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PROFESSIONAL CAREER DEVELOPMENT

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Reflective Essay on Personal Development planning

Introduction

Development of any organization or a professional mostly depends on how the employee improves his/ her communication and other skills. To develop knowledge and skills, one chooses to follow various strategies which later help him to improve his position in his career. It is important for a professional to think ahead and make a plan to fulfil the goals one wants to achieve (Harrington and Lewis, 2014). This essay is a reflective portfolio of my improvement in personal skill development for a career. This essay also includes discussion about fields of my strength and weakness and other personal objectives and the strategies to fulfil them. I have clarified my personal objectives, goals and my plan of activities to accomplish success in the career of a successful business executive.

Steps of career planning

I have decided that I want to be a successful Business executive and I want to work in the E-commerce sector. I want to combine my knowledge of technology with the business sector and I want to start a software company of my own. To pursue this career I need to follow some steps and I need proper planning to go ahead.



Figure: 1: Steps of career planning
Source: (Bazerman and Tenbrunsel, 2011)

I need to analysis my strengths and weaknesses and I need to perfect them and I need a career which matches my interest from many choices. I need to make solid decisions and I need to set goals and plan actions. If I want to be successful I need to stick with the plan and I need to work according to the plan. I need to manage my activities and while I progress towards my goals.

Analysis of personal skills

From a student to a professional executive, everyone gets an advantage from the SWOT analysis of themselves. A SWOT analysis helps people to identify their lacking and it creates a window to achieve the goals by working through the analysis (Coffelt et al., 2019). The SWOT analysis includes Strength, Weakness, Opportunity and Threats of a student or professional in the course

of achieving the goal one has aimed for. My personal development plan is also based on my SWOT analysis. In my academic life, I have achieved some good grades which will help me in developing a good career. I have developed my SWOT analysis and I am applying it not in just my academic life but also in my social life and in extra-curricular activities. I am working hard to perfect my strengths, clear the weaknesses and turn them into my strengths. I am working to use the perfect opportunities and recognizing my abilities while I am also avoiding any kind of negative aspects which could become a threat in my career development process.

Table 1: Personal SWOT analysis

Strength	Weakness	Opportunity	Threats
Strong communication skills	Lack of experience	Gaining managerial experience	Using backward planning
Planning ahead	Ineffective public presentation	Choosing possible outcomes by projecting it	Coping with uncertainty
Generating creative ideas	Lack of details knowledge in the business sector	Improvement of memory	Facing failure because of ignoring the virtue of teamwork
Ability to work under strict deadlines	Ignoring the strength of teamwork	Participating more into debate session in college	Communicate with people about complex ideas
Ability to carry out extensive research	Missing discussion and group work	Testing the practicality of a financial project	

To become a successful executive one needs to master the communication skills. Fortunately, I have developed a strong communication skill and I'm always thinking ahead of the problem so that I would not be stressed out while completing a complex task. I always wide my gaze to search for creative solution of the problems and I generate radical ideas as a solution which also help me to develop myself for the future. I am able and I keep my confidence solid while working under strict schedule and I achieve more in pressure. I am carrying out an extensive research program to improve my academic profile. In general, I submit my work in time so I can

say that I am very punctual and attentive in my daily life and I hope to continue my habit in my career too. Although, lacking in managerial experience is one of my weakness which I want to overcome. I am not good at public speaking or presenting materials. I have also noticed that I have failed to relate with classmates and my teachers. I have tried to complete my research program all by my own and I did not take help of them which can point to my ignorance at the strength of teamwork. I did not consult with my faculties and my friends and I often miss out discussion and group meeting in extra-curricular sessions.

The ignorance towards the virtue of teamwork is a very important weakness of mine which needs proper correction. And I think the lack of in-depth knowledge about the business sector could be a problem to achieve my goals. In speaking of opportunity, as I have said in the weakness sector, I could start by improvement by joining in a job which will help me to gain managerial experience of the real world. I could volunteer in developmental programs to experience public speaking and improving other skills. The college has many types of program in their extra-curricular segment and I should join those programs and utilize some opportunity to perfect my skills. Since I have my weakness in public speaking, I could join in the debate program of my college and try to improve my skills. It's a great opportunity to test the viability of finances and to take decisions after projecting every possible outcome. Taking decision after considering every pros and con is very important and projecting outcomes is useful at that. Memory improvement techniques also help a person to improve his skills in a managerial position. In the career of a business executive, it is important to have a good memory skill to understand every side of a business.

