

Professional Career Development

(BMSW4005_LON)

TASK2- INDIVIDUAL REPORT

ARGENTINA SONOC (1906235)

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INTRODUCTION

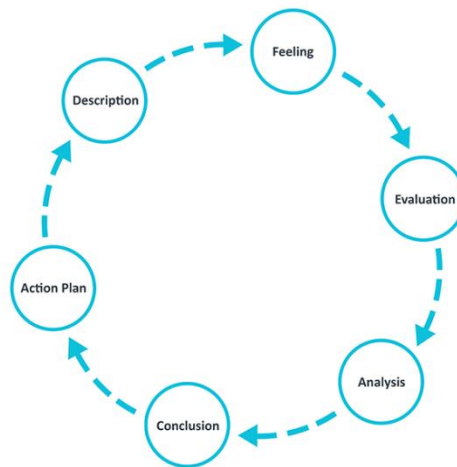
The development of a personal career is a life long process, it allows using different ways to improve skills and knowledge which is essential for employability. Set objectives and personal achievement goals are the primary frameworks for career development. The objective of this report is to analyze the impact of COVID on the job profile of the manager. This reflection report using Gibbs cycle for delivering effective information about my career planning uses several stages and analyzing skills and knowledge which are required to fulfilling the wants of employers. The impact of self-motivation is strongly capturing the activities of development along with the different learning styles. Self-Awareness activities and SWOT analysis are essential for personal development. The employment goals are framing according to the PDP plan for future development.

REFLECTION

The reflection about personal development is consisting of the furlong stages in the guidance of Gibbs's reflection cycle. Here, I have analyzed that the reflection about my skills and development of career needs concentration process on several frameworks which are necessary.

GIBBS REFLECTIVE CYCLE

Gibbs's reflective cycle is one of the efficacious procedures to reflect a standalone experience where it provides a personal analysis of the continuous cycle of improvement in the current market situation (Potter, 2015). There are six stages which are mention below:



Description, the first stage of the reflective cycle delivers the essential information about the development process and find out what are the skills required at the time of facing competition, when it will occur, what I have to do to grab it, and what will be the benefits from the learning in the personal development (Potter, 2015).

Feelings, my experience related to my performance is quite good and effective for future development. I can feel that the consistency in learning new things makes me feel good and motivate towards getting a better profile. I have analyzed that this COVID situation is reliably affecting organizational work and reducing productivity.

Evaluation, I have evaluated every small aspect related to the COVID situation impact on my professional development and find out that the working structure within the hospitality industry will be affected negatively for this year and the opportunities in the market are limited (Potter, 2015).

Analysis, I analyzed things that are not positive to the development of career and the current market situation is stable or even diminishing in the hospitality sectors. I have to improve my knowledge and skills to get employment.

Conclusion, the overall situation of the assistance manager within the hospitality business is facing several issues like financial crunches, job opportunities, less pay; follow guild lines, and many more. It observed that this situation is not under control, now the process of learning and improving skills is the last report for personal development (Potter, 2015).

In the action plan, I can use my communication skills to set up effective relations with customers and other team members. Hard work and determinations are the core process that support be to become an effective manager.

CAREER PLAN

I have analyzed that there are some effective identical stages of career planning which support me to frame my future development process. These stages are illuminating below:

Step 1: Explore Career Options, The prior process is to recognize the career option which can suit my skills and also provides a better future. Being a manager is my long term goal and it is the career option for me through analyzing the futuristic impact.

Step 2: Conduct Field Research, I have also make filed research in different hotels that what are the key responsibility of managers and what are the essential skills and knowledge are required to become a successful manager (Collet et al. 2015).

Step 3: Determine Your Job Target; this is the third stage where I need to take steps to finalize my job target. I have chosen a specific title for my job profile which is to become a manager with an effective set of knowledge and skills.

Step 4: Build Your Credentials and Resume, with the support of an impressive cover letter and resume, I have to apply for the job profile of the manager. I have analyzed many activities that are required to cross-check before applying for the job which is also considered in it (Collet et al. 2015).

Step 5: Prepare for Your Job Search, I have already searched job in Hilton London Olympia on the profile of Assistant Manager. The current situation in the market is affecting jobs in the hospitality industry (Collet et al. 2015).

