

Professional Career Development Reflective Report

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University of Wales Trinity Saint David

Module : Professional Career Development week 1-5

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Executive Summary

Because I am attracted to psychology and I enjoy working with people ,this module fascinated me .

In these 5 weeks I learned a lot ,and I discovered myself much better .

In this Report I will write about how this module prepared me and what I learned ,the steps and progress from being better organized to being able to understand body language .

In this Reflective Report I will write about 5 very challenging and lovely weeks.

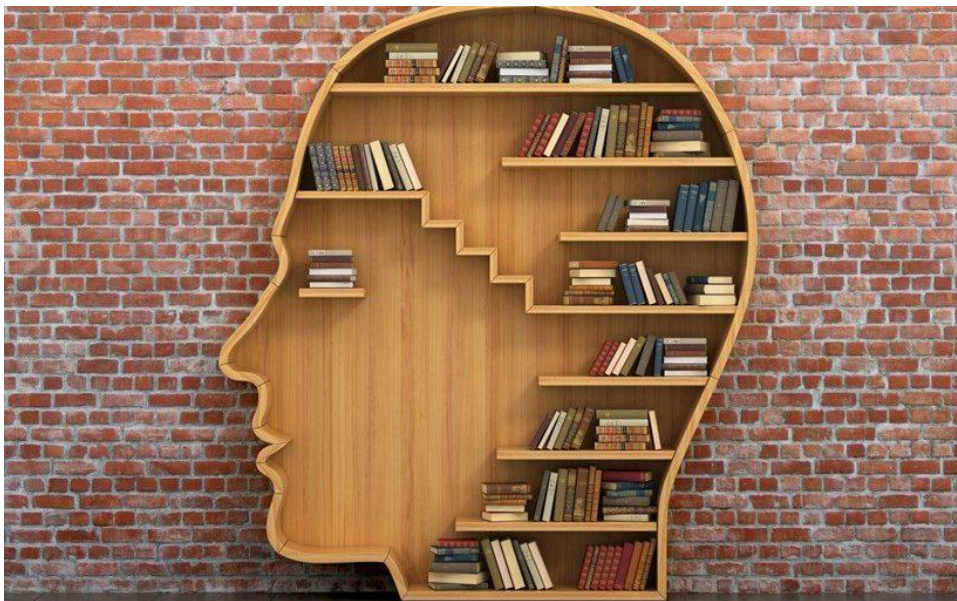
Terms of Reference

This report was proposed by Module Tutor Mel Squiere (16/10/2021).

Upon completion of this module ,students have the opportunity to demonstrate what knowledge they have acquired.

Procedure

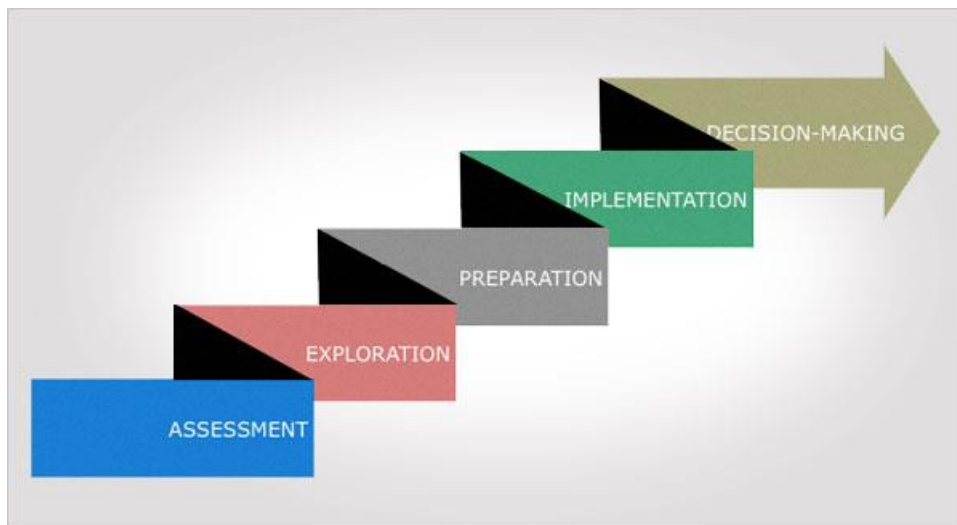
The most important point of information for me was Professional Career Development module , the book Stella Cottrell (2019) is one of my favorites , University Library , Google and many other sources of information .



