



Assignment: Career Development Report



Georgian Lamba

2003714

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UNIVERSITY OF WALES TRINITY SAINT DAVID

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Introduction

In this project, I will mainly discuss the importance of professional career development. This will include self-assessment tools including lifelong learning strategies such as strengths, weaknesses, opportunities, threats (SWOT); and specific, measurable, acceptable, realistic, timeframe (SMART). I will also mention the personal development plan (PDP) which will help me improve my abilities to communicate and be proactive in my personal professional development. I will also include theories to support my opinions.

Analysis

The SWOT analysis is represented by 4 important parts: Strengths, Weaknesses, Opportunities and Threats. Is a useful tool for business and for people who wants to get to know themselves better and to establish the premises for their goals.

In my case, the SWOT analysis looks like:

Strengths	Weaknesses	Opportunities	Threats
Leadership skills; Organized; Good driver; Confident; Dealing with people; Modest; Honest.	Try to do too much in the same time; Writing; Reading; I focus too much on the details; I have trouble saying 'no'.	Better position at my workplace; Improve skills of understanding, writing and reading; Support from work; Further study.	Technology; Competition; Market entry; Prices; Customer preferences; Innovation.

I also applied two questionnaires to myself to find out how can I study better and try to see if they work. The questionnaires are Vark and Myers Briggs Psychometric Test.

The Vark questionnaire has the purpose to identify in which way the people are learning. The creators, Fleming and Mills, identified 4 styles:

1. Visual – an individual learns by watching things;
2. Aural – an individual learns by listen things or discussing about it;
3. Read/Write – an individual learns by reading or writing about a certain topic;
4. Kinaesthetic – an individual learns by doing things.

My results are like represented in the image below:

THE VARK QUESTIONNAIRE SCORING CHART
 Use the following scoring chart to find the VARK category that each of your answers corresponds to. Circle the letters that correspond to your answers.
 Eg. if you answered b and c for question 4, circle R and V in the question 4 row

Question	a category	b category	c category	d category
4	A	R	V	K

Scoring chart

Question	a category	b category	c category	d category
1				
2	V	A	R	K
3	R	V	A	K
4	A	R	V	K
5	K	V	R	
6	K	V	R	A
7	A	R	K	V
8	V	R	A	K
9	A	V	K	
10	K	R	A	
11	V	A	R	K
12	~~A~~	A	R	V
13	A	R	V	
14	R	V	K	A
15				

Calculating your scores:
 Count the number of each of the VARK letters you have circled to get your score for each VARK category

Total number of V's circled =	2
Total number of A's circled =	4
Total number of R's circled =	4
Total number of K's circled =	3

Your scores will give an indication of your preference for some of the different ways of learning
 ie: V - by Visual Study Strategies
 A - by Aural Study Strategies
 R - by Read/Write Study Strategies
 K - by Kinesthetic Study Strategies

Use the information sheets provided which give advice on how you may improve your performance.

You can also find the information on the website www.vark-learn.com

According to this questionnaire, I learn better by listening, discussing, reading and writing. I think that is accurate because I like to have a quiet time when I study, and I like to mostly do it by myself and in my way.

The other questionnaire applied is Myers Briggs Psychometric Test. This is based on 4 criteria:

1. Extrovert – Introvert;
2. Sense – Intuition;
3. Think – Feel;
4. Judge – Perceive.

The first one, Extrovert – Introvert is about the way that a person is expressing herself. The second one, Sense – Intuition, is about the origin of the information – external or internal. The third criteria Think – Feel, is about choosing to believe the head and think logical or the heart and be guided by feelings and emotions. The last criteria, Judge – Perceive, is based around the implementation of the information, if someone follows the rules or if they try to adapt the rules to their own needs.

My results for this questionnaire are represented in the image below:

	a	b		a	b		a	b		a	b
1	✓		2		✓	3	✓		4		✓
5		✓	6	✓		7	✓		8	✓	
9	✓		10	✓		11		✓	12	✓	
13		✓	14		✓	15	✓		16	✓	
17	✓		18		✓	19		✓	20	✓	
Total	3	2		2	3		3	2		4	1
	Extrovert	Introvert		Sensing	Intuitive		Thinking	Feeling		Judging	Perceptive

These numbers validate what I already knew. That I am an Extrovert and I like to express myself; I usually follow my guts; I prefer to be rational and think with my head and usually prefer to follow the rule because it's easier.

The SMART goal is a tool used by companies and people that want to be successful and to constantly progress. The acronym is standing for Specific, Measurable, Achievable, Realistic and Time Bound.

