

REPORT

PERSONAL REFLECTION ABOUT
PLANNING A PROFESSIONAL CAREER

PROFESSIONAL CAREER DEVELOPMENT

(BMSW4005)

Gulnar Ali

Nataliya Virych - 1909127

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Introduction

Planning is an initial start for a task. One receives best result from a task only when the plan is right and properly strategized. This report is my own reflection on tasks that I have undertaken throughout the course. I completed SWOT analysis, SMART and personal development plan. I am going to reflect on these tasks along with my interview as a participant looking for the job of Patient Booking Clerk. I will use lifeline, and Johari Window to initiate such process in the rightest manner.

My vision

I am determined to work in National Health Services (NHS) of the UK. I want to join there as a dietician. As a newcomer, it is difficult to get the job instantly. Therefore, my plan is to gather experience in the relevant field and identify scopes for getting access to my destination (Mitchell, 2011). This is the overall vision of my life.

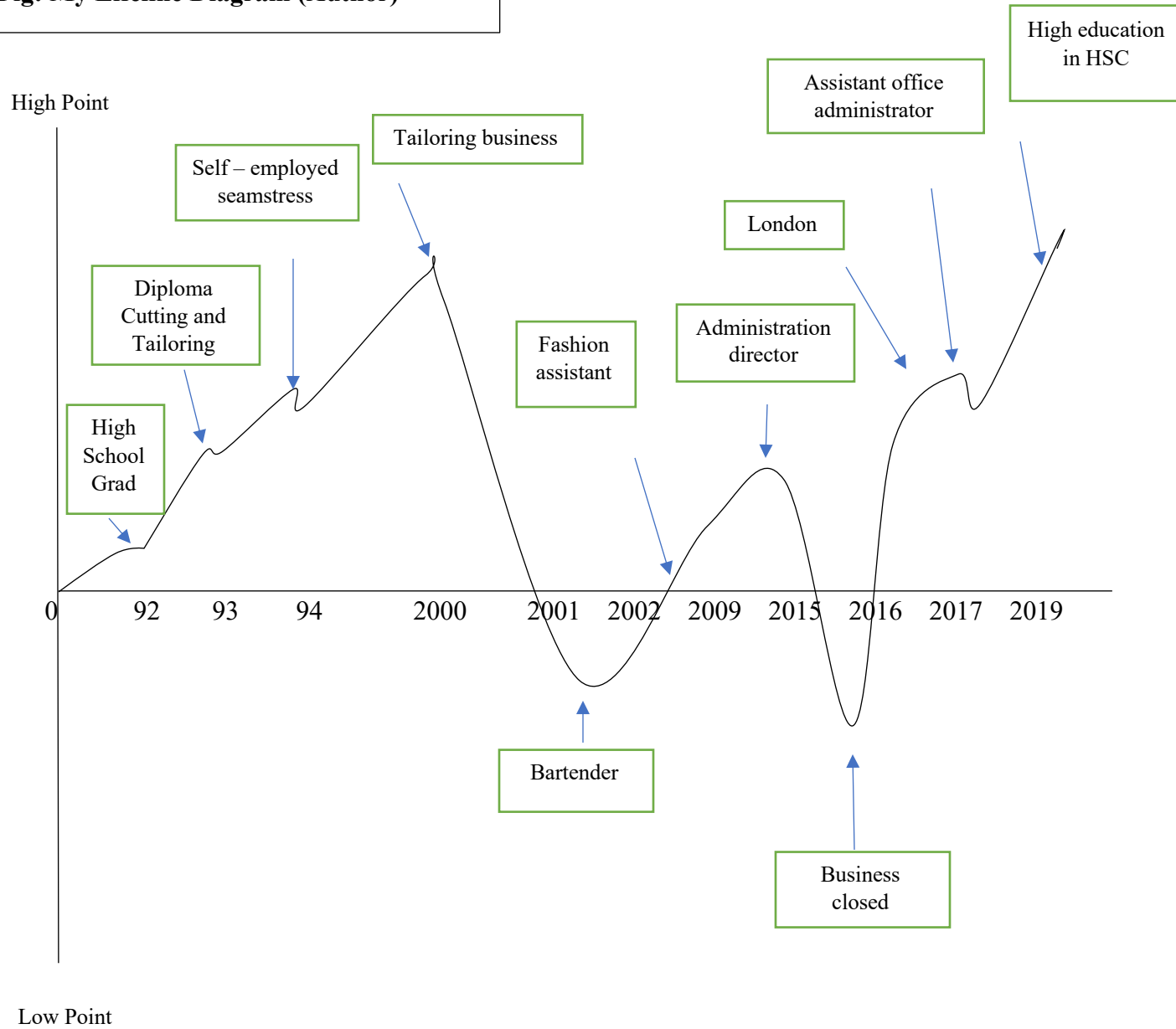
Background, Aim and Future Goals

In this section, I will explore my backgrounds, aims and future goals by using some self-exploring tools.

Lifeline

The figure shows how my life keeps changing from peak to troughs. There have been a plenty of incidents since 1992. I was at my best position in life in 2000 when the tailoring business was blooming. I reached to least point in 2001 and less point in 2015. After this, I identified the value of learning and prepared everything for making better choices. My leaving the tailoring business or being a victim of international crisis in 2015 made me more concerned about future prospects. This is the lifeline at which I need to be more focused and concentrated.

Fig: My Lifeline Diagram (Author)



Johari Window