Contents Page

Cover Page.....	1
Executive Summary	2
Terms of Reference.....	3
Procedure.....	4
Contents Page	5
Introduction.....	6
Findings (focussing on weeks 1-5).....	7
Professional Career Development	7.1
Strategies development.....	7.2
Journey development	7.3
Smart Goal	7.4
Research	7.5
Swot analysis.....	7.6
Critical analysis.....	7.7
Employability skills.....	7.8
Personal Development Plan (PDP).....	7.9
Conclusions.....	8
References/Bibliography.....	9

Introduction



Professional Career Development is the first step in this adventure of improving the qualities of a leader and a good manager .

This module teaches us that , behind a successful career are the basis of important steps and years of research .

Study is important – of course, I would say that . But college life is about much more than that . It can and should be a life-changing experience –a time to have your ideas challenged ,to meet people from an incredibly wide range of backgrounds ,to think how your education could change your own life and that of others . (Cottrell 2019 p12)

Findings

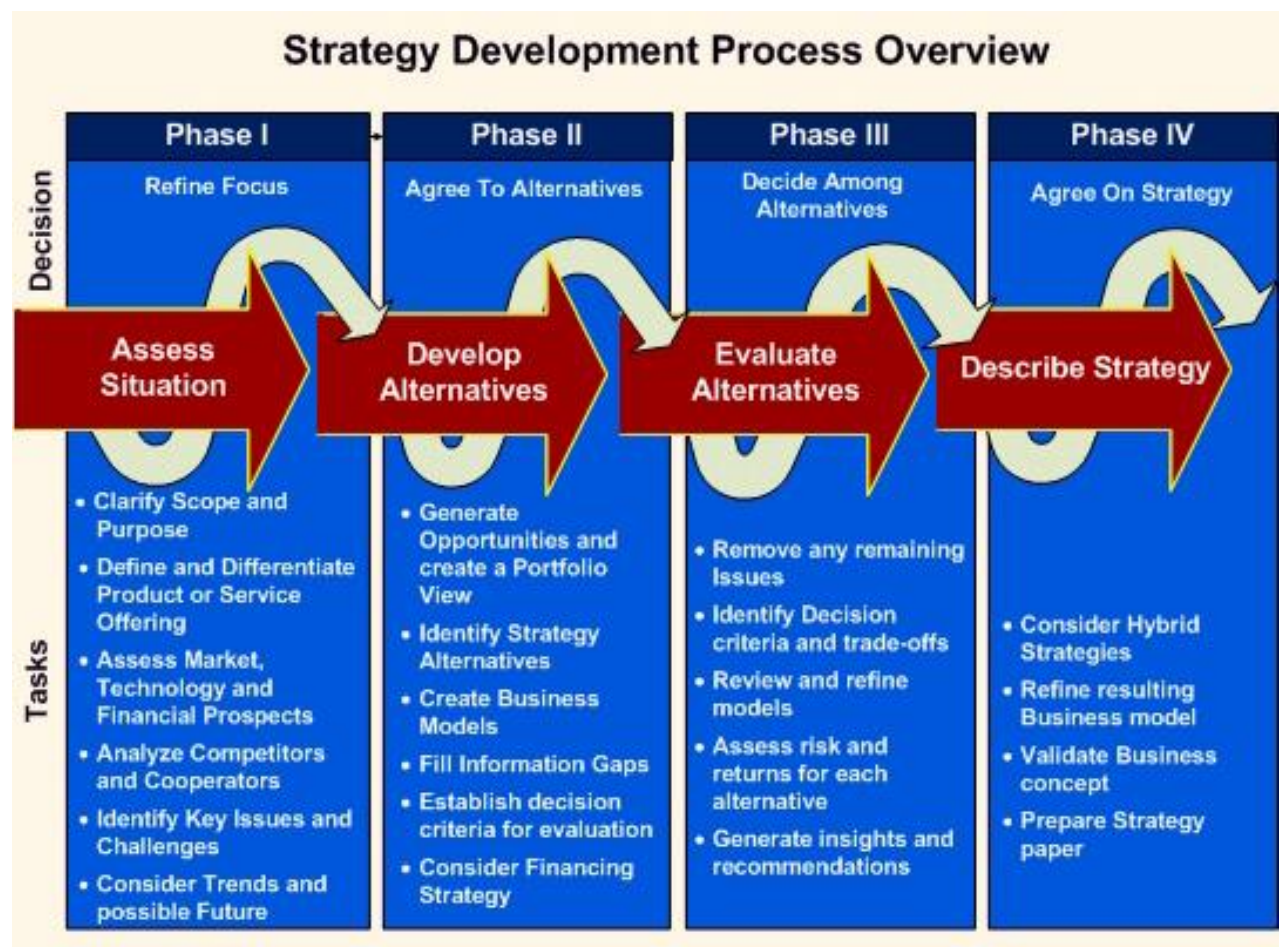
Focussing on weeks 1-5 I learned to organize my time, to set my priorities to have confidence in decision make to discover my weaknesses and strengths.

