

Department of Management Studies  
University of Rajshahi  
Master of Business Administration (EMBA)  
(Business Graduates)  
HRM-710, Career Management  
**1<sup>st</sup> Lecture**

## Career Definition

Career actually has two definitions. The word career is often used to refer to a profession, occupation, trade, or vocation. A career could define what you do for a living and range from those that require extensive training and education to those you can perform with only a high school diploma and a willingness to learn. A career could mean working as a doctor, lawyer, teacher, carpenter, veterinary assistant, electrician, cashier, teacher, or hairstylist.

Career has another definition as well, though. It also refers to the progress and actions you have taken throughout the working years of your life, especially as they relate to your occupation. It is comprised of the different jobs you have held, titles you have earned and work you have accomplished over a long period of time. When viewed in this context, a career includes everything related to your career development, including your choice or profession and advancement.

## Management

Management is the process of designing and maintaining an environment under which a people or a group of people work(s) together effectively and efficiently for the purpose of achieving a desire goal(s).

## The Four Functions Management



**Four basic functions of management process are:****1. Planning**

The first of the managerial functions is planning. In this step, the manager will create a detailed action plan aimed at some organizational goal.

For example, let's say Melissa the marketing manager has a goal of increasing sales during the month of February. Melissa needs to first spend time mapping out the necessary steps her and her team of sales representatives must take so that they can increase sales numbers. These steps might include things like increasing advertisements in a particular region, placing some items on sale, increasing the amount of required customer-to-sales rep contact, or contacting prior customers to see if they are interested in purchasing additional products. The steps are then organized into a logical pattern so that Melissa and her team can follow them.

Planning is an ongoing step, and can be highly specialized based on organizational goals, division goals, departmental goals, and team goals. It is up to the manager to recognize which goals need to be planned within his or her individual area.

**2. Organizing**

The second of the managerial functions is organizing. This step requires Melissa to determine how she will distribute resources and organize her employees according to the plan. Melissa will need to identify different roles and ensure that she assigns the right amount of employees to carry out her plan. She will also need to delegate authority, assign work, and provide direction so that her team of sales representatives can work towards higher sales numbers without having barriers in their way.

**3. Leading**

The third basic managerial function is leading. The skills of influencing people for a particular purpose or reason are called leading. Leading is considered to be the most important and challenging of all managerial activities. Leading is influencing or prompting the member of the organization to work together with the interest of the organization.

## **4. Controlling**

Monitoring the organizational progress toward goal fulfillment is called controlling. Monitoring the progress is essential to ensure the achievement of organizational goal. Controlling is measuring, comparing, finding deviation, and correcting the organizational activities which are performed for achieving the goals or objectives. Controlling consist of activities, like; measuring the performance, comparing with the existing standard and finding the deviations, and correcting the deviations. Control activities generally relate to the measurement of achievement or results of actions which were taken to attain the goal.

### **Job and Career**

#### **Job**

A job is work you perform to earn money to support your basic needs. It can be full-time or part-time and may be short-term. You might earn an hourly wage or a set paycheck rather than a salary with benefits. You might need to learn certain skills connected with that role, but not all jobs require a specialized degree or advanced training. Companies expect their employees to perform their individual jobs in exchange for regular payment and to be responsible for the duties laid out for them. You can also define a job as a short- or long-term contract between an employer and a worker. For instance, a company hires a local contractor to complete an office renovation job. They agree upon payment terms, and the job ends once the project is complete.

#### **Career**

A career is a long-term professional journey you may determine based on your passions. It is the path you embark upon to fulfill your professional goals and ambitions. You may require a certain level of education or training to achieve these goals. Individuals pursuing careers often have set salaries with benefits such as stock options, retirement plans, pensions, and bonuses. They also gain benefits beyond money, such as personal pride, work satisfaction, and self-worth. A career might last for your entire life. You could hold numerous jobs under many employers in your chosen industry that you progress through during your career.

## How Does a Job Affect Career?

You will likely hold many jobs throughout your career, even if you don't have a set career path in mind when you first join the workforce. It may be helpful to consider every position you fill as a step in your life's work. Your job can affect your career in these ways:

- **Jobs make up career**

A career consists of all the jobs you have worked, regardless of whether they are associated with each other. You could spend decades working a job in the same department as one organization. Alternatively, you could work many seemingly unrelated jobs over your lifetime, such as greens keeper, executive assistant, and information technology specialist. They all define your career and can connect you with other opportunities you are passionate about. Think of jobs as the short-term duties that can help you achieve your long-term goals.