Johari window is another self-evaluation process for identifying or exploring issues relating to the personal communication with oneself and the others. There are four quadrants or parts exist in this framework. The first one is open area (Holmes and Edmondson, 2000). My open area carries that information which are known to almost everyone. I am currently working as an Assistant Office Administrator. I am a hardworking person with a passion to contribute to the health sector. The next quadrant is blind area. This carries information about myself which I do not know. The third one is hidden area. In this quadrant, I know some information which people do not know.

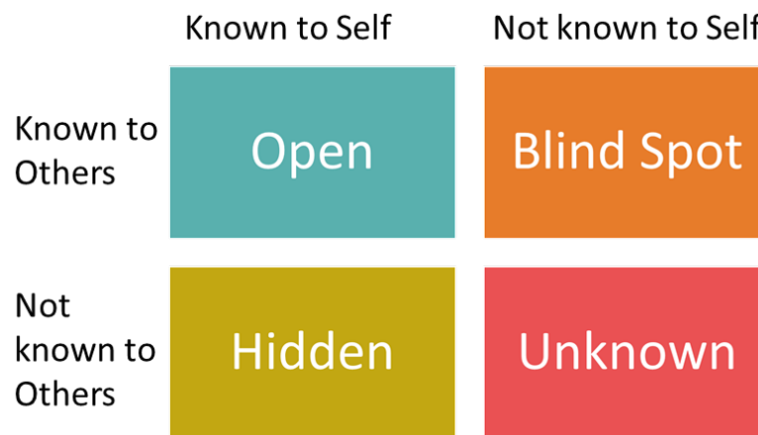


Fig: Johari Window (Holmes and Edmondson, 2000)

For example, I attained tailoring courses and was at the peak of being tailor till 2001. Also, my vision is to learn day by day. These were in hidden area in Johari Window (Holmes and Edmondson, 2000). To initiate such factor, this framework gives me insight on making more contribution to my career development plan.

Aim

Everyone and everything is aiming for certain factor. My long term aim is becoming a dietician at NHS. This carries much importance to me. The aim is vital also because of the consistent growth factors. I will be able to generate a variety of points through this particular aim. Thereby, I am gathering experiences to be a part of health sector.

Future Goals

I have two major future goals. The first goal is to learn and develop every day. I want to gather knowledge and acquire skills to become a prominent worker of a company. Meanwhile, my goal

includes being a long-term worker in that particular organisation. The next part of my future goal is to become a perfect and proper teammate. I want to increase my collaboration skill to its best condition through this process. In stating such future goal, I will need to work in a proper aspect.