7.1 Professional Career Development

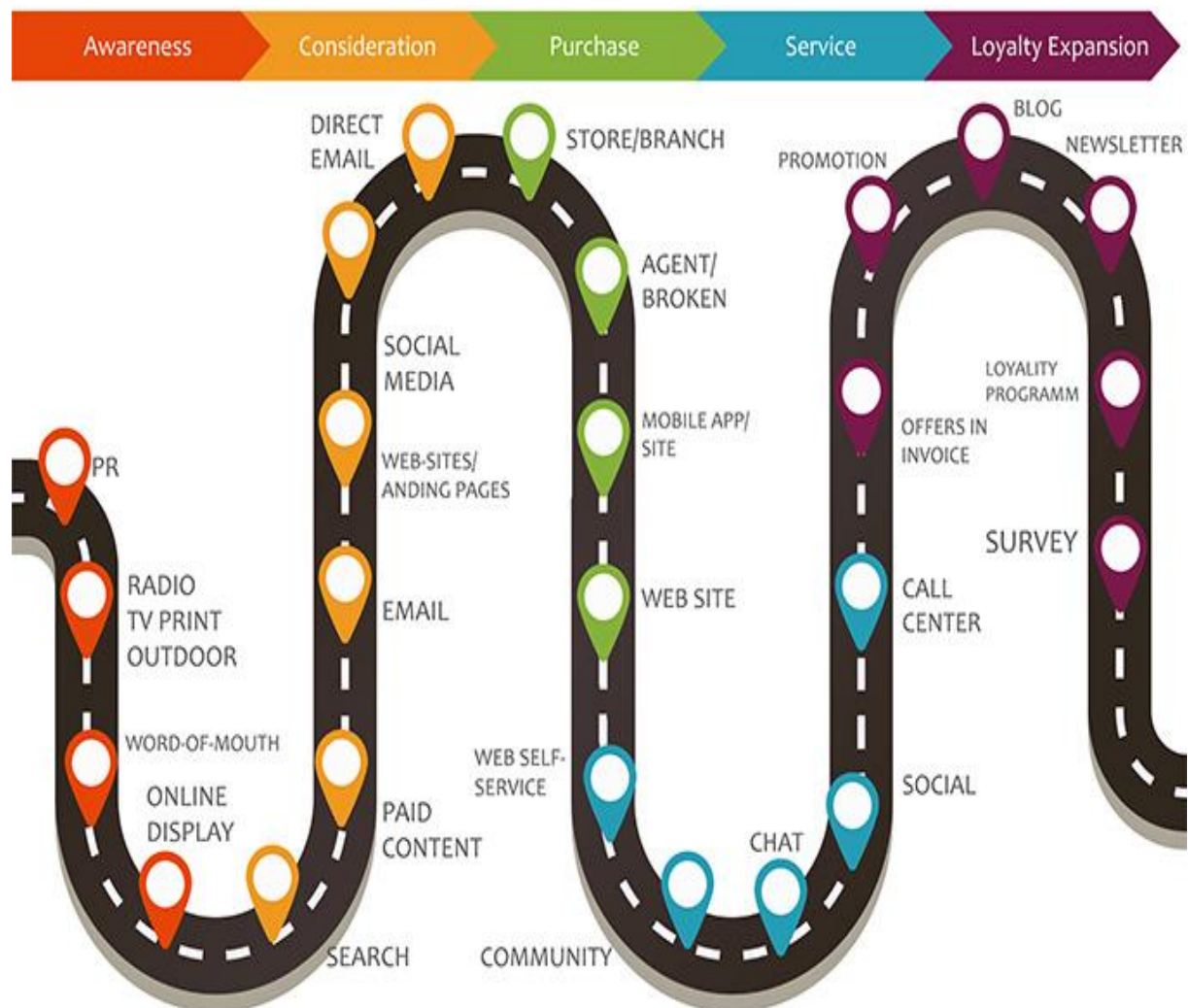
During this 5 weeks in this module I learned about :