My goal is to apply for a better position at my workplace. Is specific because I want to achieve a post as a fleet team leader in the company that I work for. Is measurable because this is going to happen after I will finish all the courses and trainings that I need for this position. For now, I can say that I already achieved around 15% from all of them. When I will finish this course, I expect to have completed around 85% of the trainings. Is achievable because after I will pass all my exams and I will finish this course I will be closer to my goal. Is realistic because in my opinion is easier to go for a better position at the actual workplace than find another job because I already know the staff, I already know the procedures and everyday I find a new chance to prove myself and to be close to my colleagues. My goal is also time-bounded because this course takes one year to be finished, and I've allocated another six months to achieve all the trainings and qualifications that I need to be able to apply for the fleet team leader position.

In order to achieve this goal and keep a track of my progression, I must use a tool named 'Personal Development Plan'. This tool is usually used by someone who wants to keep being motivated and that wants to check the progress constantly. This tool is also used to transform the weaknesses in strengths or opportunities.

WEAKNESSES	TRANSFORMATION	STRENGTHS
Trouble saying no	I need to pay more attention to details and think more before taking a decision	This will help keep my head clear and not overwhelming myself with unnecessary things and allow me to focus on the most important things first.
Reading and writing	I will achieve a good level of English by coming to the courses, by reading for my homework, practicing the presentations before and check my spelling.	I will have an excellent level of English that will be helpful when I want to express myself so I will avoid misunderstandings and I will be more confident in myself.

Multitasking	I will make to-do lists that will help me prioritise my work and not doing it all at once because I will end up doing nothing correctly.	I will be able to finish every task in time and in a correct way because I allow myself to focus on only one task at the time and I will finish everything more faster than If I try to do everything in the same time and I will avoid unfinished tasks.
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Conclusion

I am proud to say that I discovered myself doing this report. I found out what type of person I am, which are my strengths and my weaknesses, I learned about the opportunities that I have and what can I do to make sure that I take every single one and make it work. I also validated some of my knowledge about how I learn better and how I can apply everything in my day-to-day life.

My smart goal is also something that I've secretly wished for many years but I never tried to go for it and make it real and I see now that unfortunately, I lost too much time but hopefully I will still be able to achieve it.

At the same time, I learned about some theories that I've never heard before and I can't believe that I didn't know because they are so helpful. I always asked myself how some people can be successful, but I can't and through this report I think I find the answer. It only depends on setting a realistic goal, making a plan and work towards it.

In conclusion, for sure I will apply everything in my life, and I hope that little by little I will see the benefits. I am grateful to have the opportunity to study and to learn so many things and I feel empowered and motivated to make my life better every day.

References

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Appendices

Myers Briggs personality profiling test

Instructions on how to complete the test

- For each of the following 20 prompts choose a. or b.
- Record your answers on the score sheet directly below question
- The score sheet runs horizontally along the row before going down
- Choose the answer that you think most accurately describes you
- Even if you agree with both answers, check one you agree with more.
- Answer as you really are, not you want to be.
- Make choices for the majority of your life situations.
- Having strong interests should not be used to cloud the results.
- Think of situations in which you are free to be yourself.
- There are no right or wrong answers.
- Answer honestly.

Questions

1. ☒ a. expend energy, enjoy groups or ☐ b. conserve energy, enjoy one-on-one
2. ☐ a. interpret literally or ☒ b. look for meaning and possibilities
3. ☒ a. logical, thinking, questioning or ☐ b. empathetic, feeling, accommodating
4. ☐ a. organized, orderly or ☒ b. flexible, adaptable
5. ☐ a. more outgoing, think out loud or ☒ b. more reserved, think to yourself
6. ☒ a. practical, realistic, experiential or ☐ b. imaginative, innovative, theoretical
7. ☒ a. candid, straight forward, frank or ☐ b. tactful, kind, encouraging
8. ☒ a. plan, schedule or ☐ b. unplanned, spontaneous
9. ☒ a. seek many tasks, public activities, interaction with others
b. seek private, solitary activities with quiet to concentrate
10. ☒ a. standard, usual, conventional or ☐ b. different, novel, unique

11. a. firm, tend to criticize, hold the line or ☒ b. gentle, tend to appreciate, conciliate
12. ☒ a. regulated, structured or b. easygoing, "live" and "let live"
13. a. external, communicative, express yourself or ☒ b. internal, reticent, keep to yourself
14. a. focus on here-and-now or ☒ b. look to the future, global perspective, "big picture"
15. ☒ a. tough-minded, just or b. tender-hearted, merciful
16. ☒ a. preparation, plan ahead or b. go with the flow, adapt as you go
17. ☒ a. active, initiate or b. reflective, deliberate
18. a. facts, things, "what is" or ☒ b. ideas, dreams, "what could be," philosophical
19. a. matter of fact, issue-oriented or ☒ b. sensitive, people-oriented, compassionate
20. ☒ a. control, govern or b. latitude, freedom