A reflective analysis

During the project, I participated in conducting a SWOT, making SMART objectives and developing a personal development plan or PDP. Therefore, this section is to make a reflective statement about each of these issues undertaken while attending the course.

SWOT

Internal analysis is one of the most important tasks for a person. In SWOT analysis, it is necessary to investigate strengths, weaknesses, opportunities and threats (Seth, 2015). From my SWOT an analysis is provided in the following.

Table: SWOT Analysis

Strengths 1. Four language knowledge 2. Quick learning 3. Positivity 4. Influential 5. Skills to adapt with any situation	Weaknesses 1. Emotion over rational 2. Age 3. Communication inefficiency 4. English speaking
Opportunities 1. Higher education access 2. Future job availability 3. Open mind 4. Science and technology	Threats 1. Pandemic (COVID-19) 2. Time management 3. Over competition 4. Health issues

In my strengths section, knowing four language is included. I believe working in a culturally diverse organisation. Therefore, I learned four different languages for achieving my career goal. I happen to be a quick learner. This quickness helps me bringing the most useful outcome (Guy and Lindhout, 2007). Whenever I am trying to learn about a skill or knowledge, I keep a proper observational trait. I can convince and influence others through providing the proper information.

This convincing skill is required for making approach in every sector of my life. As a nutritionist, it is essential to know about technology, especially computers (Guy and Lindhout, 2007). I included this as a strength too. Again, my proactive and positive outlook help me growing with more pace and better adaptability. These are the frequent factors which support me in becoming strong and appropriate.

The weakness section includes some factors that hamper my reputation and overall development trend. I am an emotional person. Being emotional is not weakness, but making it prevail over being rational is. My age and interest for becoming a nutritionist or dietician is another major weakness. I started gathering knowledge on this specific field of study lately. This is included as a drawback as others are young and more energetic. My English and use of words, both are poor. This deteriorates my overall communication attribute (Hargie, 2019). Therefore, my communication skill is not the best one for making a good career in this field.

There are some opportunities for me in the long run. As I am enthusiast about the issue, even if I am not young, I can get higher education in the long run. After selecting the field of study, I identified that there are plenty of options in this field. Dietician is not a diagnosis-based task. Rather, I can simply consult over the internet or other means of communication processes. This is a good opportunity to work in the long run in the field. I will be able to turn this out to be a perfectly executable factor for the whole study.

In threat factor, I included the influence of COVID-19 at the first position. COVID-19 is a pandemic that devastated the entire world with its curse. Being a dietician can be challenging as this pandemic restricted the opportunity of being more focused in the result. There is no certain assurance about income for a dietician. This is not a stable job in most of the cases. Therefore, the suspense remains. My fear for being late is another threat. Though I try hard being on time in most of the situations, my fear of losing the opportunity keeps drawing me back. My study requires completing more time. Meanwhile, other people will get appointed in the field. This makes me fearful. The competition will get immense and I may not work in my desired field (Hargie, 2019). Finally, my health issue can create obstacle for becoming a dietician in the long term.

From the above discussion, I need to be more focused and follow rules and regulations for becoming a successful dietician of NHS.

SMART Objectives

The next thing that I want to reflect on is stating some objectives of my life that meet SMART criteria. When it is easier to state an objective that is specific, measurable, achievable, realistic and timed, it will become more convenient to initiate changes. There are certain phases at which SMART can carry proper meaning and appropriate use of factors (Templar, 2001). I stated several objectives or goals during my interview (role play) and throughout the course.

Table: SMART Objectives

Objectives	Specific	Measurable	Achievable	Realistic	Timed
Being a dietician	Yes	Yes	Yes	Yes	Yes
Working in a company for long time	Yes	Yes	Yes	Yes	Yes

My first objective is to become a dietician within the next 5 years. This objective is specific. I have properly specified my job position as a dietician in this respect. The objective is measurable. Being a dietician refers to a process where I can meet with a variety of aspects. Again, it is achievable. I am currently in this field of study. To get employed, I will need to complete my study and gather as much experience as I can. These will help and support me for becoming a prominent worker at this position. As I clearly stated 5 years, this means that the objective is timed. The time will help me in creating a concern.