- Introduction to the Module
- Personality Profiling and Learning Styles
- Employability Skills
- Personal Development Planning
- CV and Job Application

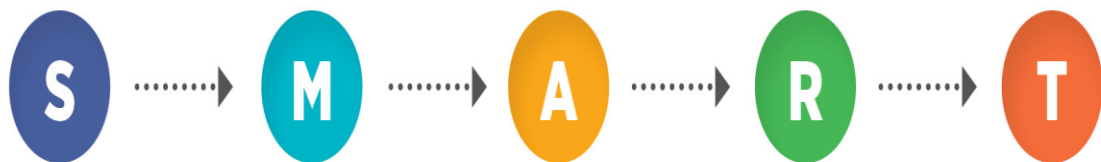
7.2 Strategies Development



7.3 Journey development



7.4 Smart Goal

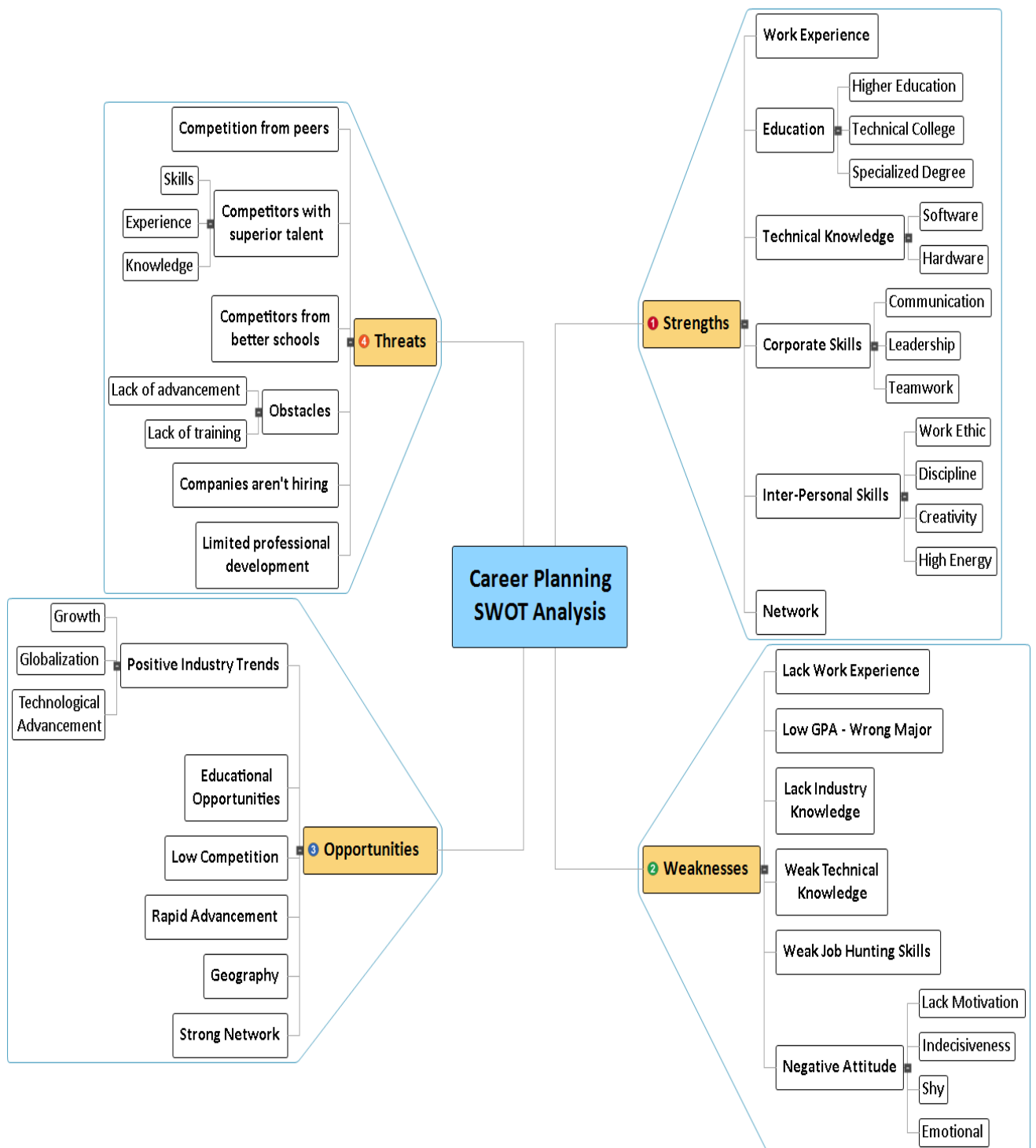


Specific	Measurable	Attainable	Relevant	Time-Bound
Make sure your goals are focused and identify a tangible outcome. Without the specifics, your goal runs the risk of being too vague to achieve. Being more specific helps you identify what you want to achieve. You should also identify what resources you are going to leverage to achieve success.	You should have some clear definition of success. This will help you to evaluate achievement and also progress. This component often answers how much or how many and highlights how you'll know you achieved your goal.	Your goal should be challenging, but still reasonable to achieve. Reflecting on this component can reveal any potential barriers that you may need to overcome to realize success. Outline the steps you're planning to take to achieve your goal.	This is about getting real with yourself and ensuring what you're trying to achieve is worthwhile to you. Determining if this is aligned to your values and if it is a priority focus for you. This helps you answer the why.	Every goal needs a target date, something that motivates you to really apply the focus and discipline necessary to achieve it. This answers when. It's important to set a realistic time frame to achieve your goal to ensure you don't get discouraged.

7.5 Research



7.6 Swot analisis



7.7 Critical Analysis



7.8 Employability Skills

List of employability skills

Personal Attributes Loyalty Commitment Honesty and Integrity Enthusiasm Reliability Personal Presentation Commonsense Positive Self-Esteem Sense of Humour Balanced Attitude to Work and Home Life Ability to Deal with Pressure Motivation Adaptability							
Communication	Team Work	Problem Solving	Initiative and Enterprise	Planning and Organising	Self Management	Learning	Technology
Listening and understanding	Positive influence on others	Develop practical solutions	Adapts to new situations	Time structuring and management	Self awareness	Able to manage own learning	Basic computer skills
Speaks clearly and directly, express ideas and feelings and judgment	Work well on own and in a group	Implement action based on data	Able to suspend judgment and explore options	Setting and achieving goals	Evaluates and monitors own performance	Contribute to workplace learning	Relate technology to work
