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Professional Career Development

Report

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1. Introduction

Professional career development is a way for an individual to prosper in a field with the help of different key skills. To enhance the skills of an individual a person should be active in learning the techniques which the current market demands. Career development is the key source by which an individual, as well as an employee, can be motivated to perform better. His productivity will increase with the help of new learning techniques. The process needs total discipline and dedication through proper training which helps to increase market-related practical knowledge. An employee is supposed to graduate and then possess the latest personal skills before entering an organisation. (Vander Schee, Andrews and Stovall, 2022). In both short and long-term career development skills of an individual are enhanced, his competency level increases and traits are flourished throughout the guidance. In this report, the author has reflected on the perspective of professional career development from different angles. He uses Gibb's remarkable Reflection Theory describing its six stages-Description, Feelings, Evaluation, Analysis, Conclusion and Action Plan keeping in mind the present status of employment goals and understanding one's

own positive and negative aspects which will need modification(Walker, Bair and Macdonald, 2022). The need of managing time, problem-solving skills, leadership skills, negotiation skills, motor skills and many more are discussed for the betterment of an individual and a company as well.

2. Personal Reflection on the role

Description

The effectiveness of Gibbs' Reflection Theory plays an immense effect on the students (Ibrahima, Khalfb and Khalilc, 2020). The first stage of Graham Gibbs's theory, this stage narrates the situation effectively. I took a detailed and proper understanding of a topic into consideration. An individual is supposed to have the proper knowledge of the task which is necessary to understand the whole process (Walker, Bair and Macdonald, 2022). By raising the questions like what the fact is, and which skills are in demand for that knowledge, his or her grip in various fields should be guided by the in-depth knowledge of the very fact. Even this stage takes into consideration what happened, what others are doing and so on. This stage demands both clarity and relevance.

Feelings

This is the second stage of the Reflective Theory where the feelings of individual gain importance. Through the overall training process what kind of feelings he has gone through during the whole process, what the feeling he can have in different situations, how other people would react under that same condition and many more. Here I went through

different levels of emotion while going through the training process in developing my career-related skills. In this stage of my feelings, I came to understand which is good and which is not for my future. He or she should have the perspective of what was wrong for him, what was right for him, what did not go properly, and what other people could contribute in this situation.

Evaluation

In the third stage of this theory, I started evaluating everything based on my gathered feeling. Being objective, the person is supposed to look at every situation with the same effect. He or she should have the perspective of what was wrong for him, what was right for him, what did not go properly, and what other people could contribute in this situation. An honest evaluation can lead an individual to have a smooth insight into the concerned development. Thus I could take the proper analysis and action plan by evaluating my training process objectively.

Analysis

The process of Analysis has enabled me to understand the situation and the expectations. The position of Bank Manager is monumental for a Bank. There are expectations and responsibilities associated with every job role. Analysis of the situation enabled me to understand what is expected of me. The mannerisms that need to be adopted by me to be competent enough to secure the position. The knowledge which I have shall greatly benefit me to regain a completely different experience on the job. Analysing the possible scenarios shall enable me to take

important decisions and engage in activities. Actions about a particular situation are derived by careful analysis of a particular situation.

Conclusion

I have concluded the expectations of the job role. The scenario related to my employment for the post is made clear. I have considered both the positive and negative experiences that I had during the procedure. The bank Manager plays a strategic role within a bank which is part of my job. This has enabled me to be sure regarding the position that I had applied for. I am content with the manner the interviews had taken place. I am sure that the hard work I had to put in for the preparation of the interview has been sufficient. I have realised that there are various traits in me which make me a suitable candidate for the post.

Action Plan

I have an understanding of the nature of the job which I have applied for. I understand that this position comes with a lot of responsibilities. I am aware of the skills which I possess. The application of these skills shall enable me to fulfil the requirements of the job. I am aware that I need to focus on acquiring more skills which shall justify my application for the position. I strive to focus on my actions to excel in my career and lead to professional development. I aim at making use of the opportunities which shall make me a competent employee of a renowned firm.