- **Learning from each job**

Every job you take teaches you lessons you can apply to future jobs. You will also gain a variety of skills, knowledge, and experiences. For instance, maybe your job as a retail clerk taught you how to handle difficult situations with tact. Your receptionist position may have taught you good communication and customer service skills. Other roles might help develop your writing skills, develop your ability to handle rejection or teach you the value of perseverance and hard work.

- **Jobs provide you with networking opportunities**

With each job, you build a network and community of professional contacts. If you maintain a productive and professional relationship with all your colleagues and clients you can provide yourself with the ability to reach out to these connections throughout your career.

- **Hard work pays off**

Your current job could affect your career in unexpected ways. For this reason, try to go beyond doing the bare minimum. A positive outlook, an eagerness to learn and consistently high-quality work can set you apart, create new opportunities, and earn you recommendations for future jobs.

## How to Turn a Job into a Career

If you aim to have a career, you can work toward meeting that long-term goal. These strategies can help.

- **Continue learning and developing**

Always aim to enhance your skills and knowledge. If you know what career path you want to pursue, figure out what expertise and experience you need to get there. Once you are aware of the requirements, seek to develop your qualifications whether through practice in your current job or formal training, online courses and education. When trying to determine which skills will benefit your career most, look to successful professionals in that industry. Ask yourself what their strengths, talents, or accomplishments are. Reach out to individuals with similar careers, and ask for their advice.

- **Get a mentor**

If possible, seek out a mentor or two with an upper-level position or experience in your desired field. Ask if they will consider supporting and advising you professionally. While working with a mentor, you may plan specific questions to ask or topics to discuss, like career development. Consider your mentor's path and whether a similar one could work for you.

- **Expand your network**

Workshops, conferences, seminars, and social events can be great places to meet professionals in your field. You can expand your network to have more resources for sharing experiences, learning, gaining advice, and gaining job recommendations.

- **Apply for an internship**

Building experience in your career field, even if it is an internship, can help you advance or break into that sector. If you are currently working as an information technology consultant but desire a career in the publishing industry, for instance, you may seek educational or certification opportunities then look for internships that can help you gain editing or production experience.

## Types of Career Paths

There are several different kinds of career paths available.

- **Multiple unrelated jobs**

Your career could be made up of multiple jobs that are unrelated to one another. For example, you could work as a sales associate in a retail environment, then as a server in a restaurant and then as a receptionist in a veterinary clinic. Because each job is vastly different than the next, there is no way to predict what your next position will be. Because they have very little in common, you may not see significant pay increases from one to the next or significant increases in responsibility.

- **Advancing within one occupation**

This path involves advancing in the same occupation, whether you work for the same organization or at different establishments. For example, if you are working as a cashier, you could eventually be moved to a customer service position where you operate a cash register but also handle customer service issues. Eventually you could be moved to a head cashier position, supervising the other cashiers.

- **Advancing in the same industry but not occupation**

This path involves staying in the same industry, but not necessarily the same occupation. For example, if your goal is to be a manager at a restaurant, you could start out as a dish washer, then move to a server position, then head server or assistant manager and eventually manager.

## Tips for Finding the Right Career Path

- **Network regularly**

Connecting with your peers and building and nurturing professional relationships can help you identify new directions for your career. You never know which connection will lead to a new opportunity.

- **Be a lifelong learner**

The job market is always shifting and with technology and best practices continually changing, it's important to always be in learning mode. Review the LinkedIn profiles of people who have similar careers or who are in your industry and look at the hard and soft skills that they currently have. Also review certifications they have obtained. Identify key areas where you need to enhance your skills and increase your knowledge.

- **Pay attention to industry news**

Read industry blogs or magazines to keep up with trends. These will also give you an idea of what the occupational outlook is for your occupation.

- **Make plans but be flexible**

When developing your career path, don't hold on too tightly to a specific plan. Be open to new opportunities that might present themselves and keep your goal in mind. Know what is important to you and what you enjoy about your job and your career. Also, be aware of what you would like in a future career that's different than what you're doing now.

- **Be ready for career shifts**

If you've been in your position or are in an industry that is declining, it may be time to consider making a complete career change or at least shifting in a different direction.

- **Be open to lateral moves**

Be open to the idea of a lateral move, or even a step backward, if it means you will have a chance to develop valuable skills or connections that can impact your career in the future.