If I want to talk about threats, I have to focus first on the threats which will come with growth and ways to survive those. The business field is an uncertain one and I need to be attentive and more focused to cope with the uncertainty. There are many complex and creative ideas generating every day. To stay up to date, I am going to face the possible challenges and I need to communicate effectively with those ideas to stay ahead of the stressors. I need to value the power of teamwork more otherwise I could end up being lonely in my career and social life because of the lack of approaching as a team player.

The setting of My Goals

Every person wants to develop himself in his dream career. One aspires to be on the top position of his career field and thus one plan to achieve his goals by following certain strategies (Gopal,

2011). I have chosen the career of a business executive as my goal and I have some plan and strategies to improve myself day by day as I advance to my goal.

Table 2: Goal Setting Strategies

I want to learn	I have to do	Measuring success	Time review
Business administration	Gain knowledge in business administration	Making a more accurate decision in the business sector	After 3-4 years
Leadership skill	Take part in programs which involve analysing and leadership skill-developing	Understand and Influence co-workers in more productive work	After 2 years
Second Language	Join a language club	Fluent in communicating with people of different language in the business sector.	After 1 year
Public speaking	Practice speaking skills in public	Able to talk more clearly in front of the audience	After 6 months
Political Economy	Take courses on political economy under Public Administration	I am fluent at decision making in a sensitive financial situation	After 2 years
Law of Business Administrative	Take classes and practice administration	Taking legal steps to run the business effectively	After 3 years

I want to take some courses on leadership program which will help me to achieve managerial characteristics and I could analyse and influence as well as encourage and facilitate the action of my co-workers which will develop the status of the organisation and eventually give me a boost in my career. To develop my skills in leadership, I need to centre my attention on my composure, integrity, interpersonal personality, autocratic and democratic approach, intelligence and conservative approach to the workplace and my co-workers. I want to learn more about business execution and I want to improve my administrative knowledge. The courses will also help me to

be more accurate in my decision-making process. I have to admit myself into the MBA program so that I can acquire a higher degree in business administration. I also want to learn public speaking and I want to improve my presentation skills. A manager with public speaking ability is encouraging and a big motivation factor for the employees. I need to practice these skills on my own or I could use the help of my friends to practice with me. When I'd be able to talk more clearly with other public and I'd be able to explain things to them I will know that I have mastered the skill. I wish to learn a second language which will help me to communicate with people of other language and it will help me to understand the diversity of the business world. People often admire a business executive who is fluent in various language and value diversity. I have to join in a language club and read books on that language. I want to learn about Political Economy and to learn that I have to join in some courses and take some classes under the program of Public Administration. I also want to learn about the Law of Business administration which is also under the program of Public Administration. I want to be fluent in these things so that I can improve my profile and achieve my goals in my career as a successful business executive.

Personal Objectives

To attain goals and to have a successful career as a business executive I have planned some strategies and I am advancing through the plan. I have set some short term and long term goals which I will eventually accomplish to follow the road of my success. The most important thing while developing one's career is a decorated profile and some solid goals which will lead him to the success he wants. Though, approaching styles and goals vary from person to person due to the different personality. Personal, academic and professional; every goal should be created to make one's career stronger. The academic goal will formulate the path to man's career and other goals will clear the obstacles and achieve objectives to decorate that career.

Short Term Goal

As short term objectives, I have decided some things which I'll focus on in the next couple of years. In current times, administrative business is an important sector of the corporate world.

