



8 Steps to Technology Career Planning and Development

When you want to transition to a career in Information Technology (IT/Tech), it is important for you to have a career plan in place. A career plan will help you document how you plan to achieve your career goals. To say it another way, if you don't have a career plan, you may be setting yourself up for failure. In this post I will share 8 steps for successful technology career planning and development for your career transition to Tech.

First let's start by defining career planning. Having a clear understanding of what career planning is will make it much easier to implement the steps.

What is Career Planning?

Career planning is the strategic mapping of the key steps that are required to help you achieve your professional goals. A well thought out and documented career plan will act as a roadmap for you to successfully launch your career in Tech. The goal of career planning is to create a blueprint that you can follow as you start your technology career planning and development journey.

Now that we know what career planning is, let us review the steps required to successfully plan your technology career. Below is a list of the steps. You can continue reading below for more information on each step.

- Step 1: Identify Your Goals
- Step 2: Identify the Skills
- Step 3: Create a Career Path Map
- Step 4: Identify the next-step Job
- Step 5: Acquire the Skills
- Step 6: Apply to Jobs
- Step 7: Network, Network, Network!
- Step 8: Evaluate your Progress

Apply for the Global IT Scholarship Program



Global Information Technology is proud to provide the GIT Scholarship Program. Every month, this scholarship will be awarded to highly driven individuals wanting to begin or advance their IT career. Exclusively, the scholarship will provide a grant of \$2,500.00 towards any certification course or remote live training at GIT. GIT created this opportunity to give back to the community and spread our desire to help those in need. We believe that learning is essential and we will continue to help and develop individuals to help them succeed in their personal development goals.

Apply here:

<https://www.global-itech.com/the-global-it-scholarship/>



Quick & to the point – Career Advice

Question: “**Andrei, how important is it for me to tailor my resume for a job?**”

– Kelly Hipshire

Answer: Your resume is still one of the most critical tools of a job search. A lot of resumes I see are full of responsibilities (instead of tangible achievements) and jobseekers send the same resume to various openings. One of my best tips for finding a new job is to have an achievement-oriented resume that includes quantifiable achievements that are relevant to the job you're applying for. Make yourself an obvious fit. Tailor your resume to each job – the recruiter should know within a few seconds of looking at your resume that you have the skills they are looking for. You got this!

– Andrei

VETERANS, GET READY TO POWER YOUR TECH FUTURE AT GLOBAL IT

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The Need for Mandatory Technology Training in federal agencies

The only way a federal agency can ensure workers have undergone the proper training necessary in the needed time frame is to make new technology training mandatory. This way, agencies can address another need: maximizing the time of their IT workers. IT workers have the unique skill sets necessary to address agency technological needs in a way that ensures the agency evolves along with the broader technological and workplace landscape. From zero-trust network architecture and more, the IT staff can enhance an agency's technological capabilities in myriad ways, but only when they have the time. Every minute an IT worker spends assisting an employee who isn't competent in a new technology is a minute that worker is unable to put toward the broader technological advancement of the agency. Those minutes add up quickly.



GIT thought Provoking corner



"Our goals can only be reached through a vehicle of a plan, in which we must fervently believe, and upon which we must vigorously act. There is no other route to success." —

Stephen A. Brennan

Understanding positive thinking and self-talk

Positive thinking doesn't mean that you ignore life's less pleasant situations. Positive thinking just means that you view unpleasantness in a more positive and productive way. You think the best is going to happen, not the worst. It often starts with self-talk. Self-talk is the endless stream of unspoken thoughts that run through your head. If the thoughts that run through your head are mostly negative, your outlook on life is more likely pessimistic. If your thoughts are mostly positive, you're likely an optimist — someone who practices positive thinking.



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Crucial Information Technology Statistics & Facts to Know

Most of our business and personal lives are rooted in our access to technology. From personal access to the web, alongside business platforms, third-party providers and apps, technology drives much of what we do on a daily basis—and there is only growth on the horizon. Here are some crucial statistics and technology facts you need to know.

How Fast Is Technology Growing Statistics

Technology is most certainly continuing to grow at a steady rate, making information technology one of the fastest growing sectors in the world.

