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PERSONAL REFLECTION AND CAREER
DEVELOPMENT PLANNING

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INTRODUCTION

The report would be focused on evaluating my career development planning strategy using Gibbs' reflective cycle. It will show the essential skills that would be required that would enable me to be readily employed and effective in the workplace. These skills are known as employability skills and they are skills that are required to be possessed by graduates as they enter the job market by employers. Employability skills are called foundational or job-readiness skills because they are skills that make an individual seem desirable to a hiring organization and these skills tend to differentiate prospective competent employees from other contenders (Doyle, 2020). A reflective analysis is a powerful tool that is used by students and professionals to reflect on past experiences in order to make better choices and be more efficient in the present and future occurrence of the problem. Using Gibbs' reflective cycle, I would be able to evaluate these skills and show how they are essential to my success in the work environment by effectively analyzing my strengths and weaknesses. Also, the work would reflect my role in the play done in class in order to emphasize the skills gaps identified, my career goals and experiences.

GIBBS' REFLECTIVE ANALYSIS OF CAREER DEVELOPMENT PLANNING

DESCRIPTION

Employability and working effectively with a team are essential qualities that are expected to be possessed by a prospective employee in any hiring organization. Nowadays, employers tend to employ individuals that are ready to work and could easily adapt to the work environment with the diverse workforce and job obligations. Therefore, it is imperative that I can express these skills and knowledge that are essential to the success of my profession and that would enable me to be gainfully employed into my preferred organization. One of these skills that are important is teamworking and it is an expected quality that every employer wants their employees and prospective employees to possess because it enables individuals to collaborate and corporate with people from diverse backgrounds, culture, profession, and race to achieve a common goal in the organization. Teamworking ability enables me to selflessly carry out my responsibility within the organization by recognizing the importance of my colleagues in the fulfillment on the general goal.

However, like teamwork, the employers expect a prospective employee to be able to eloquently communicate with members of the organization both written and oral

communication processes. In any organization, information is key and it is imperative that the information is shared in the right way that would ensure the message and content is passed correctly. Effective communication is the ability to exchange ideas clearly and work well with others through listening actively, asking relevant questions, expressing thoughts clearly in writing and speaking and making logical conclusions. Also, leadership skill is another exceptional skill that portrays the employees as leaders in their own rights and department because they can provide guidance and direction on tasks without the need of supervision from the top management. Employers tend to evaluate the ability of the employees to take on responsibilities that would require them to make executive decision about their job task and analyze how they carry out the objectives.

Through my years of working and studying, I have been able to understand my strengths and weaknesses and the knowledge would enable me to apply myself in good stead in any organization in the job market. My strengths were teamwork, active listening, conceptual, time management and interpersonal skills. These skills are essential to the success of a professional career and these are skills that employers regularly expects prospective employees to possess which would ensure they are able to assimilate and effectively carry out their task in the workplace. Also, I have identified my weaknesses which were my lack of technical skills, conflict resolution, authoritative, patience and communication skills. These skills were identified as my weaknesses because I have not been able to implement them in my personal and professional life. For example, communication skill which is an essential skill for every hiring organization is not my strongest suit because I tend to studder during presentations and easily lose my train of thoughts. Also, interacting with a group of people tends to be difficult which makes my words incoherent, and the audience lose interest in the idea or information I am trying to share.

FEELINGS

Before the task, I always felt with my upbringings and education, I could be easily employed into my organization of choice but I have come to acknowledge my strengths and weaknesses through this lesson and found out I lacked most of the employability skills that was required by the hiring employers. In the past, I thought employability skills were attained by being a good student and graduate with the necessary points, but I have found out that they are skills that are learnt from observing professionals do their jobs and understanding the reasons behind most of the decisions they make in order to achieve their goals.

However, I must state that I am feeling very positive and optimistic about the advantages and benefits that I would attain from studying and successfully completing this task. Studying and understanding of employability skills would put me in a good stead when I am seeking

employment opportunities in renowned organizations because I would have successfully implemented the much needed skills that would set me apart from other applicants and colleagues.

EVALUATION

The main takeaways during the task was that I was able to deduce what was good and bad about my career development process and the method of implementation that would enable to gain employment into my choice organization and develop my employability skills that would set me apart from individuals competing for the same position. I really enjoyed the task because I understood the importance of leadership and teamwork skills especially in the modern-day organization where employers endeavor to relinquish most responsibilities and obligations to the employees. Therefore the task was educative and revealing because I was able to understand the essential skills that would ensure I remain competitive in the job market and develop areas that are increasingly in demand by employers. The negative aspect of the task was that I still struggled with overcoming most of the weaknesses I identified especially the communication skills. But I still felt optimistic about my chances of improvement on the skill because I would develop a smart plan that would enable me to continuously practice and improve the skill by putting myself in positions that would require me to utilize either written or oral communication processes.

