

Professional Career Development BMSW4005

Lecturer: Anita Nan

Student: Radu Milea

Student ID: 2019144

Table of Contents

Introduction	3
Career development planning	3
Reflective cycle- Kolb's	3
Skills and knowledge contributing towards working effectively	4
Readiness for employment.....	4
Personal strengths and areas for further development.....	5
Employment goals	5
Personal action plan/development plan.....	6
Conclusion	6
References	7

Introduction

Personal career development helps with understanding the career for self-development that enables with the aspects of better learning that are different and skills required for the working life. It will be helpful for the future development and identifying the experience and skills needed for achieving the objectives. This report will be based on my understanding and strengths for my career development with discussing about the reflective cycles. Focusing on my knowledge and skills in this report will help me in contributing more effectively for my future job role. This report will be a clearer representation of my readiness for getting employed with understanding my personal areas and strengths that will be beneficial for my further development. Lastly, there will be my personal action and development plan discussed. Moreover, it will contain the personal reflection of the role play that was discussed in the part one based on the interviewer and interview that is subjected to the substantial pieces of the reflective writing.

Career development planning

Career development plan helps with the short-term and long-term goals for pertaining the current and future jobs. This gives the planning sequence of the experience of formal and informal way assisting the better working and achieving the required goals. The goal will help in linking the potential and personal strength of mine as it is considered as optional. Planning for my career will help with realistic set of expectations of the career growth giving the time framing of the certain milestones with identifying the areas needed for developing the eligible way for the milestone of my next career. The simplest form career development planning giving the reflective tends that is careful tasks and actions evaluating the effectiveness and quality. It shows the ability for examining the actions for developing the outcome and understanding the better skills (Hong, S.M. and Cho, H.S., 2020). This will help in learning and building the skills of resilience that is extremely important and gives daily exposure for future learning. This will give the strategies by developing more resilience way accepting the change as the part of life. Career development will help in complex and complicated way by choosing the right major for future (Gee et al., 2019). It seizes with opportunities for future planning and understanding my strengths and weaknesses by organization skills and time management.

Reflective cycle- Kolb's

The reflective model of Kolb's is also called as the Experiential learning. This model is considered as the best reflective learning model as it helps with the own experience by reviewing it, evaluating it, and analysing it systematically. After this process is undergone completely there are new experiences formation that comes from the starting point for another

cycle. It helps me in the learning cycle as it allows the structure to convert it into pieces of the reflective writing. It has with the situation that I am in and the feelings regarding it and providing the solid platform that can build the reflection (Din et al., 2020). This cycle also helps in describing each situation and analysing its aspects. It has helped with understanding the experiences and the stages that comes with the theoretical ideas by gaining more insightful into the experience. It helps me in focusing on my experiences and the purpose is to help from my experiences and writing it by looking it forward. This learning helps in critically evaluating the learning that is provision available to us and developing the learning opportunities that are more appropriate. It helps with developing and observing my experiences and solving each of them by deciding.

Skills and knowledge contributing towards working effectively

There are various skills and knowledge is that has helped me in working more effectively. Employability skills are also referred to as the transferable skills that helps in utilising the better workplace. See the diverse set of skills in candidate is making the relevant way by focusing on building more employability skills. These skills are considered as the soft skills that has in making understand the job work and illustrative the job description. Communication skill is considered as the most important personalities skill for working more efficiently as it helps in avoiding the misunderstanding that are unnecessary and helps in increasing more productivity (van Laaret *al.*, 2019). The communication skills are mostly non-verbal, verbal, written, and visual that at times the object is with convincing the thoughts and ideas. Leadership skill is also considered as the most important skill as it helps with the management of team members and training and motivating them improve the practises of the work and setting the objectives and goals and achieve on them. problem-solving skills will help an act of determining the issues and identifying the main cause of the problem. It will also help in overcoming the obstacles and resolving the issues that are complex. Teamwork is the skills that helps with the ability of maintaining the healthy relationship between the colleagues and contributing to the improved performance of team.

