



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Certificate of Higher Education in Skills for the Workplace

Task 2

Professional career development report

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Module name : Professional career development

Module code: (BMSW4005_LON)

Word count:

Submission date:

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Introduction

This report's goal is to provide a personal account of my professional development by interpreting my skills and knowledge in light of my character traits, areas of strength, and room for improvement. Creating a personal development plan (PDP) and determining my work goals are also important (Putter, 2021). PDP is the concept of establishing priorities and targets in order to achieve them in the workplace. They can be configured for short-, medium-, or long-term goals. This is accomplished by assessing current conditions, confirming necessary skills and certifications, and selecting efficient planning techniques to meet the stated demands. Personal development is a continuing process of growing, reshaping, and expanding knowledge and skills to maximize output and maintain employability (Putter, 2021).

This paper analyses role-playing as an interviewer to look at how language and cognitive abilities develop. I'll use reflective frameworks to assess the skills and talents I acquired through taking part in this activity in order to achieve this aim. The interview questions that were asked and their reflection using Gibb's reflective approach are explained in the following report. The report will also go over personal qualities and pursuits that are necessary for the upcoming career as a tailor.

Recruitment and Selection:

Personal reflection on the role play applying Gibbs' Reflective Cycle

It is believed that prior experience helps people learn more effectively. But if I don't think back on my experiences, I won't consider how to do better in similar circumstances in the future, making it impossible for me to actually learn very much. The Graham Gibbs Reflective Cycle can be useful at that point (MindTools, 2019). Gibbs' book "learning by doing" about his Reflective Cycle methodology was released in 1988 (Gibbs, 1988). People were motivated by the book to appropriately record their experiences. occurrences that may have happened as a result of a particular incident, scenario, or event. This idea of employing a circle to structure the viewpoint on an encounter was put out. These days, a lot of individuals use this cycle all around the world. To better comprehend events in my personal and professional life, I intend to apply Gibbs' Reflective Cycle. This will enable me to see what I did well and what I need to change going forward.

Applying this reflective cycle allows me to concentrate on both the advantages and disadvantages of a particular circumstance. It would inspire me to reflect deeply on things I have encountered, heard, or felt. I will get satisfactory results if I give things some serious thought. I am more conscious of my own ideas, feelings, and behaviours as a result. Additionally, self-awareness enables me to change or adapt my behaviours. Kolb's Experimental Learning Cycle is one of several reflective models that are available. The Gibbs cycle seemed to be more successful for me, though. There are six elements in this cycle:

Description

The students had the opportunity to role-play as both the interviewer and the interviewee in a secure setting. As a result of the entire process, the participants will comprehend the recruiting process. Candidates had to immediately react to these questions in a straightforward context, and recruiters had to come up with a checklist of questions on their own.

Feelings

I was both excited and anxious as I got ready to do this project since it would be graded by my mentor and because the whole process would provide me the chance to learn about a range of topics. I was also enthusiastic about the prospect of getting a job as a tailor where I could see my design dream come true, I also did feel a range of intimidation because I was nervous and did want to feel the feeling of a real interview.

Evaluation

My performance was assessed, and it was found that there was an opportunity for improvement in a variety of different areas. The entire process was a great learning experience since it gave me the chance to learn more about a range of professional challenges related to the activity. I genuinely enjoyed every step of the role-playing game, especially the part when I had to think like a recruiter. It has aided me in developing the skills necessary to participate in the hiring process successfully, as well as in developing a deeper knowledge of recruiters and conducting a more in-depth study of the hiring process.

Analysis

As an outcome, it is reasonable to draw the conclusion that the process of creating surveys should be improved. Even though I was familiar with a variety of scenario questions, I wasn't sure how to use them well throughout the interview process. I'd like to develop my survey-making abilities in the future. I've done more research and found that I need to develop both my time management and leadership skills. I am confident that by honing these skills, I will be able to successfully execute the professional tasks I am given without running into any long-term problems. Additionally, it will help future professionals succeed on a professional level.

Conclusion

Thus, it can be concluded that the effort I put in to accomplish this task has been acknowledged; nevertheless, I must focus on specific elements of the job and take into account the criticism that has been provided. It is essential to engage in a process of self-analysis and self-development to create continuous growth, which may be achieved through reflective practice.

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A plan of action

The following action plan has been created based on the knowledge gained from the analysis indicated above. Long-term capability development for both personal and professional performance is the aim.