The second objective is to work in a firm for long term. I am not capable of completing some issues during the process. Long term orientation at a job is possible only if it contains appropriate solutions. I will need to work in long term. Working in the firm carries a specification of the job. This is measurable as working cannot be an unmeasured task. This is certainly achievable as this requires undertaking courses and other means of educational qualifications. The objective is realistic. Long term attachment in a firm needs to be properly executable (Johnson, 2004). Finally, the “long term” mentioning makes the objective timed. As a result, this fulfils criteria of SMART objective.

The reflection on SMART objectives illustrates a variety of factors. I can achieve and gain results through achieving goals in a designated process (Johnson, 2004). If I maintain the planning process and other aspects of studying in the field, it will become a properly approachable mission to be a dietician and a long-term worker in a company.

Personal Development Plan (PDP)

A personal development plan gives a way to achieve every necessary thing in the right course of action (Goethals, Howard and Stollenwerk, 2000). There are some objectives (identified from SWOT to improve) on which the PDP is based on. During completing the task, I included four areas of improvements. They are given as follow with an analysis.

Table: PDP

Area of improvement	Rationale	Process	Resources	Deadline
Getting a good grade	High standard work	Course activity involvement	Internet, Library, Time	Ongoing throughout study (2020 – 2021)
Academic writing	Good quality assignment	Attendance in classes and doing more assignments	Books, Internet, computer, Library and Time	15 September 2020
Communication skills – verbal and Non- verbal	I can be more confident in public speaking	Voluntary work and more communication	Time Online course	During summer term (1 May – 15 June)
Improve knowledge of Windows & Office 365	Digital skills for further career	Undertaking online courses	Internet and Time, online sources	16 February 2021

My first area to improve is gaining motivation and achieving good grade. I believe a good grade eases any process in the long term. Good grade will help me in getting a good job position in the industry. I will be able to generate more appropriate result through this. To achieve this objective,

I have planned to get attached in the educational processes. This objective is timed for two consecutive years. Therefore, I will attain a good grade and stay motivated from 2020 to 2021.

The next factor on which I want to concentrate on is academic writing. My assignment score can be improved if I concentrate more on academic sector. In order to achieve this objective, my plan is to attend classes on a regular basis. The more I can go to class; my attentiveness will grow. I have set the deadline 15th September for being expert in academic writing.

The third objective is being properly communicating through verbal and non-verbal aspects. I want to be confident enough to make a speech in front of the others (Swales and Feak, 2012). Therefore, I am going to attend some online courses on communication skill development. In the next summer term, I will start this journey.

I do not have much knowledge on operating systems of computers. This will be easier for me if I can improve my current knowledge and skills about Windows and Office 365. These two applications will help me in becoming more adaptive to technology.

Reflection on the interview

I participated in the interview for Patient Booking Clerk, part of a role play, as requested in the assignment task1, together with my colleague in which we both held the role of interviewee and interviewer, facilitated by our lecturer. The interview went well. I had to answer about my own strengths, weakness, goals, and reasons for applying for the position. This was a self-exploratory experience for me. I gained a variety of direction throughout the course. Again, I had to develop various concerns regarding the process. This experience, which was very interesting, took place online on the MS Teams platform given the difficult moment that does not allow us to have face-to-face activities. The negative side is making no particular choice regarding the issue (Williams, Woolliams and Spiro, 2012). I need to be more focused in the future. This will help me in becoming a successful participant of an interview.

Conclusion

Reflection helps in going through the completed tasks. The overall situation will help me in becoming focused and more enthusiastic about the job scenario. I will gain a better opportunity to develop my career as a dietician of NHS. These are the required factors for accomplishing my targets.

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