3. Personal development plan

Skills	Activities to learn them	Essential Support	Obstacles to learning the skills	Time
Time Management Skills	The author may make a list of all tasks which have to be completed and then prioritise them as per their deadline and importance and provide a specific time for each task to enhance time management	The web as well as some familiar people provided the author with crucial assistance as she learned how to organise her time (Walker, Bair and Macdonald, 2022). The author learnt the value of	During the path of achieving time management skills, the author may face several challenges. Such barriers include lack of digital knowledge, lack of internet connection, lack of patience and	30.07.2022

	t skills. The author can do it manually or can use some time management tools. There are various time management tools like Trello, toggle, to-do-list and many more (Faub, 2020). The author can use these tools to develop time	time management skills from the internet, and friends and family assisted the author in putting these abilities into practice in the right ways.	dedication, and so on.	
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	managemen t skills.			
Negotiation Skills	The author surveyed the market and analysed market trends to know the market rates and conditions to increase her negotiation skills.	The author got support from various sources on the internet and some family members connected with a business.	During this, the author faced some barriers including lack of reliable information, lack of sources and so on.	15.07.2022
Problem Solving Skills	The author achieved problem-solving skills by increasing her critical	The author got full support from family members, and peers.	During this, the author faced some challenges including a lack of ideas, a lack	20.07.2022

	thinking ability and always tried to help ahead of her peers.		of proper understanding of the problem and so on.	
Innovation Skills	By enhancing simple chores with their ideas, designs, and so forth, the author has developed the skill of innovation.	The internet had been a crucial resource for the author as she developed her innovation abilities.	The author encountered challenges when trying to demonstrate inventiveness while acquiring the skill.	01.07.2022

SMART Goals

Specific

The SMART goals are an analytical model which enables an individual to plan the acquisition of designated skills. S in SMART stands for Specific which denotes that a goal needs to be specific to be effective. The author aims at achieving skills like Time Management skills,

Negotiation skills, Problem-solving skills and Innovative skills (Oleksandra, Oksana and Yevheniia, 2019). The need to acquire these goals is specific for the author as the author aims at improving on a professional level. The author is ready to take the necessary measures which are necessary to acquire these skills. The goal is purpose-driven which adds to the specification of goals.

Measurable

The M in SMART goals denotes Measurable, which accounts for the progress of the goals. The author understands that after setting a specific goal it is important to check the measurability (Nugraha, 2022). There needs to be a particular time frame to work towards the goals. This enables the author to keep track of the progress. The author plans in making a schedule and working towards the objective keeping in mind a designated deadline. Tracking the progress of a task enables an individual to understand the hindrances which are causing the delay. The author has acquired certain skills which shall enable him to track his progress timely.

Achievable

The 'A' of the phrase SMART goals is termed as 'Achievable' which denotes the goals or skills and abilities which are going to be chosen by the author to achieve (Swann et al., 2022). To be a bank manager, the author needs to achieve some skills and abilities. The author already has strong communication, leadership and motivational skills. However, there is also a lack of some other skills including time management skills, negotiation skills, problem-solving skills, and

innovation skills. The author needs to develop and achieve such skills as well.

Relevant

This is the R in the SMART analytical technique, which instructs the user to select appropriate career goals or abilities that may be regularly required by an organisation. As a result, the author decided to gain all the necessary job-related abilities.

Timebound

This last one, T, of the SMART analytical framework advises setting a deadline for each target. This item aids in goal accomplishment through efficiency, productivity, and rewards. The author has set a deadline for mastering the abilities.

4. Self – Evaluation plan

The motivation of the author is secure a job by developing all his skills. The author has various styles of learning and among them, note taking and memorising the notes are most important. The author has experience as a bank manager in a bank. The author has worked in a bank for 2 years and from there the author has developed various skills.

5. SWOT Analysis

The bank manager is an important role for a bank. A bank Manager is vital for the banking industry. Bank managers are under huge pressure and this designation in the banking industry is very responsible for handling a bank's complex business process. The author of this report

will try to portray the personal strengths and weakness that is needed for being a bank manager.

Strengths

Communication Skills: The communication skill of the author is very strong and he or she can communicate well with others. The author is known for public speaking and also known for convincing people well which are the most needed criteria for being a bank manager. The author is known for the trust for his or her work and good knowledge of team building which are very important for being a bank manager. The author has found himself or herself creating a better relationship with bank employees that are very essential for being a bank manager. The author also found himself or herself able to problem-solve in the bank and has a good capacity for being a bank manager.