- Workforce growth rates are expected to double those of other industries, with some categories reaching 4-5 times the current rate by 2030.
- Projections show the technology industry is set to exceed \$5.3 trillion in 2022.
- The U.S. tech industry is expected to have a CAGR of 5% through 2024.
- Cloud computing is expected to grow at CAGR of 17.5% by 2025.

Facts about Technology Growth Technology continues to grow and be an integral part of our business landscape.

- Technology is responsible for driving more of the US economy than any other profession aside from healthcare.
- Jobs in the tech industry are continually on the rise, reaching a new high in Q4 of 2021.
- The top five categories for technology are: Software, Hardware, Telecom, IT and Business Services, and Emerging Tech



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Non-technical IT skills you need now

While you might already possess several IT-related skills, you may not be aware of the top skills that can make you a more competitive job candidate and valued employee. With a strong skillset comprised of these 'hard' and 'soft' skills, you'll be ready to take on any situation with confidence.

IT skills encompass a broad range of technical skills and programming knowledge, along

with important interpersonal skills that help you interact with your team. The technical skills learned on-the-job and in college provide you with the knowledge you need to perform your tasks, while the behavior-based skills like communication and leadership help build positive relationships with your coworkers and clients.

Organization

Being organized at work will help you become an efficient employee. Companies hire those who demonstrate great organizational skills because it means they know how to perform their work well and on schedule. Every day at work

presents new challenges that will test your ability to manage your workload. If you're organized, you'll positively demonstrate your productivity levels and be known as a valuable employee, which may lead to a raise or promotion in the future.

Communication

Strong communication skills are important in nearly every aspect of life, especially in the workforce. This is a universal, important skill that will help you positively interact with your colleagues as you assist and interact with others about technology-related concepts. You may work as a developer, engineer or system administrator in a team of people. IT professionals not only communicate constantly with members of their team, but they also communicate with the other departments of a company and with people outside the company. From staff meetings to one-on-one tech support calls to conversations with your colleagues, there is always an opportunity to communicate.



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Leadership

Some people are intimidated by leading when it doesn't come naturally to them. However, don't let your fears discourage you. Leadership can be learned by first helping others who need assistance with a tough concept or duty. Being friendly and willing to help prepares you for bigger tasks like giving a presentation or leading a group discussion. It's all about taking small steps.

Analytical abilities

As an IT professional, you'll be involved with a variety of projects that require you to analyze database activity and recommend improvements. You may also be in a position where you'll need to troubleshoot something that is not working properly. Being able to think critically and analytically will help you discover the solutions you need to perform your job effectively.

Creativity

Businesses often seek employees who can generate new ideas. Oftentimes, employers will ask their teams



to provide them with a list of suggestions or solutions to a problem that the company is facing. IT professionals can contribute to the discussion in many ways when they have strong creative skills. In fact, their skills can prove incredibly useful when it comes to implementing the winning ideas. In general, IT professionals consistently look for ways to improve their processes or products.

Perseverance

Most people in the workforce need some level of perseverance to be successful at what they do. Without a challenge, there is rarely a change. When the time comes

for an interview, you'll want to tell your potential employer that you're not afraid to take on bigger projects or learn new things. When you continue working toward a resolution, you'll find the success that keeps you going.

Troubleshooting

Members of the IT department are known to have strong troubleshooting or problem-solving skills. Whenever people run into tech-related issues that stop them from working or doing the things they love, they'll call tech support if they can't figure it out themselves. You may be working with difficult algorithms that take some time. This is where your



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technical knowledge and years of hands-on experience will really help you find the solutions you need.

Resourcefulness

Knowing what resources you have and how to use them is a great skill to have as an IT professional. You may be limited on budget, time or another element outside of your control. But with the right resources, you can overcome any obstacles preventing you from your project goals. Resourcefulness can enhance

not only your work experience but that of your colleagues, as you'll want to share with them what you've learned.

Curiosity

Your desire to learn new things will guide your career to greater levels of success. If you remain curious, you will naturally want to seek the answers to the things you want to know. Curiosity leads you to new discoveries, which educates you further on particular concepts in technology. Once you fully understand how something

operates, you can get right to the source of confusion.

Time management

Everyone has the same 24 hours in a day. What you do with the 16 hours outside of work is your prerogative. What interests your employer is how much you can do with your eight hours at work. Explain or demonstrate how you can make the most of your work time and you'll quickly become a valued employee.