

# GUIDELINES

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## *From the Chairman*

Wish you all a Merry Christmas and hope you have a great start with the New Year. The New Year is a good time to have resolutions for a better future. Individual resolutions seem good at the start, and begin with a great bang (while we are still enthusiastic about the New Year celebrations), but don't last very long. This is simply because there are other factors and other people influencing our actions and decisions everyday. Even the simplest of resolutions are tough to keep without support from the people surrounding us. Gaining support from the people who will directly impact or will help you to maintain your resolutions and follow through on them is essential. For example, you would need your boss' support for becoming a better subordinate, for improving your skills at work or getting trained. Hence in order to be able to keep up to your resolutions, I encourage you to have a well rounded, holistic view about your resolution, have a plan in place, and discuss it with the relevant people so that you can achieve the most!

***Dr. George Varghese***

***Chairman & CEO***

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## E ditor's note

Christmas is here and it's time for celebrations. Yes! Also, the New Year is on its way. So are you ready with your New Year resolutions?

It's a time of festivities, time for celebrations, time for meeting and mingling with friends and relatives and a time for resolutions!

New Year is a time to reflect on the past and to look forward to a new beginning. It's a time to sit back and give a thought towards what we've done and what we now aim to achieve in the coming year.

A New Year resolution is a kind of commitment an individual makes to change certain habits. It's a commitment to give yourself a chance to improve. Resolutions may be formed to improve one's personal life or career life.

But before we form resolutions, it's important to understand what is it that we want to change in our present career. Are we happy with the way things are or are we dissatisfied with the everyday routine? Here, a career test will help you gain clarity on where exactly you lie on the career graph and where you should aim to be.

In this newsletter, we shall see what a career test is and how helpful it is. Also, we will see what the common New Year resolutions are. It's easy to form resolutions but tough to follow them – am I right? I'm sure you agree. In this newsletter we'll see how you can stick to your resolutions and how V SOLVE can help you with your career test as well as your career resolutions.





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# FROM THE RESEARCH DESK

## Career Test: A key to personal SWOT Analysis

I'm sure all of us have heard of a career test or career assessment. But how many of us really understand what exactly it is and what are the benefits associated with it?



We step out as graduates from University and then the world of opportunities is open to us. The lucky ones grab it and are successful in their careers but what about the rest? The not-so-lucky ones are left with no option but to job hunt, wander from place to place, give interviews without knowing what exactly they are looking for.

Here's when the career test or assessment will come to your rescue. Also, the lucky ones may be lucky in the beginning but who knows they might need a career

counsellor at some point of their career journey.

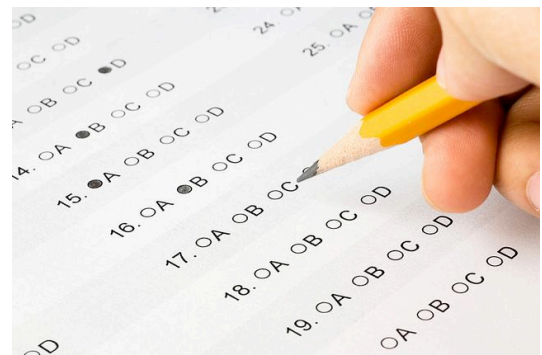
So what exactly is a career test? A career test is a test that assesses an individual's personal attributes such as skills, aptitudes, interests, values, preferences, inclinations and motivations and in turn tells which career is best suited for them.

Used in a business context, a SWOT Analysis helps an organization carve a sustainable niche in the market. It is a useful technique for determining your Strengths and Weaknesses, and for identifying both the Opportunities open to you and the Threats you face.

Similarly from an individual's point of view a career test can be considered as a personal SWOT Analysis that helps you get acquainted with your strengths, helps you know your weaknesses, helps you understand the opportunities you can exploit as well as warn you regarding the threats that you face.

Strengths are something that you can bank on while weaknesses are something you need to tackle and get rid off or convert them into strengths. For example, positive attitude is strength while negative attitude is a weakness.

Once a person understands through the test that he is having negative attitude, he should take charge and put in efforts to change his attitude from negative to positive so that it becomes his strength and helps him in his career growth.



		Helpful	Harmful
Internal	Strengths		Weaknesses
	Weaknesses		
External	Opportunities		Threats
	Threats		



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Similarly, opportunities are something to grab while threats are something to be cautious about. A job promotion is an opportunity to take on more responsibility, delegate tasks and perform better; while recruitment of another manager may be a threat in the form of competition and rivalry.

A career test will guide you in terms of which direction you need to move. It helps you understand yourself and get clarity on your goals. It also tells what your best career fit is. A career fit is that career option in which you will be most comfortable and hence succeed with ease.

At V SOLVE, our career counsellors help you in understanding where you are and where you want to be. With the help of scientific tests and assessments, V SOLVE gives you a clear picture of how to progress in your career and reach to the top. IT Professional, Engineer, Artist, Finance professional, no matter which industry you are working in and what your profile may be, be sure that at V SOLVE you will get an answer to every question and a solution to every problem as regards your career.

## New Year Resolutions – How do you plan to stick to them?

The New Year is here. I'm sure each of you will have their resolutions ready. Just like in our personal life, we have resolutions of waking up early or sticking to a diet plan; similarly in our career life also we need to have resolutions that aim towards having a better career and improving your performance on the career front.