Readiness for employment

The readiness for employment helps in describing the commonly expected ways of entering at the workplace. It has with understanding the set of skills and behaviours that are important for the job and the rascal starters in deciding whether I am actually ready for employment and the skills are employability skills, service skills, and job readiness skills. These abilities have the loyal loving and interacting with the co-workers and supervisors. It will help in reinforcing the timelines that I am able to use timelessly and building the understanding. Employers helps with the values of employer that helps in communicating effectively and acting more

professionally with really doesn't matter What is the technical skills are all the job may require and helps with the good social and interpersonal skills (Jongen et al., 2018). Readiness for employment depends on it should job and based on what I am looking for. It mainly involves with the awareness of my strengths and areas that are required for growth. Although it is not a scorecard that can be used for measuring the success, but it can help in recognising the ways and developing the strategies that will be beneficial for the future.

Personal strengths and areas for further development

For me my personal strengths would be goals setting, communication skills, adaptability, and productivity. Goal setting in my professional career would help me in improving more focus and giving the best work performance. It projects with the milestones for reaching the personal development with making it equally important by feeling the satisfaction and pride for the work done. Communication skills are the major skills in every aspect according to me. In the teams or offices, it comprises of the people coming from various backgrounds and having different experiences. This diversity has in bringing the fresh perspective and emphasising on the style of communication. It recognises the preferences of communication in greater ways and building the positive relationships. Adaptability is also the most important way for the development as it has in brainstorming and planning the scenarios that helps with the scope of projects leading to more progress in the future. It helps in restructuring of the vision giving the financial setbacks that affects the deadlines and deliverables of the project. Adaptability helps with that adapting of each aspect and scores that comes with being happier and more productive way coming with the fluctuating of circumstances and tasks. And lastly productivity helps in satisfying the work that allows me in pursuing my list of tasks would effectively and efficiently with lesser distractions. It has with developing the ability for being more productive that does not matter from the skills that are valuable.

Employment goals

For me my employment goals would be to gain the new skills. There are hundreds of new industries and companies involved in the world day by day coming with variety of abilities and talents with the diverse set of skills that has been impressing the potential and current employers. My main aim is to gain as much experience and skills from my job as it will help me in the future. Another goal would be to boost my abilities of networking with influencing the progress and reaching to the career goals. It will constitute of talking to the individuals more about the work and socialising in aspect of profession and where I can find my benefit with exchanging insights and information. For long term it will help me giving a certification and earning a degree. It will help me in providing the ability for gaining more knowledge in a holistic side of business and growing in the field that I want to and understanding every detail of it.

Personal action plan/development plan

Current skills	Good at observations	Communication	Adaptability	Productivity
Skills to work on	Being more consistent	Listening more and talking less	Accepting the objective of others	Teamwork
My goals	Analysing the information that I have and making a proper schedule and time chart. Doing it regularly.	Talking only when it is necessary and to keep my point. Being less aggressive on the behaviour and taking time to react.	Understanding what others want to say. Being more reactive and a good listener as it will help in finding new strategies.	Being more proactive but taking others opinion is always a plus point.
My resources	Making a timetable	Practising relaxation and self-control	Focusing more on social activities	Being more active in teamwork
Action plan	2 months	4 months	3 months	5 months

Conclusion

From this reflective report it can be concluded that improving my productivity and the opportunities of my career development it will help with achieving my goals for future. Career planning is considered as the crucial object as it is based on what our whole life would look like so careful career planning is very crucial. For me it has helped me in understanding all of my skills, strengths, weaknesses, and opportunities. It is very important for me for becoming successful in life and utilising my personal abilities and skills to the maximum level.

References

- Din, W.M., Idris, F. and Tajuddin, M., 2020. Adapting Kolb's Experiential Learning Cycle in Enhancing Attitude and Skills Among Undergraduates through Volunteerism. *Asean Journal of Teaching and Learning in Higher Education (AJTLHE)*, 12(2), pp.122-139.
- Gee, D., Schulte, M. and Matsumoto, R.R., 2019. An individual development plan for pharmacy students for career planning and tracking accreditation standards. *American journal of pharmaceutical education*, 83(6).
- Hong, S.M. and Cho, H.S., 2020. Status and Improvement Plan of Career Development of Researchers at Government Research Institutes of Science and Technology. *Journal of Labour Economics*, 43(3), pp.101-121.
- Jongen, C., McCalman, J. and Bainbridge, R., 2018. Health workforce cultural competency interventions: a systematic scoping review. *BMC health services research*, 18(1), pp.1-15.
- Van Laar, E., van Deursen, A.J., van Dijk, J.A. and de Haan, J., 2019. Determinants of 21st-century digital skills: A large-scale survey among working professionals. *Computers in human behaviour*, 100, pp.93-104.