



ACTION PLAN

Actionable Insights & Measurable Results

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**India's most comprehensive and scientific
personalized career development mechanism**

Hikewise Redesign

Action Plan prepared for

Vivek Pathak



ACTION PLAN

Sample Action Plan

ACTIONABLE INSIGHTS AND MEASURABLE RESULTS.

Best fit careers for you:

After the counselling session and discussion, it is understood that the career fields that fit you the best are:

- Accounts and Finance
- Education and Training

Career Planning

Taking into consideration your current situations it is advisable to take up higher studies parallel to a job, even of a temporary nature.

Two Possible Scenarios to consider

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graph TD; A[Two Possible Scenarios to consider] --> B[Take up a full time employment...]; A --> C[Enroll for a regular higher education course...]
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- Take up a full time employment either in the field you have been working in or in any other suitable field, preferably related to Education and Training and take up part time or distance education courses for higher studies.

- Enroll for a regular higher education course at a suitable location (since you do not wish to relocate) and take up a convenient part time occupation to temporarily take care of your finances.

Higher Studies Options

- MBA/ PGDM (Specialization in Finance/Marketing/ Business Analytics)

OR

- Master's in Education
 - A regular MBA/ PGDM from a good institute may help you get a good placement in a well-paid job.

- A distance education program however, may not serve to provide you with similar good job opportunities but will definitely give you valuable insights which will help you manage the business venture you are planning to set up.
- Since you are planning to set up a business related to Education and Training, another good option for higher studies would be to take a master's degree in Education.

Institutes/Admission Procedures

Some **institutes in and around Hyderabad** which you may check out

- NMIMS Hyderabad offers 2 years full time PGDM as well as 20 month Executive PGDM
<https://nmimshyderabad.org/academics/programs/> (admission through NMAT- as informed during counseling session the last date for late registration is 14th Oct)
- Indian School of Business (ISB) Hyderabad- offers weekend executive PGPM
<https://www.isb.edu/post-graduate-programme-in-management-for-working-professionals> (Direct admissions)
- ICAI Business School (IBS)- Hyderabad - 2 years regular MBA- admissions through IBSAT entrance exam or on CAT/GMAT/NMAT scores
<https://www.ibsindia.org/mba/>
- Symbiosis Institute of Management Studies (SIBM), Hyderabad - 2 years regular MBA- admissions through SNAP online Test
<https://www.sibmhyd.edu.in/MBAProgramfromSymbiosis>

SIBM also offers an Executive MBA with weekend classes- admission through written test and PI.

<https://www.sibmhyd.edu.in/programme/mba-executive>

Distance Education

- NMIMS distance education program offers PGDBM in various specializations.
<https://distance.nmims.edu/programs-details/> (Direct admissions)
- School of management studies, IGNOU offers PGD in Finance Management, MBA and MBA in Banking and Finance through Distance Education mode.
<http://www.ignou.ac.in/ignou/aboutignou/school/soms/programmes/detail/192/2>

- MA Education from IGNOU
<http://www.ignou.ac.in/ignou/aboutignou/school/soe/programmes/detail/72/2>
- Centre for Distance and Virtual Learning- University of Hyderabad. - PG Diploma in Business Management.
<https://www.uohyd.ac.in/index.php/component/content/article?layout=edit&id=363>
- Jamia Millia Islamia offers distance courses in MA Education and MBA
https://www.jmi.ac.in/upload/admission/prospectus_cdol_2019.pdf

Resources

- <https://www.snaptest.org/symbiosis-entrance-exam-for-mba.html> (SNAP online Test)
- <https://www.nmat.org.in/> (NMAT for admission to MBA)
- <https://iimcat.ac.in> (For info on the CAT exam for entrance to PG courses in Management)
- <https://www.mbauniverse.com/#> (General Information about MBA and relevant entrance exams)
- <https://www.nirfindia.org/2019/managementranking.html> (Best ranked management Institutes in India)
- <https://internshala.com/internships/part-time-digital%20marketing-jobs> (For part time jobs, an option you may consider for earning while taking up a regular course)
- <https://www.entrepreneur.com/businessideas> (for entrepreneurship ideas)
- <https://www.gradesdontmatter.in/> (online course on entrepreneurship by renowned entrepreneurs)

Areas to focus

- Once you have made the choice of course and institute, make earnest preparation for the entrance exams and admission procedures.
- Draw up clear plans for the business venture you plan to start. Conduct a thorough market study.
<https://dir.indiamart.com/hyderabad/entrance-coaching-institutes.html>
- Keep abreast of developments in your area of interest through Newspaper, magazines and new media.
- Network through LinkedIn and other social media platforms with people in similar business and gather their inputs.

