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Reflective Portfolio

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Introduction

For both personal and career development understanding the weakness and strengths of a person is very essential which helps to take necessary strategies to rectify the weakness and capitalise on the existing skills (Augustus, 2021). For analysing the skills and weaknesses of a person the most relevant model is SWOT analysis which helps to find out the strengths, weaknesses, opportunities, and threats of a person. Throughout the completion of higher education on skills for the workplace, I have learnt different learning styles that will help me in my career development. In this reflective portfolio the assessment of my skills and competencies, personal development plan, and reflection on my learning styles will be described.

Personal competencies and personal development plan

SWOT analysis

Strength and opportunities: I have good cognitive and intellectual capability that helps me to scrutinize a situation effectively. Besides, I know different things and I understand problems that will give me a chance to grab any opportunities. I am very good at communication which helps me to cooperate and integrate with others which is very essential for teamwork. Because of my knowledge and intellectual capability and communication skill, I have good opportunities to develop my career in an industry that mostly deals with people.

Weakness and threats: The most severe problem that I face is my poor control over English. Even though my gesture and communication skills are well I can't efficiently communicate with others because of my poor English language. That's why I'm facing threat to be not understanding in the way that I want and that would be a potential issue.

Personal development plan

I want to work as an HR partner or Manager, that must deal with people because of my communication skills which is why I want to work in big companies like Amazon, Tesla, Bentley etc. As I have to deal with lots of people, I must develop the English language that will allow me to efficiently communicate with people and shine my career. I will also try to increase my analytical skill and develop knowledge of culture and diversity that will help me to manage the workforce and be a contributor to teamwork.

Date	My Objectives	Required Resources	Action needed	Success measurement
April-May, 2023	Cultural knowledge.	Journal, Books, Paper cutting.	I will read journals and different kinds of professional books regarding the development of cultural knowledge.	Understanding the cultures of people based on race, religion, region, ethnicity etc.
June-August, 2023	Developing thinking power.	Case Study reading and practicing real-life problems of different corporations.	I will read different kinds of cases of real organizations like Amazon, and Tesla and try to find out how the problems were solved.	I'll complete various case studies on my own to gauge my success and then present them to experts to get their input.
May-August 2023	Learning English well	Taking training from Udemy, Duolingo, and YouTube videos.	I will watch videos to develop my speaking, writing and listening skills.	Having capable of speaking and writing formally and informally will be the measurement of success.

Table 1: Personality development plan (Author)

Reflection on the learning style theories I have learnt in this module.

In this module, I have learnt two learning style theories under the VARK learning model which are visual learning style, and auditory learning style which help me greatly in my workplace during working in Amazon.

Visual learning

Visual learning is the process of understanding different knowledge with the help of maps, images, graphics, etc. which helps the learner concentrate more on the learning style (Motley, 2020). Throughout the completion of the course, I have learned different knowledge about self-awareness, employment opportunities, the recruitment and selection process, and the CV writing strategy that was given by the lecturer in a visual format. It helped me to focus more on the lecture and resulted in efficient learning. Visual learning strategies help me to generate clear pictures of information about the topics that the teacher delivers in the classroom (Fleming, 2018). For this reason, this strategy has a far-reaching effect on the career development and self-improvement of a person.

Auditory learning

For the career and self-development of a person having the skills of listening to others is very important which helps to learn different problems properly (Kronholz, 2020). The process in which the teacher teaches the students in auditory format and verbally is called the auditory learning style. Throughout the completion of the higher studies and in the module other than visual strategy I have learnt different techniques in auditory format (Rickinson, 2021). For example, in week 7 I was taught about the process of the mock interview in an auditory format that helped me to understand the right process of delivering interviews which is a prerequisite for getting a good job as a fresher. The advantages of auditory learning are that the learning process is well-developed for listening capability which develops presentation skills.

The impact of learning in the workplace

During the completion of my higher studies, I worked as a project Manager in DST1- Amazon, which is branch based in the UK. For that reason, I had to deal with hundreds of employees every week to help them and advise them which requires good command of communication and learning.

Visual learning: During this module, the lecturer delivered different lectures on employment opportunities in a visual format. That's why I have come to know the process of finding out

employment opportunities in different industries which helped me to find out a job as a Level 4 manager in other company. Because of these learning styles, I have learnt different techniques of a situation analysis and performance analysis based on which I can now handle any kind of situation and analyse my performance in different scenario analysis tools. Besides, the most important task of getting a job is the way of writing a CV (Buskirk, 2021). In the module, the teacher delivered lectures in visual format about the process of writing a perfect CV and Cover letter, that has helped me to get my new role as I had to submit my CV to the HR manager of the company that applied.