ANALYSIS

Understanding of the skills required to be gainfully employed into modern organization is an essential tool and beneficial to a successful professional career. I feel that I have put myself in a good position to veer for attractive positions in my current or future organization and being able to recognize the necessary skills would enable me to strengthen my weaknesses and explore new skills that are in demand by employers. According to (Whitmell, 2010), it is important that graduates and prospective employees endeavor to recognize the skill gaps existing in the job market and fortify themselves in order to be more attractive to employers because multiple reports have shown that under one third of companies have vacancies for which they cannot find qualified candidates while two thirds believe there is a national skill shortage. This shows the importance of these skills and the benefits to my career development because proper understanding of my abilities would enable me to easily acclimatize to the skill gaps in the industry.

CONCLUSION

In retrospect, if I had known the importance of these skills and I have started practicing the areas in which I have been weak, I would have been able to secure better jobs and I would have been given positive feedback from hiring companies that have received my applications in the past. Implementing these practices would ensure that I fully utilize my potentials by taking on responsibilities and duties that would require my strengths and improve my weaknesses.

ACTION PLAN

In future, I would want to be in the fore-front of presentations by being the spokesperson of the group because it would enable me to improve my communication abilities and confidence in front of an audience. Also being the spokesperson means I would carryout some leadership roles in the team and in the process, I would be able to initiate innovative ideas and team dynamics that would lead to success. I would read books and watch some videos on social media platforms that are focused on improving employability skills and constantly be involved in group activities.

REFLECTION OF THE ROLE PLAY

DESCRIPTION

It was a face-to-face interview with a female colleague in my class. Before that day, the lecturer has picked partners for each member of the class and we were meant to ask each other questions based on workplace activities and the questions were meant to ascertain our strengths and weaknesses that would show that we have developed our employability skills. I

have always been known quiet and shy student, but it does not mean that I could not partake effectively in the interview session. I must state that at first, I was very apprehensive to partake in the role play but I was comfortable when the lecturer appointed my friend as my interviewer, and I became a bit relieve knowing I can comfortably discuss the topics with my friend with fear and anxiety that would have been exhibited if the lecturer has chosen someone else.

FEELINGS

I felt extremely miserable at the thought of the role play because I was never comfortable facing another individual and staring into each other's eyes. Maintaining eye contact with another person always felt burdensome and it affected my formation of words because I tend to be nervous and incoherent with words due to the discomfort. The importance of eye contact was pointed out by (Eatough, 2021) who stated that making eye contact helps both people to focus on the conversation and read facial expressions which would improve understanding of the information that is been shared.

EVALUATION

During the role-play, I was able to evaluate my body language and posture which were criticized by the lecturer because they showed that I lacked confidence in my answers and most times, I was not audible and incoherent. This made me look like I was not confidence with my answers during the interview and my colleague kept repeating her questions towards me because she felt I did not understand the question. I knew I was going to feel this way as I have initially stated that I always felt weird sitting in front of anyone and answering questions. Despite this weakness, the interview was good and after few minutes, I was able to express myself clearly to the interviewer and we were able to effectively complete the role play.

ANALYSIS

Nervousness, self-confidence and communication were my major problems during the interview and I would endeavor to improve by putting myself in positions where I would need to speak in front of an audience or interact one-on-one with an individual. Improving these weaknesses that were found out during the interview would be beneficial for me as I seek jobs in the job market and these characteristics are essential to be employable.

CONCLUSION

In retrospect, I was not able to coherently share information or speak easily to people especially strangers but I could confidently state that after the interview or role-play, I have

identified the areas that require improvement and I would be working on them continuously. The role-play exercise served as an example for a real-time interview that could occur in future as I venture into the professional world and the areas that were pointed out by my lecturer that requires working on would be improved in order to secure my dream job.

ACTION PLAN

Practice prep interviews with my colleagues and partake in presentation session in school and church in order to build my boldness in front of an audience. Henceforth, I would watch Tedtalk videos that would show me how people present their ideas to audience and their body languages during the presentations. Also, completion of this course would enable me to improve on my weaknesses because at the end of the interview, I was less nervous and began to speak eloquently. Therefore, continuous practice with friends and colleagues would enable me to improve the flaws that were pointed out during the role-play.

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