Leadership Skills: To be in a business company with good leadership skills the author must find in himself or herself. Competent leaders are inspired to deal with challenges which are found in the author himself or herself (Radi Afsouran, Thornton and Charkhabi, 2022). A bank manager must be a good leader, which the author found in him. Better leadership skills can quickly develop economically for banks which finds the author in himself or herself.

Motivation Skills: To be in a business company with good motivation skills the author must find in himself or herself (Datep and Datep Purwa Saputra, 2022). Personal interpersonal skills for choosing multiple majors can be found in the author himself or herself (Grabsch et al., 2022). Good motivation skills can create a good business deal easily

solved through the employee's good work. Good motivation skills can easily do the work the author finds in himself or herself.

Weakness

Time Management skills: The author has multiple strengths, however, he has certain weaknesses as well and managing time is one of the weaknesses. Time management skills are important for saving time and testing bank managers' productivity which the author does not find in himself or herself.

Negotiation Skills: Negotiation skills are very important for being a bank manager and the author has not found it in himself or herself. Negotiation skills help a bank avoid future problems which are not found in the author himself or herself. Negotiation skills solve bank product quality matters which are not found in the author himself or herself.

Innovation Skills: Innovation skills are very important to be a good bank manager which is not found in the author himself or herself. Innovation refers to the ability to present a new product and develop a new organisational structure which is not found in the author himself or herself (Obeidat et al., 2021). Innovation skills increase competitiveness for a bank being a bank manager which is not found in the author himself or herself.

Problem-solving Skills: Problem-solving skills are very important in being a good bank manager which is not found in the author himself or herself. Problem-solving business workplaces solve many problems.

Being a bank manager this capacity is important that the author not be found in himself or herself.

Opportunities

The author has multiple opportunities like he or she has good communication skills and these skills are very important when joining an agency or an organisation. The author has good leadership skills and these skills are also very important for a Bank manager to perform well.

Johari Window

Open/Free Area	Blind Area
Hidden Area	Unknown Area

Open/Free Area: The author knows that he has good leadership skills and the people around him also know that he has good leadership skills.

Blind Area: The other people know that the author can do well in the negotiation because of his or her good communication skills but the author does not know that he has good negotiation skills and he thinks that it is his weakness.

Hidden Area: Many people do not know that the author has great motivation skills and he or she can motivate others very well. This has always been his or her plus point but many people do not believe this.

Unknown Area: The author does not know anything about the stamina that he or she can put in the work and this is unknown to others as well.

Action Steps

The author is going to refine all his or her skills and then will try to build those skills which are termed as weaknesses by the author himself. The author plans to join any organisation that helps people develop these skills and is also willing to practice and be perfect.

6. Conclusion

The report's author concluded that after acting out an interview, she experienced a range of emotions and assessments. In this report, she used the Gibbs Reflective Model to reflect on the experience. The report's author has also outlined his or her career objectives using the SMART Framework and made an effort to illustrate the objectives that are required for the occupation. To know what abilities to grow and what skills to hone, the author of this study has also highlighted his or her strengths and limitations. Throughout this study, the researcher has also presented a personal development plan that highlights the abilities needed for both personal and professional growth. Thus, the author of this study has provided a thorough analysis of the emotions and abilities that are crucial in the workplace.

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7. APPENDIX

Job application form

Application for the position of a bank manager

Your details

Name:Bianca Agripina Sztan

Education and training

Please give details:

Qualifications

Please give details: I have a diploma certificate in Business management. I have also pursued other certificate courses in project management and Financial Risk management. I have twelve years of experience working in the financial sector in the UK.

Employment history

Your current or most recent employer

Name of employer: Alliance Trust savings Limited

Job title: Project manager

Length of time with employer: I worked with Alliance Trust savings Limited for five years. From 2017 up to date.

Reason for leaving: To be completely honest, I had no plans to change, but a previous co-worker told me about this position. I looked into the job and was impressed with both your company and the opportunity. What you are presenting sounds like a fantastic opportunity that perfectly complements my skills.

Duties:

I was tasked with creating numerous initiatives and programs for Alliance Trust Savings Limited to assist staff in improving their abilities to service clients. I also created and kept up with essential project outcomes, timelines, communication strategies, and status updates.