Table 3: Short Term Goals of Mine

Goal	What I need to do
Improve knowledge in business administration	Post-graduation on management

Understand E-commerce	Taking online and on-field course on E-commerce
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I want to get myself admit into one of the finest business schools of UK and I want to complete an MBA degree in management. To get into a good school, I am going to need three years of job experience and a good score in GMAT. London Business School, Warwick Business School are good choices to apply for MBA. They offer great faculties and I can learn a lot from them and make my way to the corporate world. I am currently working with an IT firm so that I can gain experience in the corporate world and this job experience will help me to get myself to a good school. I want to develop my information technology skills which will help me to understand the E-commerce and other software and development of data management related to the corporate world. There are a few ways by which I can learn about E-commerce. There are E-commerce Blogs and books and E-guides. I can learn about it by taking online courses and I can also listen to E-commerce Podcasts. As for on-field action, I can attend to many E-commerce Webinars and events where I can also learn networking with people who are working with this field. Nowadays, everything is going under the supervision of technology and it is an advantage to know the part of the IT sector which is related to the business (Cooley, 2013).

Long Term Goal

To have a successful career in the corporate world, I have set some long term goal for the next 3-4 years which I will pursue eventually. I have set my eyes to develop my skills in the information technology sector since I want to be a successful business executive in that field. Countries like Nigeria and Zimbabwe are still struggling because when they understood the importance of technology, it was too late (Rai and Rai, 2012).

Table 4: Short Term Goals of Mine

Goal	What I need to do
Develop software	Work more within the database sector
Gain experience in managerial work	Take a managerial job or volunteer in a program to gain experience
Start my own software business	A proper plan and work hard in every step

I want to work within the field of E-commerce and I want to develop software which will help

organisations to upgrade and digitalization their database system. This field seems more creative and productive among the other branches of the IT sector. I want to gain experiences and my managerial experience and administrative knowledge will also help me to improve my steps in this field. This combination will help me to develop myself and my career. And last, of all, I want to start my own software company and I want it to be a successful one. I need to follow the proper steps to start my own software business. At first, I need to plan my business and form a legalized unit. I need to register for taxes. I need to open a business bank account because setting up a business account is necessary. I need to follow the law of business administration and I need to obtain necessary licenses and permission to run my company. Business insurance would be a great help and a safety string for me. After that, I will define my own brand and I need to establish my web presence.

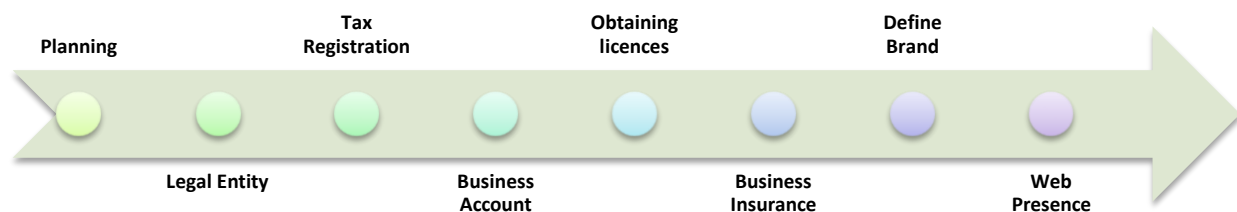


Figure 2: steps to start a new business
Source: (Hook and Jenkins, 2019)

My career plan should be monitored by myself to find out if it going as my every assumption and objectives. If not, I should make some changes to my plans and some adjustment according to the situation.

Progression towards my goal

After analysing my SWOT, I have come to an understanding about my progression and my challenges to complete my goals. I have identified things I need to improve which will later contribute in my career. A constructed plan of development will shape my strategies and goals to pursue my career. Since I want to be a successful business executive, gaining managerial experience and improving administrative knowledge will help me in my career. To achieve a proper academic degree, I need to complete a post-graduate diploma in management. As a

student of database management, a degree in management will help me in the course of my goal. A double major is another way to go. Having a degree in IT sector and then pursuing a degree of management could seem more challenging to other people but it certainly will help me to pursue my career in IT-based corporate world.