Put your answers in the score sheet grid below

	a	b		a	b		a	b		a	b
1	✓		2		✓	3	✓		4		✓
5		✓	6	✓		7	✓		8	✓	
9	✓		10	✓		11		✓	12	✓	
13		✓	14		✓	15	✓		16	✓	
17	✓		18		✓	19		✓	20	✓	
Total	3	2		2	3		3	2		4	1
	Extrovert	Introvert		Sensing	Intuitive		Thinking	Feeling		Judging	Perceptive

LEARNING STYLES QUESTIONNAIRE

This questionnaire aims to find out something about how you learn best. The follow up materials will then give you tips on how to use your preferred style for maximum benefit.

Choose the answer which best explains your preference and circle the letter next to it. Please circle more than one if a single answer does not match your perception. By the way, there are no 'right' or 'wrong' answers! No further information can be given as it may prejudice your responses.

When you have completed the questionnaire, use the marking guide to find your score for each of the categories, Visual, Aural, Read/Write and Kinaesthetic.

1. How many syllables are in your first name?
 - (a) one
 - (b) two
 - (c)✓ three
 - (d) more than three
2. You are about to give directions to a person who is standing with you. They are staying in a hotel in town and want to visit your house later. They have a rental car. You would:
 - (a) draw a map on paper
 - (b) tell them the directions
 - (c)✓ write down the directions (without a map)
 - (d) collect them from the hotel in my car
3. You are not sure whether a word should be spelled 'dependent' or 'dependant'. I would:
 - (a)✓ look it up in the dictionary
 - (b) see the word in my mind and choose the way it looks
 - (c) sound it out in my mind
 - (d) write both versions down on paper and choose one
4. You have just received the latest copy of a magazine with an itinerary for a conference, this is of interest to someone else. You would:
 - (a)✓ phone them immediately
 - (b) send them a copy of the printed itinerary
 - (c) show them on a map of the world
 - (d) share what I plan to do at each place I visit
5. You are going to cook something as a special treat for your family. You would:
 - (a)✓ cook something familiar without the need for instructions
 - (b) thumb through the cookbook looking for ideas from the pictures
 - (c) refer to a specific cookbook where there is a good recipe
6. A group of students from another school has been assigned to you to find out about the geology of your local area. You would:
 - (a)✓ drive them to a wildlife reserve or park
 - (b) show them slides and photographs
 - (c) give them pamphlets or a book on wildlife reserves or parks
 - (d) give them a talk on wildlife reserves or parks

7. You are about to purchase a new compass clinometer. Other than price, what would most influence your decision?
- (a) the salesperson telling you what you want to know
 - (b) ✓ reading the details about it in a journal
 - (c) playing with the controls and listening to it (road testing it)
 - (d) it looks really smart and fashionable
8. Recall a time in your life when you learned how to do something like playing a new board game. Try to avoid choosing a very physical skill, eg. riding a bike. You learned best by:
- (a) visual clues - pictures, diagrams, charts
 - (b) written instructions
 - (c) ✓ listening to somebody explaining it
 - (d) doing it or trying it
9. You have an eye problem. You would prefer the doctor to:
- (a) tell me what is wrong
 - (b) ✓ show me a diagram of what is wrong
 - (c) use a model to show what is wrong
10. You are about to learn to use a new program on a computer. You would:
- (a) sit down at the keyboard and begin to experiment with the program features
 - (b) ✓ read the manual which comes with the program
 - (c) telephone a friend and ask questions about it
11. You are staying in a hotel and have a rental car. You would like to visit friends whose address/location you do not know. You would like them to:
- (a) draw a map on paper
 - (b) tell directions
 - (c) write down the directions (without a map)
 - (d) ✓ collect me from the hotel in their car
12. Apart from the price, what would most influence your decision to buy a particular textbook?
- (a) I have used a copy before
 - (b) ✓ a friend talking about it
 - (c) quickly reading parts of it
 - (d) the way it looks is appealing
13. A new movie has arrived in town. What would most influence your decision to go (or not go)?
- (a) I heard a radio review of it
 - (b) I read a review of it
 - (c) ✓ I saw a preview of it
14. Do you prefer a lecturer who likes to use:
- (a) a textbook, handouts, readings
 - (b) flow diagrams, charts, graphs
 - (c) field trips, labs, practical sessions
 - (d) ✓ discussion, guest speakers
15. Ignore question 1.

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