

SWOT Analysis PDP

In this swot analysis I'm going to highlight my strengths, weaknesses and threats and how I can turn them into opportunities by looking at an appropriate conversion strategy.

Strengths

One of the first Strength I would like to highlight refers to education , courses and training . First to mention will be my nursing diploma, I have spent three years in uni training to become a qualified nurse. knowledge I achieved and practical experience in hospital helped me to develop good communication skills and attention to details , being a job that you can not make mistakes and every single decision i make have to be always 200% checked .

Going forward in my career to my current job as LeadOp in a factory I need to mention leading skills , working in a team and giving good and clear indications to my colleagues .

Weaknesses

Talking about weakness, important to mention here will be working with deadlines, and job organising. Being a procrastinator I found really hard sometimes to achieve targets on time.

A weakness to mention is my poor presentation skills, public speaking it is a problem to improve, when it comes to meetings with my bosses I become a shy person and even though I can come up with a good idea that can improve production or production quality , transmitting my message is a problem .

Important weakness of mine, I need to say, is my english language skills which need improve and again the message I transmit can sometimes be distorted by language barriers

Opportunities

When I am thinking about opportunities, first to come in my mind is training courses that can correct my bad habits which are a component of my weaknesses and can help me to improve my strengths . In the same time a good opportunity is my ability to learn from mistakes and continuous improvement .

Another opportunity will be my kinesthetic learning style, as my learning style questionnaires shows, allows me to learn things fast by trying out and my preference to a physical experience.

Threats

Obstacles that I need to pass are my threats, so other than my colleagues competing against me when comes to new positions in the company and new projects. A threat is represented by all my weaknesses which I am trying to undertake and to find ways to become better at the workplace

As a consequence of the above mentioned SWOT analysis I reckon that I have to focus more keenly on knowledge management. Need to improve language skills and communication and keep up the good work with decision making and team work I do .

VAK Learning Styles Questionnaire applied to my personality #1

1. When I operate new equipment I generally:
 - a) read the instructions first
 - b) listen to an explanation from someone who has used it before
 - c) **go ahead and have a go. I can figure it out as I use it**

2. When I need directions for traveling I usually:
 - a) look at a map
 - b) **ask for spoken directions**
 - c) follow my nose and maybe use a compass

3. When I cook a new dish, I like to:
 - a) follow a written recipe
 - b) call a friend for an explanation
 - c) **follow my instincts, testing as I cook**

4. If I am teaching someone something new, I tend to:
 - a) write instructions down for them
 - b) give a verbal explanation
 - c) **demonstrate first and then let them have a go**

5. I tend to say:
 - a) watch how I do it
 - b) listen to me explain
 - c) **you have a go**

6. During my free time I most enjoy:
 - a) going to museums and galleries
 - b) **listening to music and talking to my friends**
 - c) playing sport or doing DIY

7. When I go shopping for clothes, I tend to:
 - a) imagine what they would look like on
 - b) discuss them with the shop staff
 - c) **try them on and test them out**

8. When I am choosing a holiday I usually:
- a) read lots of brochures
 - b) listen to recommendations from friends**
 - c) imagine what it would be like to be there
9. If I was buying a new car, I would:
- a) read reviews in newspapers and magazines
 - b) discuss what I need with my friends
 - c) test-drive lots of different types**
10. When I am learning a new skill, I am most comfortable:
- a) watching what the teacher is doing
 - b) talking through with the teacher exactly what I am supposed to do
 - c) give it a try myself and work it out as I go**
11. If I am choosing food off a menu, I tend to:
- a) imagine what the food will look like
 - b) talk through the options in my head or with my partner
 - c) imagine what the food will taste like**
12. When I listen to a band, I can't help:
- a) watching the band members and other people in the audience
 - b) listening to the lyrics and the beats
 - c) moving in time with the music**
13. When I concentrate, I most often:
- a) focus on the words or pictures in front of me
 - b) discuss the problem and the possible solutions in my head
 - c) move around a lot, fiddle with pens and pencils and touch things**
14. I choose household furnishing because I like:
- a) their colours and how they look
 - b) the descriptions the sales-people give me**
 - c) the textures and what it feels like to touch them
15. My first memory is of:
- a) looking at something
 - b) being spoken to
 - c) doing something**