According to a research study, one of the top 10 New Year resolutions is career or job-related. Yes, many people in the New Year plan to take charge of their career and form resolutions like the following:

1. Learn a new skill
2. Stop procrastinating
3. Improve your people skills
4. Get a promotion by working really hard
5. Put in those extra hours of work and stop being lazy



The above are just a few examples of career resolutions. The New Year has always been a time for looking back in to the past, and more importantly, forward to the coming year. It's a time to reflect on the changes we want (or need) to make and resolve to follow through on those changes.

A resolution is a commitment we make to one or more lasting personal goals or reform certain habits. In the New Year, you want to see a new YOU. That is the aim of forming resolutions – to change yourself, to make yourself better and be a new and better person.

Sources for text and images to be provided on request.



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Everyone wishes to be good in their personal life. Similarly, everyone aims to be good at their professional life. So, how can you stick to your career goals or resolutions? Let's find out.

1. **Set clear career goals:** While setting career goals, make sure that they are SMART goals i.e. the goals should be Specific, Measurable, Attainable, Realistic and Timely. Setting such goals helps in having clarity on what you aim to achieve.

Is SMART goal setting the best way to set goals? To answer this, we look to Dr Edwin Locke's pioneering research on goal setting and motivation in the late 1960s. In his 1968 article "Toward a Theory of Task Motivation and Incentives," he stated that employees were motivated by clear goals and appropriate feedback.

Locke went on to say that working toward a goal provided a major source of motivation to actually reach the goal – which, in turn, improved performance.

2. **Maintain a diary to track your progress:** Maintaining a diary is the best thing one can do to track your progress. Maintain a diary – put a tick mark for all the right things you are doing and a cross for each thing that you missed or failed to do. This will motivate you to be better each day at your work.



Every day counts and you want to give your best each day. A diary will act as a measurement tool to help you understand your strengths and weaknesses. Every time you see a red mark you know that your efforts are lacking. For every green mark, you know you are getting better with each passing day.

3. **Talk to your boss:** Understanding your strengths and weaknesses can be best achieved by hearing it straight from the horse's mouth. Yes, it is best to talk to your boss regarding your strong and weak points. You can also discuss your aims and how you plan to achieve them. This will form a good impression on your boss as it reflects that you are interested in your job and willing to progress and surely your boss will help you in meeting your goals.
4. **Establish a POA:** Once your goals are in place, establish a POA i.e. a Plan of Action. Decide and write it in your diary if you wish on how you plan to achieve your goals. If you are aiming for a promotion, then the POA can be to work hard, put in extra hours of work, and stop being lazy and so on.

Sources for text and images to be provided on request.



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5. **Prepare and get started from NOW:** Don't wait for the alarm to ring. You have your goals set; you have a plan of action ready, then why to wait? Start from now and see the difference. You don't need to wait for the New Year to come or the appraisal month to arrive. Work today for a better tomorrow!
6. **Brush up your job skills:** You are accustomed to do the same work every day. Then why not work to improve your skills so that you can be better at your present task as well as take on more tasks and do them with as much accuracy and perfection.
7. **Join new groups and improve work relationships:** You go to office every day, you meet the same people, and you sit with the same people for lunch. This New Year, plan to join a new group. There may be new joiners or others in the office with whom you don't interact with much. Join their group – this will help you expand your network and make you more popular in your office.
8. **Follow up:** All these things need to be followed through to see how well you are able to stick to what has been planned. The diary will come in handy for tracking and following up on your progress and form further course of action.

By following the above mentioned factors, you will realize that your career has changed for the better – or should I say you have changed to make your work life better. Always keep in mind that it is we who can make them a success or a failure. It is our motivation, our efforts and dedication towards work that helps us climb the career ladder. So, this New Year chart out a plan – a plan that makes you rise to new levels, a plan that makes you change for the better and gives you a new vision, a plan that makes you a success at work.



Also, it might be possible that you may want a change – a shift from what you are currently doing. Maybe you just want to let go of a job and start your own business; or you want to make a career shift. You realize that you are open to new opportunities and want to make the best out of it. This will lead to a change in goals and formation of new goals that are in line with your current ambitions. So, start writing these goals and ways to achieve them. This will lead to better growth and better progress in terms of your career.

You may form a great plan but following is more crucial to your success. Here, V SOLVE can help you not just draw a realistic plan but motivate you to stick to it till you have achieved your goals. You may find it difficult to stick to your plan, you may give up in between, and you may lose all hopes – but is that the end? No. We at V SOLVE will help you analyse your failures, work on your weaknesses and realise your goals.



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**start!**

Analyse your failures

**start!**

Work on your weaknesses

**start!**

Realize your goals

So, leave all your worries aside. Get a paper and a pen and start jotting your New Year resolutions – personal and professional and get set to see a new you – a better you!

**- V SOLVE NEWSLETTER TEAM**

#### **FEEDBACK – Let's hear your voice!!!**

We encourage you to send us your valuable feedback in the form of quotes or comments & thoughts on the discussions in this newsletter.

Tell us whether you found the newsletter to be informative and interesting? Did it address any of the issues you are facing or no? What kind of information are you looking for?

Your suggestions and ideas are also welcome as it will only help us get better and relate to you in the best way!

Write to us at [news@vsolvegroup.com](mailto:news@vsolvegroup.com)

You can win prizes for the best contribution of the month\*. Prizes include:

**1) 2 free movie tickets for the movie DON2 in E-Square / Inox**

**2) Free dinner coupons for a meal at Yoko's Sizzler**

**\*As per company's discretion.**

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**\*Terms & Conditions Apply**



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