Step 6: Launch Your Job Search, Application submitting process on the website/portals of the company; along with the cover letter required to provide importation related to my skills and capabilities.

It is necessary to analyze every stage effective if the process of career planning is missed can affects the whole process.

WHAT EMPLOYERS WANT?

With the career planning stages, I have observed that Job Search is an essential process to get understanding the wants of employers from me. Several requirements are to be fulfilled by me at the time of applying for the job profile.

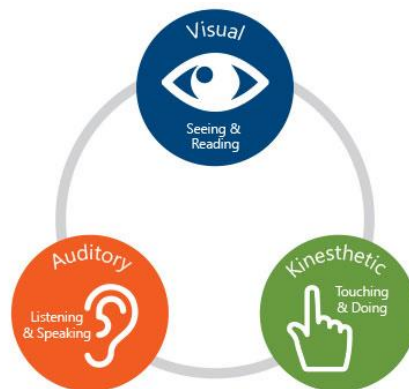
- Share creative ideas and opinions, on the profile of assistant manager the basic wants of the employer from the employees to deliver creative ideas and valuable opinions to work done easily For Example: establishing a rotating culture.
- Communication, the communication level should be effectual which can influence others to manage tasks and activities. Interpersonal communication channels should be strong for this profile For example the message of the manager should be consistent and engaging.
- Responsibility, employers want to fulfill the assigned responsibility by the employees within a specific time duration. I have analyzed that there are several activities where I have to focus like group activities, managerial process, and so on For example: Maintains staff by recruiting, manages legal work and department activities.
- Respect and Trust, every employer expected to respect and trust from the employees which are the core responsibility of the employees For Example: Listening to others and let them speak.

SELF-MOTIVATION

- Self-motivation is very necessary to manage the pace of working within the organization. It is also required to motivating yourself through monitoring my performance, Be empathetic, anger management, and also using different learning processes which help to focus on personal development.
- I have analyzed that several tools and techniques are available on the internet which can be the supportive process for self-motivation. I have analyzed that the learning and other creative motivations are supporting me to get better outcomes.
- For Example: According to Maslow's theory of motivation, the requirement of necessities, personal relations, and esteem, are the helpful approaches to make me motivated.

LEARNING STYLES

The learning process is referred to the process of getting information about the different topics which are useful in the development of career and futuristic employment. VAK Learning Styles refer to the most common ways of learning through using visual, auditory, or kinaesthetic. This framework is formulated in 1920 by psychologists. I have analyzed that this theoretical process of learning is useful for me; it is a factual representation that most of us prefer to learn by one of the three learning ways in this theory (Bakri et al. 2019).



Visual, the learning from seeing and reading the notes, visualize study, materials, and more; I have analyzed that I can absorb information from seeing different material which can be color coordination, graphs, diagrams, and other written materials (Bakri et al. 2019).

Auditory, the learning came from hearing information and verbal instruction. According to my personal experience the tone of voice, oral presentations, and discussion process are the best source of learning things. The mind directly receives information from hearing capabilities.

Kinaesthetic, the process of learning from physical coordination, touch, drawing, and doodling is also a potential source of learning things. The basic activities in this stage of learning required draw figures, construction data, and other essential materials (Bakri et al. 2019).

I have analyzed that, I am focusing more on the visual learning process to get better information and able to cross-check with other options. Other processes are also effective to get learning but I am focused on visual.

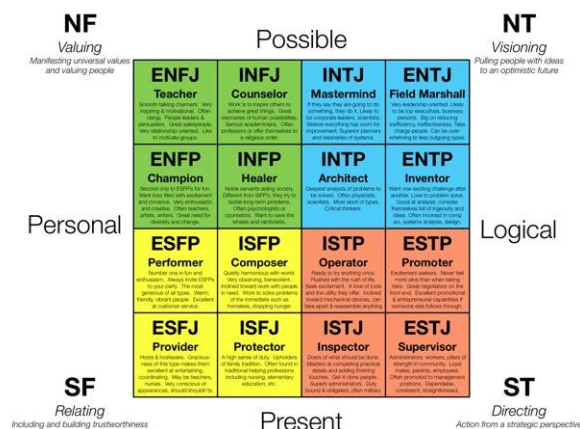
PERSONAL DEVELOPMENT

SELF-AWARENESS TOOLS

The self-awareness activities help to the personal development and deliver the support in reducing the weakness. Such a creative framework helps me to encourage and motivate me to achieve goals. There are two different categorized self-awareness tools are mention below:

1. MBTI (MYERS-BRIGGS TYPE INDICATOR)

This is thoughtful self-report questionnaire indicators to assist me in the psychological preferences that how effectively tasking decisions. The decisions for personal development are formulated by this theoretical work and analyze the feeling & thinking, judgemental abilities, and perception process (Suleman, 2018).



2. GROUNDING TECHNIQUES

The second self-awareness tool is ground techniques that can support me to reconnect with the present situation and reflect the current necessities to me. It helps me to move out of panic situations and distressing emotion through implementing memory games, make laughing activities, and, formulating steps for reducing anxiety (Suleman, 2018).

SWOT ANALYSIS

The framework of SWOT analysis can evaluate my strengths and opportunities which can be the strong support for reducing weaknesses and threats. I have analyzed that my communication skills need more polish to represent myself in front of others.

STRENGTHS	WEAKNESSES
▪ I am enough confident to manage things through effective planning ▪ I have a strong work ethic, self-discipline, and the ability to work under pressure. ▪ I have observed that, while interacting with my peers; I can speak better than them and also able to make health interaction.	▪ I am scared to be overtired at work and school ▪ My time management is weakened and I am scared to make the right decision at the right time
OPPORTUNITIES	THREATS
▪ With the help of innovative and advanced software, I can learn and explore new things. ▪ The development of the skills will be helpful to me to face the completion of the manager profile.	▪ My time management is a major threat and I am frightened to make the right decision at the right time ▪ Competition with other qualifiers for the same job profile

EMPLOYMENT GOALS

The employment goals are providing knowledge that what kind of skills and information required to develop, analyzing financial objectives, and the effectiveness of the experience for the specific profession profile. I have analyzed that my long-term employment objective is to become a manager at respective organizations with financial stability. The aim of the employment is to capture more effective process from the organization and also control the activities which are required to manage different formations. During the personal development plan, I have mentioned that the requirement for the manager is to focus on the working ability, communication process, and determination to accomplish organizational objectives.

CONCLUSION

The advancement of the individual profession is the deep-rooted process, it permits utilizing various approaches to improve aptitudes and information which is basic for employability. Set targets and individual accomplishment objectives are the essential structure for career development. This reflection report utilizing Gibbs cycle for conveying the successful data about my career planning utilizes a few phases and breaking down aptitudes and information which are required to satisfying the needs of employers. The positive impact of self-inspiration is firmly catching the exercises of improvement alongside the distinctive learning styles. Mindfulness exercises and SWOT analysis are basic for the self-awareness. The work objectives are confining as indicated by the personal development plan for the future turn of actions.

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APPENDIX

**Professional Career Development
(BMSW4005_LON)
TASK1- ROLE PLAY**

ARGENTINA SONOC (1906235)

LECTURER: MALANI GUNARATNAM

LOGISTICS- TRANSPORT MANAGER

Good morning!

My name is Argentina, I am one of the managers and also encharged with the recruitment.

Due to business expansion an opportunity for transport manager position has been created.

We are looking for a motivated and experienced manager to join and lead our team.

The chosen candidate will be a leader, who has a good eye for details and is have a good organization skill.

Our required skills are:

Hard working, quick learner, team player, enthusiastic, effective team management, solution implementation and experience in transport.

I am going to ask you a few questions to valuate your experience and attitude, and see if you can be considered for the manager position:

- 1.Tell me about yourself.
- 2.What experience do you have with respect to this transport manager position?
- 3.How did you come to find out about our company and what do you know about us?
- 4.As a transport manager what is your management style?
- 5.How do you respond to working under the pressure?

Thank you very much for your time and for your interest to working with us.

If you have any questions or any issues, please do not hesitate to ask me.

We get back to you as soon as possible, this will be in no longer than two weeks' time.

Thanks for coming and have a great day!