

PROFESIONAL CAREER DEVELOPMENT

Reflective Report 2000 words

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EXECUTIVE SUMMARY

In this report Personal career development i found that i can learn to cooperate with the JOHARI WINDOW. Where i can learn and understand other people also other groups in which i can gain their experiences but also learn about their shortcomings. And the report contains experiences and learning from the module. Regarding the SWOT ANALYSIS ,I came to fact that i have my strengh but also weakness. This lesson ist very important for Personal career development studies the ultimate goal to become better worker and learner.

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TERMS OF REFERENCE

The Professional Career Development Module will highlight my employability skills and strengths in order to create opportunities for growth. It will also analyse my abilities. James Squire-Wood from University of Wales Trinity Saint David requested this exhibition, which has a deadline of: March 7. 2023.-{REWORK -22.12.2023}.

PROCEDURE

In this report i find examples from my lecturers and moodle,visiting public library where i can collect books,i used google,wikipedia,journal articles and websites.I also obtained swot analysis and smart objectives and I used this for the report.

INTRODCUTION

This text aims to improve students to think creatively and constructively about personal ,academic,and career goals through planned ,reflective .And practical exercises .People are urged to define what success truly means to them , and to make a plan for pursuing their objectives.

No of the stage they are at,pupils should always be considering their future .Because competition for jobs is at degree.

This report contains information from the learning modules of Personal career development .The report from the lessons Swot analysis and Johari window each of these examples we can learn to improve all our abilities.

MAIN FINDINGS

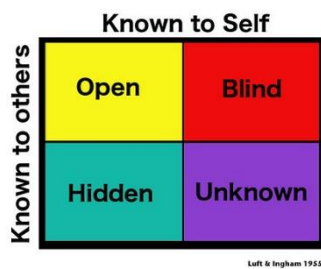
The Johari Window is a module that helps you become more self-aware and offers helpful criticism to help you develop.

This needs to be done in order for people to develop personally and self-awarely in a group context. A useful tool for understanding and improving communication is the model. American psychologists Joseph Luft and Harry Ingham developed this paradigm in Joseph Luft {1955}. Later, when the idea originated from University of California group dynamics study, Joseph Luft refined it. Combining their first two names yielded the name Johari. This idea is also known as self-awareness.

JOHARI WINDOW

The JORARI WINDOW ist technique help and develop people better understanding themseves and other. It was created by Joseph Luth ,1916-2014 .

Harrington Ingham,1916-1995 in 1955 used in groups and exercise .The Johari window ist used by groups at universities.



OPEN AREA

Information that is known to you and others is represented by the open region of the Johari Window. This can include common experiences, attitudes, and characteristics that support candid conversation and understanding among partners.

SECOND WINDOW

The Blind Spot is the second section of the Johari Window. This includes facets of who you are that you are blind to but that other people see.

FACADE HIDDEN AREA

Johari Window's facade keeps private information hidden from prying eyes. It is made up of things you are aware of but have chosen to keep private or purposefully hidden.

UNKNOWN AREA

In the Johari Window, the Unknown section stands for facets of oneself that are unknown to both you and other people. Information about you that is unknown to you and others.

SWOT ANALYSIS-DEFINITION

SWOT analysis evaluates a company's or project's Opportunities, Weaknesses, and Threats. While opportunities and threats are external, weaknesses and strengths are related to internal variables. Recognising strengths makes it possible to take advantage of advantages, and fixing shortcomings reduces risks. Potential growth areas are represented by opportunities, and external challenges are highlighted by threats Johnson A, S. (2018) . Keeping these factors in check facilitates strategic planning and helps direct choices for sustainable



SWOT ANALYSIS CONVERSATION ANALYSIS

DEFINITION

Smart objectives-is a path where you can solve and manage goals. Especially specific and achievable ,specificks,clearly Wstates, timely,organized so that everithing you plan fot the future has meaning.The main meaning istonuse and fulfill the conditions in which you will apply this aknowledge .With smart objectives is a method whis helps you gradually move towards your goals and dreams to the top of your career or work. Ist it summary of the purpose creating and technoque.Objectives summrary assumed better result and personal development Johnson, M. and Smith, A. (Year).

Strengths

- .Strong financial standing
- .Customer Servis
- .Motivation
- .Communication

WEAKNESSES

- .Desion making
- .Profesional growth
- .Difficuly
- .Delaying task
- .missed opportunities

OPPORTUNITTIES

- .Compromise
- .Information
- .Profit
- .Team work

THREATS

- .Responsibility
- .Challeges
- .Financial growth

SMART OBJECTIVES

A deliberate approach to goal-setting, SMART objectives improve clarity and success in both personal and professional endeavours. Specific, Measurable, Achievable, Relevant, and Time-bound is what the acronym SMART stands for.

Goals can be articulated and pursued more precisely by people and organisations when they satisfy these requirements. Setting specific goals helps to guarantee that the intended result is understood clearly and unequivocally.