10 Books Every Entrepreneur Should Read

- <https://squareup.com/townsquare/10-books-every-entrepreneur-should-read>

Five Books Every Entrepreneur In The Making Should Read In 2019

- <https://www.forbes.com/sites/forbescoachescouncil/2018/11/28/five-books-every-entrepreneur-in-the-making-should-read-in-2019/#3a6a2a1d49a1>

Future Skills

Technological skills and soft skills are highly important for taking up a new career or business. Some important soft skills which are likely to be important for your future venture in the education field

- Interpersonal skills such as communication skills, leadership, team spirit,
- Creative thinking and decision making ability
- Emotional Intelligence and managerial skills.

Development Plan - Aptitudes

Aptitudes are innate qualities which can be developed or improved only to a certain extent.

Abstract reasoning is the ability to reason beyond the obvious. Although it may be difficult to make considerable improvement at this stage, practicing abstract reasoning tests that are available online may help you in attempting such questions in admission tests measuring this aptitude.

You may also try the following

- Play Chess
- Read detective novels and try to reason out the solution.

You may try to optimize usage of your **spatial aptitude** by the following strategies.

- Navigate without maps. Try to create maps mentally, of the places you travel through.
- Try solving the Rubik's cube.

Personal Improvement and Well-being

- **Practice listening** to others talk about their problems or feelings.
- **Take part in social service activities** and charitable work. It will bring you great satisfaction and peace of mind.
- **Practice altruistic behaviour:** Consciously decide that you are going to do something for someone else once a week or so
- **Tackle one issue at a time.** Trying to deal with multiple issues can build up anxiety
- **Positive Self Talk** may help. trying saying to yourself or writing down phrases like ' I can', 'I am able', 'I will achieve'
- Try to **share your thoughts with a good friend** or member of the family who is supportive and concerned about you. Getting things outside your head reduces anxiety.
- **Do not be too hard on yourself.** Give things some time to work out.
- **Practice relaxing.** Find things to do that soothe your mind. Take a walk, listen to music, help some needy person in any little way you can.
- Take care to have **proper sleep and nutritious diet.**
- **Believe in yourself** and your ability to make your own decisions.
- Try to **be more assertive** .Try using verbs that are more definite and emphatic when you communicate. use verbs like "will" instead of "could" or "should," "want" instead of "need," or "choose to" instead of "have to". Communicate clearly but respectfully to others what your desires and plans are.
- **Broaden the horizons of your awareness and thinking** by reading more books on varied topics.

Some books/videos you may try out

- Status Anxiety - Alain de Botton
- Happy -- Derren Brown
- Dan Gilbert: Happiness: What Your Mother Didn't Tell You
<https://www.youtube.com/watch?v=b1Y2Z1BGwno>

Activities to focus

- You may take up short online courses on subjects of interest. (e.g.: data science) <https://www.learn-datasci.com/best-data-science-online-courses/>

Check out courses at the following sites

<https://www.udemy.com>

<https://www.coursera.org>

<https://www.edx.org/>

- Take up a sport or physical exercise. Physical activity stimulates the mind.
- Take part in debates and discussions. Join a club like the Toastmasters, which will help you in developing soft skills and personality improvement.
- Take part in social service activities that provide compassionate assistance to others. This will give you tremendous joy and satisfaction.

General Comments

Vivek communicated frankly and clearly during the session.

His desire to take up higher studies and switch career fields appears to be a welcome changeover as his current field of work does not realize his full potential or qualifications. However, since he also has family responsibilities it is advisable that he should take up a job on a part time basis while pursuing studies.

If he however wishes to continue in a regular job either in the current field or a new one, he can take up higher studies as part time or correspondence courses. Options for distance education courses and weekend courses have also been provided.

He is advised to make a thorough exploration of the suggested options before making his final decision. Also, efforts to prepare thoroughly for the future venture he intends to set up should be taken up as soon as possible.

Further follow up counseling sessions may be taken up for further guidance, if required.

Wish you all the best Vivek.



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www.hikewise.com



+91 7593929394



hello@hikewise.com



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