process helps to bring out information about the self along with its strong and weak points, level of interest in various activities etc. the main condition is that one should carry of self-appraisal in an unbiased manner to get a true result

## Meaning of Self-Appraisal:

Appraisal means judging or assessing something for which the appraisal is undertaken. It is generally used to know the value, quality, and working condition of a system. But when such appraisal is carried out for our own and by our own then it includes self-identification from all aspects.

## Technique to carry out self-appraisal:

In the context of management, the Acronym SWOT is used to carry out appraisal of an organization, company, industry, project, contract, or business proposal. Its abbreviation is as under:

S- Strength W- Weakness

O- Opportunity T- Threat

## Important Factors Contributing Self-Appraisal:

1. **Life Aspirations**

Life Aspiration means an ultimate goal of life. Every one of us has a standard goal, which is strongly desired in life to achieve some importance and status of life. Such life. Such life aspirations differ from person to person. It is based on our keen interest, nature and liking. It is a natural desire to fulfill our will, which is deep in our heart. The kind of aspiration we possess also depend on our family background, upbringing, education, socialization process etc. our life aspirations will automatically present in our behavior directly or indirectly. Even sometimes, we may not know about our life aspirations but it is present in our subconscious mind. There are some examples of different kind of life aspirations:

* Family Obligations
* Money, Wealth, Property
* Religion and social service
* Relations with friends, colleagues, family members and relatives
* Fame, reputation, Recognition and Awards
* Work/ Service/ Business
* Academic excellence/ Research/ Teaching
* Power, Authority, Ruling, Control, Dominance

## Family Resource Position

It says about the financial condition of a family to support the education and career of their children or wards. now, a day, it has more importance as it is very taught to get admissions in Government institutions and self-financed institutions charge high fee for educations in various field.

## Academic Performance

One’s academic performance depends on his/her I.Q. level. It reveals our studies nature, which is supported by our hard work and dedication as well as natural interest in studies. Excellent or high performance of a student demonstrates his intellectual level, concentration, and dedication.

## Self-Development –the fourth pillar:

Being the fourth pillar, self-development contributes a lot to our personal development as well as efficiency of our professional activities. The steps, which we adopt for our self- development aim at improving and updating our career prospects and consequently enhance the probability of our success. The process of self-development focuses at harnessing all available sources and agencies to get proper and on time advice that will help us to put in the competitive race. Thus, it updates us and gives a vision to become successful in the field of our choice.

## Factors Influencing Self-Development:

There are various factors influencing one’s development. They are broadly classified as below:



External Factor

Internal Factor

Self-Development depends on



Relation

Up bring & Education

1. **Internal Factors:**

* Optimistic approach
* Open mind
* Hard working
* Proactiveness
* Alertness
* Conscience
* Adaptability
* Responsiveness
* Assimilation
* Grasping level
* Comprehension
* Tolerance/patience

1. **External Factors**
2. Parents
3. Environment
4. Upbringing and Education
5. Relations with friends and family

 **Tips/ Road map for Self Development**

1. Be gentle
2. Keep smiling
3. Keep quite
4. Develop hobbies
5. Planning
6. Health is Wealth
7. Appreciate others
8. Be Responsible
9. Art of Communication 10.Regular Reading 11.Verbal Skills 12.Follow Discipline 13.Passion for Learning 14.Plan a trip
10. Seek others ‘confidence
11. Take advice

Know people around us

1. Work hard
2. Have a competitive spirit
3. Know the importance of reciprocity 21.Be social

22.Prepare well for the interview 23.Never say NO

## Conclusion:

Development process is possible and gets in motion whenever conducive conditions exist or occur for its growth. As such, if there is dominance of certain positive attributes over negative attributes, there exists definitely scope for self-development, in that case, the results will be definitely encouraging and extremely useful when you follow the road map of guidance as stated above.

**5.Self-Interrogation – The fifth Pillar**

## Meaning of self-Interrogation:

Self-interrogation implies doing introspection of a special nature. Anyway, when we think of questioning yourself, we have to do the introspection, which becomes the first step in this exercise. It also implies readiness and willingness of our mind to do introspection.

Once, we decide to interrogate ourself, our entire attention is then focused on ourself because of our keenness, curiosity, and urge to know about us in totality. This trend to know thyself is a positive and healthy shift on our side. In this way, we try to know our attribute profile of both positive and negative types and then identify and mark our strong and weak attributes along with their relative levels.

**Q.3**

## Write a short note on Career Advancement. Ans. Meaning:

Career advancement typically refers to getting promoted or being assigned more responsibilities by an employer. Some people view career advancement as gaining recognition for quality work in a company.

It is the second stage after selecting and joining the career, job, business or profession of your choice. Irrespective of the nature of your career, there is always scope for advancement into it. If we are having firm determination to get advanced in our career, then sky is the limit for such advancement. Each and every person wants to get promoted in the job. The level or position at which we join our job, from which we start the process of advancement, is called the reference level or bottom line. We should take into consideration this level while evaluating our success in achieving career advancement.

## Phases of Career Advancement:

The process of career advancement is continuous and goes through the time periods of up and down phases. However, advancement is looked upon as an average envelop, which contains the over performance and achievements throughout our entire service period. It shows upward swings progressively by taking our lifetime success curve to the higher point. It may also have some lower swings that indicates the periods of drawbacks and moved up after a recovery. For example, a person has joined as an account executive and reach up to the management position, then it can be said that the person has achieved career advancement during his service life.

## Individual Responsibility for career advancement:

The individual who seek advancement in his/her career, need to work hard, become punctual and honest in the field of his/her job. We must achieve the criteria to be promoted. Many organizations arrange internal test and on the basic of it they promote their employees to the higher scale. So, the candidate should prepare well for such exams because this is the best opportunity for the career advancement. One should continuously think and execute the ways that can improve his skills and quality of work. Besides these, the employee should also need good recommendations from his/her immediate boss to get promoted.

## Role of Employer in the process of career advancement:

* Organizing training in outside professional institutions for improving the ability and expertise of the employees.
* Arranging short duration courses pertaining to management, work culture, logistics, administration etc.
* Arranging lectures, tutorials, workshops and seminars by the expert person from outside the organization.
* Arranging presentations, brain storming sessions, group discussions etc.
* Accepting the job rotation periodically so that employees can learn new jobs and become all-rounder in the field.

Providing facilities such as library and computer lab for the employee’s personal development.

## Conclusion:

Thus, career advancement is the process of going through the successive promotional stage or achieving growth in our career. At the end our service tenure, we look back and scan our achievements right from the first day when we opt our first job at lower level and gone through the period reached to the last position from which we get retirement.