Writes clearly to the needs of an audience	Conflict resolution	Shows initiative in resolving problems	Makes effective use of information	Thoroughness and attention to detail	Operates independently	Enthusiasm to participate in learning	Willing to update skills
Negotiates effectively	Leadership capabilities	Understands basic budgeting	Recognise need for change	Effective decision making	Has personal vision and goals	Open to new ideas	Use IT to organise data
Reads and comprehends well	Be responsible for own work and team goals	Able to estimate and calculate	Transfer ideas and concepts into action	Planning and managing resources	Take responsibility	Invests time and effort into learning	Apply OHS to use of technology
Foreign language competence	Define role in a range of teams	Creative ideas to resolve problems	Develop strategic and long term view	Plan for contingencies	Articulate own ideas	Use a range of mediums to learn	Apply IT as a method of managing work
Uses numerical skills effectively	Coaching, mentoring	Solve problems in a team	Generating a range of options	Collecting and analysing data	Care for self	Apply learning to technical issues	
Establishing and using networks	Identify team strengths	Test assumptions	Creative	Establish project goals	Self confidence	Apply learning to people issues	
Sharing information, persuading effectively, being assertive	Apply team work skills to a range of situations	Resolve customer concerns	Initiate innovative solutions	Understand basic business systems	Manages personal and professional boundaries	Acknowledge need to learn to manage change	

7.9 Personal Development Plan

What are my big goals ?	How I can improve my chances of meeting my goal	What obstacles might get in my way	Where I can go for support	Date of goals done
Communication	-read -weitten -speaking in front of a group -spiking in the front of mirror.	- Time - Adlt life - Procrasti nations -fear of others opinion	-book -University -Library - Tv - Online tutorial	-moust asap possible -until next year I want by able to give a speech in front of a group
Academic writing	-Universiti -raports -research -online ideas Book of Stella Cottrell is a real guide	- Adultu life - Procrasti nation -	- Book - Uiversity - Online research - Library	- Next assessme nt need by perfect

Conclusions

Conclusions

Implementing of Service Learning make possible to *coordinate career education* with broad general university education in serving the society's interests and dealing with regional issues.

Service learning method is not only a possibility for students as future members of market to learn solving specific problems in the professional occupational field chosen, but it is also a way to understand the *peculiarities of bounded and boudaryless career* and to improve the competencies of career management.