16. When I am anxious, I:
- a) visualise the worst-case scenarios
 - b) talk over in my head what worries me most
 - c) **can't sit still, fiddle and move around constantly**
17. I feel especially connected to other people because of:
- a) how they look
 - b) **what they say to me**
 - c) how they make me feel
18. When I have to revise for an exam, I generally:
- a) write lots of revision notes and diagrams
 - b) **talk over my notes, alone or with other people**
 - c) imagine making the movement or creating the formula
19. If I am explaining to someone I tend to:
- a) show them what I mean
 - b) explain to them in different ways until they understand
 - c) **encourage them to try and talk them through my ideas as they do it**
20. I really love:
- a) watching films, photography, looking at art or people watching
 - b) **listening to music, the radio or talking to friends**
 - c) taking part in sporting activities, eating fine foods and wines and dancing
21. Most of my free time is spent:
- a) watching television
 - b) **talking to friends**
 - c) doing a physical activity or making things
22. When I first contact a new person, I usually:
- a) **arrange a face to face meeting**
 - b) talk to them on the telephone
 - c) try to get together while doing something else, such as an activity or a meal
23. I first notice how people:

- a) look and dress
 - b) sound and speak**
 - c) stand and move
24. If I am angry, I tend to:
- a) keep replaying in my mind what it is that has upset me**
 - b) raise my voice and tell people how I feel
 - c) stamp about, slam doors and physically demonstrate my anger
25. I find it easiest to remember:
- a) faces
 - b) names
 - c) things I have done**
26. I think you can tell if someone is lying if:
- a) they avoid looking at you**
 - b) their voice changes
 - c) they give me funny vibes
27. When I meet an old friend:
- a) I say "It's great to see you!"
 - b) I say "It's great to hear from you!"
 - c) I give them a hug or a handshake**
28. I remember things best by:
- a) writing notes or keeping printed details
 - b) saying them aloud or repeating words and key points in my head**
 - c) doing or practising the activity or imagining it being done
29. If I have to complain about faulty goods, I am most comfortable:
- a) writing a letter
 - b) complaining over the phone
 - c) taking them back to the store or posting them back to head office**
30. I tend to say:
- a) I see what you mean
 - b) I hear what you are saying
 - c) I know how you feel**

A's = 2

B's = 9

C's = 19

I chose mostly C's so I have a KINAESTHETIC learning style

(Businessballs.com, 2019)

VAK Learning Styles Explanation

VAK learning style ,results demonstrates that my learning style is more a kinesthetic one according to the interpretation of this learning style I have a preference for physical experience – touching, feeling, holding, doing, practical hands-on experiences. Most of the time I find myself using phrases such as “Let me try”, “how do you feel?” and I am best able to perform a new task by going ahead and trying it out, learning as I go loving to experiment, hands-on, and never look at the instructions first!

Learning Style Questionnaire #2

The modality (learning channel preference) questionnaire reproduced here is by O'Brien (1985). On the line in front of each statement, indicate how often the sentence applies to you, according to the chart below.

1	2	3
Never applies to me.	Sometimes applies to me.	Often applies to me.

SECTION ONE:

1. __2__ I enjoy doodling and even my notes have lots of pictures and arrows in them.
2. __3__ I remember something better if I write it down.
3. __1__ I get lost or am late if someone tells me how to get to a new place, and I don't write down the directions.
4. __1__ When trying to remember someone's telephone number, or something new like that, it helps me to get a picture of it in my mind.
5. __3__ If I am taking a test, I can “see” the textbook page and where the answer is located.
6. __3__ It helps me to look at the person while listening; it keeps me focused.
7. __2__ Using flashcards helps me to retain material for tests.