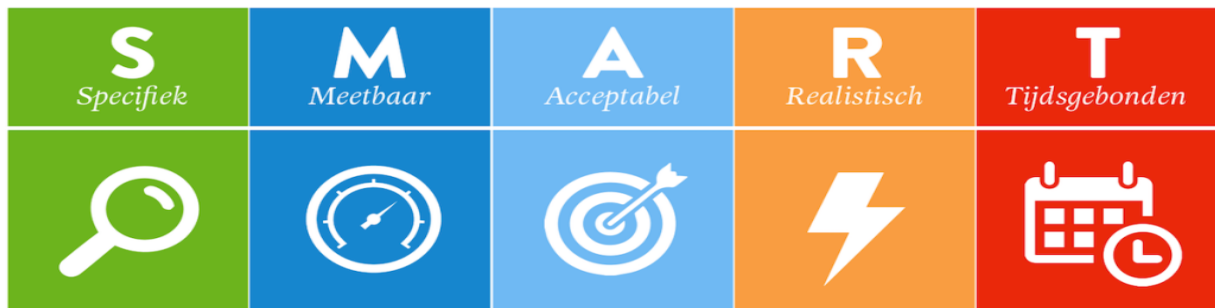
Achievability guarantees that objectives are doable, practical, and compatible with the resources at hand.

Relevance highlights how important goals are in connection to the mission and To sum up, the SMART framework provides a methodical way to define goals that encourages success, accountability, and clarity. Individuals and organisations can successfully navigate their endeavours with a clear roadmap by following to the concepts of Specific, Measurable, Achievable, Relevant, and Time-bound objectives.

d larger goals.

Time-bound requirements establish a deadline, which encourages dedication and a sense of urgency. Doran, G. T. (1981) many different sectors and industries, these ideas are broadly accepted. To ensure accountability, facilitate effective project control, and finish a particular phase by a

given date are a few examples of SMART objectives in project management.



SMART OBJECTIVES

A smart target should be Time-bound, Relevant, Specific, Measurable, and Achievable. Organisations can increase effectiveness and attention by establishing specific, well-defined goals. Smart objectives offer a framework for goal-setting that promotes accountability and enables effective outcomes, whether the goal is to increase sales by a specified percentage within a quarter, improve customer satisfaction scores, or launch a new product .

PERSONAL DEVELOPMENT PLAN

A Personal Development Plan (PDP) is a guide that helps people identify, pursue, and accomplish their goals, both personally and professionally. It entails a methodical approach to personal development that promotes ongoing learning and advancement. Knowles (1975) noted that when adult learners actively engage in the design and assessment of their education, they become more motivated. This participatory component, which emphasises individual accountability and ownership, is in line with PDP values. There are several levels to my PDP, starting with goal identification. One main goal is to improve my leadership abilities, as this fits well with my long-term professional goals and my current work. In order to accomplish this, I intend to enrol in a leadership development course, go to workshops, and look for mentorship possibilities. Tracking development requires measurable benchmarks. In the following six months, I want to finish at least three leadership-related courses and use the knowledge I gain in my job. Effective communication, teamwork, and strategic decision-making are some of the subjects covered in these courses. One

important factor is whether or not my aims are achievable. Understanding the value of striking a balance between job and life, I intend to set aside particular times for education and skill-building. I'll also ask managers and colleagues for input to make sure my newly learned abilities are applicable in the real world. In a PDP, relevance is crucial. All the goals I have selected should be in line with my overall career goals and help me develop both personally and professionally.

IN CONCLUSION

An organised strategy for self-improvement can be found in a well-designed personal development plan that is based on adult learning theories. Individuals can effectively and purposefully steer their developmental journey by defining goals that are precise, quantifiable, realistic, meaningful, and time-bound.

IDENTIFYING PERSONAL STRENGTH AND DEVELOPMENT NEEDS

For both professional and personal development, it is essential to recognise one's developmental requirements and areas of strength. Start by thinking back on your successes, identifying your strongest suit in terms of abilities, and figuring out what excites you. Take into account the opinions of others and record consistent favourable findings. Evaluate your capacity to deal with change, overcome obstacles, and effectively communicate. When assessing developmental requirements, be truthful about the areas that need work. Evaluate input that draws attention to issues and consider helpful criticism. Make attainable targets to improve your weakest points. To fill any skill shortages, look for mentorship, training, or educational options. Adopt a growth mentality and see obstacles as chances to improve. As your skills develop, go over and modify your self-evaluation on a regular basis. Recall that the first step towards progress is self-awareness.

LEARNING STYLE QUESTIONARY

.What method of learning do you prefer—reading, listening, or doing?

.Which type of learning environment—structured or flexible—better suits you?