I gained some experience while working for an organisation. I made a creative efficient structure system which allowed them to sort their database in a more efficient way. This experience will help me later in my career. As I can say, I am a team player and I work very well in a team. One of the biggest challenges I could face while working in a big organisation is strategic thinking in a problem-solving situation. As I have mentioned it, I work well in stress and I wide my gaze to find a creative solution and I manipulate the problem to get radical ideas about solving the problems. If I want to develop any of my sides, it could be the presentation skills. While studying in college and the organisation I interned with, I noticed that I am very poor while it comes to present and explain ideas in front of people. Another side which needs further development is the time management skill which is very poor according to the organization standard and it really requires proper improvement. Since I am going to pursue my career in the business side, I need to improve my skills on interpreting diagram and plans and when it comes to IT-based business structure; the diagrams will be a sole part in my work setting.

Reflection on personal skills

In the corporate world, management points to the administration for requirements of tasks to run an organisation. To achieve my goals in the corporate world, I need to complete my degree in management and I need to go for entrepreneurship. As I have analysed my weakness, I need to work on them as I improve them to facilitate myself later in my career. I need to understand the way of administration and relate those with my activities as I advance to achieve the objectives. I have the capability of developing opportunities for learning activities through current and future roles. I am an independent learner and researcher. I search for a creative solution and solve the problem by being accurate. I try to be a perfectionist while it comes to solve critical problems. I have analysed my strength and weakness and it seems that I am not very good while it comes to people skills and publicizes ideas. An effective managerial person should work on his people skills because he needs his employee to work harder as he motivates and influence them. A motivator factor is important along with the presentation skill. As long as I am right on my track and I need to keep working as my plan. I need to take necessary courses, degrees and I need to

gain experience by working in a real-world which will help me later in my career. Currently, I want to improve some other things with a concern for my academic and other activities. I have achieved significant results on the academic side. I have improved my communication skills. When I analysed my personal SWOT analysis, I came to the realization that I have some internal weakness as well as strengths which are affecting my academic and social activities. I never ignore my weak points and I try to learn from my mistakes. I have seen that I don't identify some good opportunities which could work as a turning point for my career. I am not a good leader in my class so it points out my weakness in leadership. If I want to lead a company in future, I need to possess basic skills of leadership which will help me to become a good organizational leader. I need to communicate with my teachers more so that I can learn the value of help. I now see great progress in my personal development than earlier and my college, faculty and friends are helping me. I need to work more and I should continue planning my self-improvement.

Things that need attention in the future

Every business executive in his career needs some managerial skills to be successful. Since I want to be a business executive and manager persona, I also look after some skills and other technical and professional skills in the near future.



Figure 3: Skills a manager should acquire
Source: (Ujjania, 2013)

To execute complicated tasks while managing a project or building complex software or running that efficiently, the skill of task execution helps a manager to perform well in times of urgency. It is important for me to put my focus on results and has the perseverance to complete the task in time and under pressure. Whenever the team fall back or have a major setback, I need to show my skill of resilience and I need to build my personality as someone who is not going to be defeated. I need to trust myself and my teammates in times like this. I need to focus on my decision-making abilities which will develop in times. Commercial insight often emphasizes

efficiency and profitability. I am going to need to the using of strategic thinking while ensuring that I only focus on the right tasks which will add more value to my profession. I need to use my skill of planning and combine it with the understanding of the market to run my company efficiently, which include the financial aspects and allocating other resources and utilizing them wisely. My mark of good leadership will be based on the skill of motivating my co-workers and constantly encouraging them to extend their excellence and by providing quality performance. I need to work on my personality and build myself as a positive and enthusiastic person because a negative manager brings the staff down. If I can improve my enthusiasm, I can help my co-workers with a bounce and I could develop a can-do attitude. I need to commit with my goals and I have to express my commitment by optimism.

Conclusion

This essay was reflective writing about my career plan and developmental planning. To achieve goals, one needs to plan strategically and need to focus on the way of success. Planning for development is the most important aspect of professional life. As I advance to the path of my career, I need to be more focused on the important things like skills and knowledge about my career. The career of an executive in technology-related business is promising and it needs a more focused person. This reflective essay discussed what I have achieved to improve my career and how I am planning to be ready to face the challenges to come.

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