8. ___1___ It's hard for me to understand what a person is saying when there are people talking or music playing.
9. ___1___ It's hard for me to understand a joke when someone tells me.
10. ___2___ It is better for me to get work done in a quiet place.

Total ___19___

SECTION TWO:

1. ___2___ My written work doesn't look neat to me. My papers have crossed-out words and erasures.
2. ___1___ It helps to use my finger as a pointer when reading to keep my place.
3. ___1___ Papers with very small print, blotchy dittos or poor copies are tough on me.
4. ___3___ I understand how to do something if someone tells me, rather than having to read the same thing to myself.
5. ___3___ I remember things that I hear, rather than things that I see or read.
6. ___2___ Writing is tiring. I press down too hard with my pen or pencil.
7. ___1___ My eyes get tired fast, even though the eye doctor says that my eyes are ok.
8. ___2___ When I read, I mix up words that look alike, such as "them" and "then," "bad" and "dad."
9. ___3___ It's hard for me to read other people's handwriting.
10. ___3___ If I had the choice to learn new information through a lecture or textbook, I would choose to hear it rather than read it.

Total ___21___

SECTION THREE:

1. ___3___ I don't like to read directions; I'd rather just start doing.
2. ___3___ I learn best when I am shown how to do something, and I have the opportunity to do it.
3. ___3___ Studying at a desk is not for me.
4. ___3___ I tend to solve problems through a more trial-and-error approach, rather than from a step-by-step method.
5. ___3___ Before I follow directions, it helps me to see someone else do it first.
6. ___1___ I find myself needing frequent breaks while studying.
7. ___2___ I am not skilled in giving verbal explanations or directions.
8. ___3___ I do not become easily lost, even in strange surroundings.
9. ___3___ I think better when I have the freedom to move around.
10. ___3___ When I can't think of a specific word, I'll use my hands a lot and call something a "what-cha-ma-call-it" or a "thing-a-ma-jig."

Total 27

SCORING:

Now, add up the scores for each of the three sections and record below. The maximum score in any section is 30 and the minimum score is 10. Note the preference next to each section.

Section One score: 19 (Visual)

Section Two score: 21 (Auditory)

Section Three score: 27 (Kinesthetic)

EVALUATING THE LEARNING STYLE QUESTIONNAIRE

highest score indicates my Kinesthetic learning style

PREFERRED LEARNING STYLE	<u><i>Learns by doing and direct involvement.</i></u>
SPELLING	<u><i>Often is a poor speller; writes words to determine if they "feel" right.</i></u>
READING	<u><i>Prefers stories where action occurs early; fidgets while reading; not an avid reader.</i></u>
HANDWRITING	<u><i>Good initially, but deteriorates when space becomes smaller; pushes harder on writing instrument.</i></u>
MEMORY	<u><i>Remembers best what was done, but not what was seen or talked about.</i></u>
IMAGERY	<u><i>Imagery not important; images that do occur are accompanied by movement.</i></u>
DISTRACTABILITY	<u><i>Not attentive to visual or auditory presentation so may seem distracted.</i></u>
PROBLEM SOLVING	<u><i>Attacks problem physically; impulsive; often selects solution involving greatest activity.</i></u>