Auditory learning: Throughout auditory learning, I have learnt listening skills and communication skills using the English language. This skill has helped me to learn English properly which is now helping me in the workplace to communicate well with the colleagues as most of them are residence of UK and speak English. Besides, for good communication understanding the speech clearly with proper listening skills is very essential which is why I can concentrate on my task which helps me to understand properly (Wang and Acero, 2021).

Reflective learning about the concepts I have learned.

Description: In this module, the task was to learn different skills that are necessary for self-development and a flourishing career. In the first class, the teacher gave the outline that would be taught throughout this module like self-awareness, employment opportunities, recruitment and selection strategies, the formation of CV writings, the actual process of giving interviews, etc. Besides, the proper learning styles were also discussed. To accomplish the course I had to learn two learning styles auditory learning style and visual learning style. At the beginning of the class, the lecturer also talked about the learning strategies and styles that we had to experience throughout the competitions of the module.

Feeling: During the completion of the project, I was given different kinds of assignments about different topics. As a result, I faced different difficulties and had to research the topics that the teacher gave to complete which influenced the learning process. Often times we were given teamwork on a different project which influenced me to develop teamwork capabilities that were very challenging which I had to learn in this module. He taught different kinds of self-awareness knowledge like time management, organised lifestyle, and technology which was motivating and challenging at the same time that had to learn over time in the accomplishment the module. Besides the process of researching personal strengths, weaknesses, opportunities, and threats gave me an idea about my career development which help me to take necessary steps with the help of a personal development plan.

Evaluation: During the completion of different kinds of assignments that the teacher gave to accomplish the module I found different kinds of weaknesses in myself like poor English, poor thinking capacity for different scenarios etc. To accomplish all of the tasks in the module I had to take different kinds of development activities to upgrade my thinking power, and language skills, which has allowed me to be a well-mannered student. With this module, I learn the actual recruitment process and selection strategies that have given me knowledge of career pursuit. As a result, I'm able to get a competitive advantage over others in the time of getting a permanent job. Besides the CV writing arrangement, mock interview session, etc. was very charming and captivating which gave me the skills of professional development which is a prerequisite for pursuing a good career in the future (Buckley et al., 2021).

Analysis: The module has for reaching an impact on me that has provided me with the opportunity to learn different kinds of capabilities that will help me in the future to develop my career. To accomplish different kinds of projects in this module regarding cultural awareness, selection methods, CV writing activities, Cover Letter, etc. I had to work with different teams which has helped me to develop the team-building capability that is very essential for a good career in recent times in the corporate world. On top of that, the SWOT model that I have learnt to research my strengths, weakness, opportunities, and threats has given me the flow to take necessary steps to develop my weakness which will help me in the future to flourish my personal and career life (Oana, 2022). For example, with the analysis, I have found my weakness in language which has helped me to take the necessary action to learn proper English which is a prerequisite for being a successful HR or Manager in any kind of organisations.

Conclusion: Throughout the completion of the module, I have learnt the skills I have and the weakness that may cripple my career development in the recruitment industry. It has helped me to find out my poor command of English, deplorable thinking capacity, etc. which will help me to take different strategies through a proper personal development plan. This module has helped me to rigorously research myself which is efficient for being a skilled person both in personal and career development. For the development of career and personal skills analysing personal skills with SWOT analysis is very essential that allow one to know thyself. My goal is to be a good manager in any renowned recruitment company. To flourish in my goal, I need to have good communication with other members of the team as managers and employees. But my poor English will hinder me to flourish in my career in the recruitment department which is why I will develop my English through the personality development plan. Besides the visual and auditory learning styles in higher studies will help me efficiently communicate with my co-workers and analyse any situation well. The module has helped me to develop my cognitive power, team management quality, know the recruitment and selection process, write well-equipped CVs etc. which will further help me in my career development.

Action plan: Throughout the situation, I got to know the importance of thinking power, and the English language to develop my career. For this reason, I will take action to develop my English language through different kinds of training and development activities. I will read the different case studies of real-life situations that will help me to develop my analytical and thinking power which is a prerequisite for successfully leading as team with proper forecasts (Stuart, 2021). I will also learn cognitive skills, and proper CV writing further which will give me a competitive advantage and help me flourish in my career.

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