Skills and knowledge which contribute toward working effectively

Skills required to work effectively as a tailor

- Being able to use a sewing machine
- Excellent time management, organisation, and problem-solving abilities.
- Excellent interpersonal skills
- Good hand-eye co-ordination
- Detail-oriented
- Effective communication skills

The knowledge required to work effectively as a tailor

- Solid understanding of textiles, garment design and construction

My personal strengths and areas for further development

When we talk about personal strengths, we're talking about the things that a person can perform well while utilizing their skills and abilities to complete their task and accomplish their goals.

SWOT Analysis

<u>SWOT ANALYSIS</u>	
<u>STRENGTHS</u> • Direct person • Punctuality • Empathy • Honesty • Creative • Practical	<u>WEAKNESSES</u> • Time management • Communication skills • Team working • Leadership

• Open-minded • Peaceful • Trustworthy	
<u>OPPORTUNITIES</u> • I have the opportunity to pursue my education because I was accepted to the university • I was offered management and leadership training via my work	<u>THREATS</u> • Get bored too easily • Lose motivation • Nervousness • Hesitancy

My employment goals and personal career action plan /development plan

My professional career pathway is:
Tailor
What are my current strengths?
• Creativity - I can generate innovative ideas • Trustworthiness - Fosters faith in my ability to complete a task. • Honesty – Being honest helps show respect for my team members and my employers
What are my achievements and areas of success since the beginning of the module/programme?
• Competence in communication: Potential employers would certainly recognize a candidate's communication skills as their initial quality. The moment you make contact with the business, the employer will start to assess your activities to see whether you would be a good fit for the position • The capacity to analyse and investigate: One employee stands out from the others by being analytical and having strong scientific aptitudes. The capacity to consider many options demonstrates employees' commitment to being truly at ease before responding to their organisation. It might be the difference between a bad idea and one that has the potential to bring the organisation significant riches.
In what areas do I need to develop?
• Time management skills • Leadership Skills • Team Working Skill
Why is it important to improve in these areas?
• Successful time management enables people to finish their jobs faster and, as a result, have more free time, which is usually an incentive to produce higher-quality work. • Leadership is a crucial management function that aids in maximizing productivity and achieving team objectives. • Synergy is the process through which each team member performs better than they would alone by improving team performance in a certain way.
Who will help me? What resources will I need?
• Time management: Making a list of my priorities is the first step toward time management success. Regardless of whether I am in high-level management or the workforce, I should be aware of my main priorities. • Leadership: When someone criticizes my reasoning, disagrees with me, or puts up their own views, I shouldn't feel threatened. Think critically and award merit where it is due. • Team Working Skills: The ideal approach, in my opinion, would be to continue to encourage individuals to self-identify their talents and abilities and be more outgoing and communicative. With my team members can help me in developing team working skills.
What are the constraints/ barriers to achieving these key areas and how I will manage these– e.g. time, resources.

- Time constraint: Developing time management skills will be hard with time constraints. Certain projects may require extra time which will put other tasks of mine in jeopardy. So time management becomes confusing.
- Scope Restraint: I may try to develop too many skills at the same time or do too many projects which will also be disadvantageous to my skill development
- Cost restraint: Sometimes developing certain skills can be hard due to cost as team working requires communicating with colleagues which require outdoor dinners and parties which for a graduate would be hard.

What further action do I need to take now? Actions to be taken – things to do, people to see.

- In order to communicate with my superiors and supervisors more effectively, I wish to obtain more experience
- Enrol in a rigorous program to increase my technical understanding and abilities improvements in the newest tools, programs, and skills that may be used for supervision and facilitation of customer service encounters
- Find a job where I have a better chance of being promoted
- Increase my focus on the task at hand so that I may complete it well and on time.

Time scale – by when

10/10/2023

My short - medium – long term targets for the development of my own professional career plan

Short term plan(3-6 months)	
Specific	Starting the training plan
Measurable	Attendance above 70% and submit the first assignment and achieve a pass
Agreed	Lecturers, line manager, family
Realistic	Yes, as I am completing level 4
Time bound	01/02/2023

Medium term plan (1-2 years)	
Specific	Graduation and soon start training
Measurable	Submit and achieve a pass in all assignments including dissertation.
Agreed	Lecturers, line manager, family
Realistic	Yes
Time bound	01/10/2024

Long term plan (2-5 years)	
Specific	Start employment
Measurable	submit the first assignment and achieve a pass Contract and pass probation period
Agreed	family
Realistic	yes
Time-Bound	10/10/2025

Conclusion

It can be said that this report has been extremely helpful to my future growth as a teacher due to the benefits of role-playing. It has helped me to better understand the recruiting procedure. The report wrapped up the role-play analysis and included some reflections on the interview and potential future career paths. The study also covered a reflective cycle that gave readers an opportunity to learn about how reflective frameworks are really used and how to apply them to the process of self-reflection.

References

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