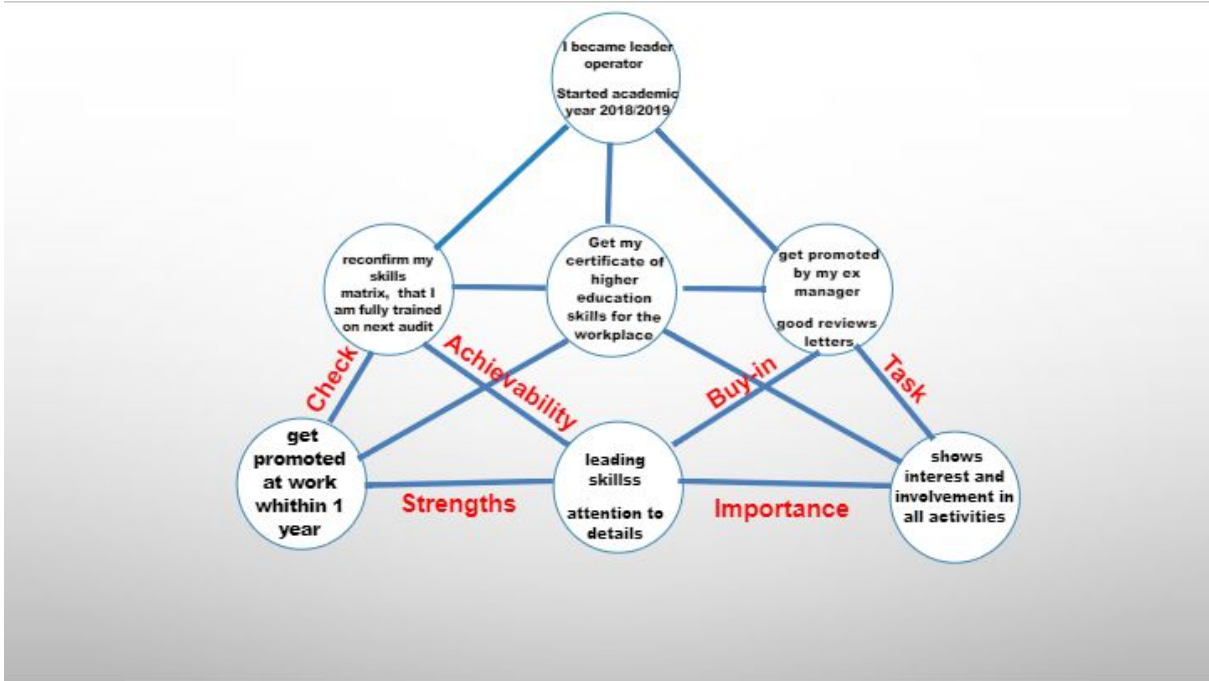
RESPONSE TO PERIODS OF INACTIVITY	<u><i>Fidgets or finds reasons to move.</i></u>
RESPONSE TO NEW SITUATIONS	<u><i>Tries things out; touches, feels or manipulates.</i></u>

(Repository.urosario.edu.co, 2019)

Personal Development Plan

What are my big goals?	Which goals need to happen first?	When do I want to achieve this?	What obstacles might get in my way?	How can I improve my chances of meeting my goal?	Where can I go for support?	Review: How am I doing?
get promoted at work	1get fully trained in all departments and sections 2shows interest and involvement in all activities let my managers know about my intentions	I want to have a new position by the end of the year	• other colleagues better skilled • poor communication skills in English absenteeism	• reconfirm my skills matrix, that I am fully trained on next audit • improve language skills by hitting band 7 in IELTS test zero absence in the next year	• get promoted by my ex manager • add good reviews letters from japanese members to my file • • Get my certificate of higher education skills for the workplace	I became leader operator after applying for the available job managers spend more time with me training me get to held meetings and briefs before shift to get used to public speaking started academic year 2018/2019 to get level 4

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References

- Businessballs.com. (2019). *VAK learning style*. [online] Available at: https://www.businessballs.com/freepdfmaterials/vak_learning_styles_questionnaire.pdf [Accessed 8 Mar. 2019].
- Repository.urosario.edu.co. (2019). *Learning Style Questionnaire*. [online] Available at: <http://repository.urosario.edu.co/bitstream/handle/10336/13317/Learning%20Style%20Questionnaire.pdf?sequence=2&isAllowed=y> [Accessed 8 Mar. 2019].