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

Other job done: **Project assistant**

Institution: Alliance Trust savings Limited

Period: 2015-2017

Personal skills

- ✓ Good communications skills: I was competent at effectively communicating with managers and team members from respective units and defending significant financial operations.
- ✓ Negotiation skills: I was able to earn my reputation of being fair and respectful when addressing issues relating to my team members.
- ✓ Diligence: I was dedicated to putting in a lot of effort every day no matter the situation or project.
- ✓ Adaptability: I was able to overcome unexpected challenges to succeed and give my colleagues a portion of the credit.

Technical skills:

- ✓ Deep Understanding of Financial Analysis:
- ✓ Task management skills.
- ✓ Risk management skills.
- ✓ Cost management skills.

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

After going through the job description, I decided to apply because I thought it would be a fantastic chance to keep polishing my management and leadership abilities. And given that I have previously spent three years in my most recent firm handling seven-figure client projects and overseeing a staff of five individuals, I am certain that I could adapt to this position quickly and begin producing results for you. My previous project management expertise, in my opinion, would enable me to contribute right away in this position.

I think I am the best applicant for this job because I have first-hand knowledge of several of the responsibilities listed in the job description, such as project management and customer care. Since I started my career, I have wanted to work in the financial field, thus I am inspired and thrilled to take on this position in your company. My years in this sector have given me both practical knowledge and a perspective regarding where the sector has been and where it is headed. I possess the technical expertise that can only be acquired after several years of experience. Therefore, I can go right into this position and start succeeding right away.

Right to work in the UK

Do you need a work permit to work in the UK? **No**

References

1. Harrison Smalling

Email: harissonsmalling@gmail.com

The manager

Alliance Trust Savings Limited.

2. James Prowse

Email: jamesprorowse@gmail.com

Communications Director

Lloyds Banking Group Limited.

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name: Bianca Agripina Sztan

Signature: Bianca

Date: 29/8/2022

Interview Feedback Form

Date: 27/08/2022

INTERVIEWEE: Bianca Agripina Sztan

INTERVIEWER: Volunteer (Tutot)

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor

	5	4	3	2	1	Comments
ARRIVAL, APPEARANCE & POISE						
Firmly shook hands of interviewer, smiled and greeted	☐	☐	☒	☐	☐	The role play was done online some of the features could not be assessed but you must use my oral comments in conjunction with this feedback.
Maintained eye contact	☐	☐	☒	☐	☐	
Hand and facial movements were natural	☐	☐	☒	☐	☐	
Posture (sat up straight, etc.)	☐	☐	☒	☐	☐	
Displayed confidence	☐	☒	☐	☐	☐	
SKILLS PRESENTATION & DELIVERY						
Demonstrated knowledge about the company	☐	☒	☐	☐	☐	It was a fantastic interview. You need to improve on speaking clearly and slowly as you are too fast in your response. You must develop more confidence and try to ask meaningful questions from your potential employer as this might ruined or jeopardize your chances of getting the job.
Aligned answers with the needs of the company	☒	☐	☐	☐	☐	
Demonstrated skills with examples	☐	☒	☐	☐	☐	
Acted in a polite manner	☐	☒	☐	☐	☐	
Answered questions in full and in a timely manner	☐	☐	☒	☐	☐	
Understood the position	☐	☒	☐	☐	☐	
Displayed enthusiasm	☐	☒	☐	☐	☐	

Focused on strengths; avoided weaknesses	☐	☐	☒	☐	☐	
Referenced specific items on CV	☐	☐	☒	☐	☐	
Emphasised qualifications	☐	☐	☒	☐	☐	
Asked appropriate questions of the interviewer	☐	☐	☐	☒	☐	
Spoke clearly and at a reasonable volume	☐	☐	☐	☒	☐	
Limited the use of filler words such as "um" or "like"	☐	☐	☒	☐	☐	
Did not talk negatively about previous employer(s)	☐	☒	☐	☐	☐	
OVERALL PREPARATION	☐	☒	☐	☐	☐	LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE INTERVIEW. FAEDU 27/08/2022
POINTS AVAILABLE <u>100</u> POINTS EARNED <u> </u> GRADE _66_ %						