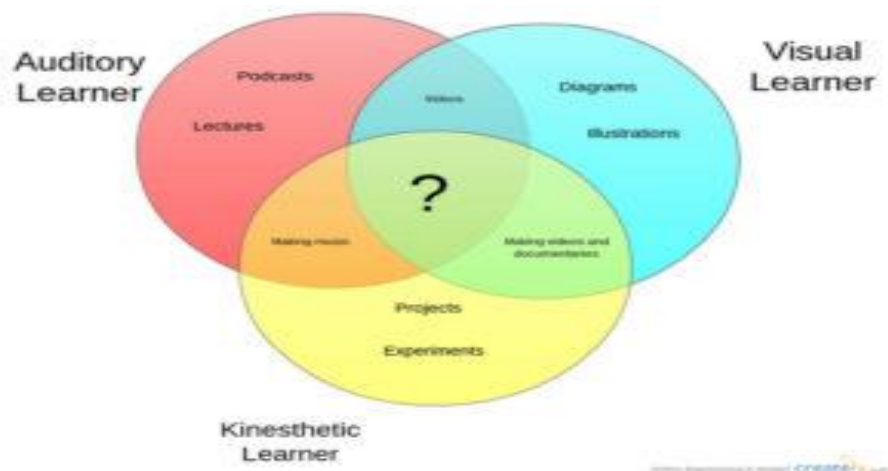
.Is it better to learn in a group setting or alone?

.Are illustrations such as charts and diagrams beneficial to your comprehension?

As they affect how people take in, process, and remember knowledge, learning styles are crucial in determining how educational experiences are shaped. Learning style questionnaires have become indispensable tools for educators and learners alike, providing valuable insights into these preferences. The importance of learning style questionnaires, their influence on instructional strategies, and their potential to improve student outcomes are all examined in this essay.

This essay looks at the value of learning type questionnaires, how they affect instructional tactics, and how they might enhance student outcomes. Individual preferences in learning can be systematically identified with the help of learning style questionnaires, like the VARK model (Fleming, N., & Mills, C., 1992). To provide a framework that accommodates a range of learning preferences, Fleming and Mills proposed four main styles: visual, auditory, reading/writing, and kinesthetic. By assisting people in identifying their preferred learning style, the questionnaire enables teachers to adjust

their teaching strategies. According to Felder and Spurlin (2005), using a personalised approach improves comprehension and engagement.



CONCLUSION

Learning in this university modules are very important, the modules helping improve the skills and develop as in the future, we can develop in the future and develop the goals in the future. One of the important learns is SWOT where we can find as weakness and strength and also smart where we can develop the best goal in the life. From Johari Window we will learn to submit and study for ourselves how to learn to understand and learn to work. We get to know new people or groups but also new teams or groups and get to know their strength but also their shortcomings. So we discovered that the Johari window makes sense in that you can gain not only experience in it, but sometimes it will contribute to your shortcomings, so that you can work on them to become stronger, more resilient, more patient and, above all, communicate more with each other and share experience. When witness a large number of people used Johari window methods to become more productive and self-assured, it makes me really happy. If I can cooperate with coworkers who attempt to use this technique, specialty.

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APPENDICES

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	4	8		4	4						
Extrovert		Introvert	Sensing		Intuitive	Thinking		Feeling	Judging		Perceptive

Learning Styles Questionnaire

Name: Michaela Mitkova

This questionnaire is designed to find out your preferred learning style(s). Over the years you have probably developed learning "habits" that help you benefit more from some experiences than from others. Since you are probably unaware of this, this questionnaire will help you pinpoint your learning preferences so that you are in a better position to select learning experiences that suit your style and having a greater understanding of those that suit the style of others.

This is an internationally proven tool designed by Peter Honey and Alan Mumford.

There is no time limit to this questionnaire. It will probably take you 10-15 minutes. The accuracy of the results depends on how honest you can be. There are no right or wrong answers.

If you agree more than you disagree with a statement put a tick by it.

If you disagree more than you agree put a cross by it.

Be sure to mark each item with either a tick or cross.

- ☒ 1. I have strong beliefs about what is right and wrong, good and bad.
- ☒ 2. I often act without considering the possible consequences.
- ☒ 3. I tend to solve problems using a step-by-step approach.
- ☒ 4. I believe that formal procedures and policies restrict people.
- ☒ 5. I have a reputation for saying what I think, simply and directly.
- ☒ 6. I often find that actions based on feelings are as sound as those based on careful thought and analysis.
- ☒ 7. I like the sort of work where I have time for thorough preparation and implementation.
- ☒ 8. I regularly question people about their basic assumptions.
- ☒ 9. What matters most is whether something works in practice.
- ☒ 10. I actively seek out new experiences.
- ☒ 11. When I hear about a new idea or approach I immediately start working out how to apply it in practice.
- ☒ 12. I am keen on self-discipline such as watching my diet, taking regular exercise, sticking to a fixed routine, etc.
- ☒ 13. I take pride in doing a thorough job.
- ☒ 14. I get on best with logical, analytical people and less well with spontaneous, "irrational" people.
- ☒ 15. I take care over the interpretation of data available to me and avoid jumping to conclusions.
- ☒ 16. I like to reach a decision carefully after weighing up many alternatives.
- ☒ 17. I'm attracted more to novel, unusual ideas than to practical ones.
- ☒ 18. I don't like disorganised things and prefer to fit things into a coherent pattern.