

Rositsa Kamenova

Student ID:1915914

BMSW4005

Professional Career Development

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Introduction

In this assignment I will write a reflective report, containing my professional goals, the steps I went through to achieve them, how I gather ideas and information, how I improve on my wrong decisions, the way I plan my time and manage with my other duties at work and outside, I will also identify all the health and safety regulations around my work and the ideas I build towards it.

Reflective feedback on Skills for the Workplace

When I first started studying Skills for the Workplace, I was working in a café as a waitress. My dream was always to work as a designer for events such as, weddings and birthdays, I even have some experience in the sector because one of my friend was a coordinator at JK Banquets and she needed an assistant with decoration the events. My level of professionalism was very low at the begging of my course, I was struggling with managing my time well, looking further into consequences and outcomes when I was making a decision, planning my improvements and working on bigger goals.

At my first session I was very nervous and I thought I am the only that has these problems in life at work and maybe even in my studies, but then we started to introduce ourselves and talk about what we want to improve and where are the points that we are confused at, and I saw that many of my colleagues in the class were like me it was good, because we could help each other and learn together.

This term which is the last, when we had our first session the tasks at the end really helped me to keep track of where I am and what did I achieve, the first question was (Looking back on your life, identify three of your achievements so far), and then it made me look deeper into everything I have been doing until now not only at school but at work as well, I realised I wasn't doing anything to go further with my role at work because I didn't want to take challenges and because I couldn't manage my time well. Then the next question came and it was (In five to ten years' time what would like to be able to say were the achievements of those years), this really helped me and I started motivating myself to be able to answer this question and be proud of myself in this time frame. The lecturer showed us how to use (SMART) and what it stands for Specific, Measurable, Achievable, Realistic and Timely, this method seems to work very good for me since I understood that these are the factors to think about and that they can guide you very good in order to achieve something at the right time and without struggle. I wanted to save money for a new laptop which was costing £950 pounds, but I was working only 3 days and my salary was £250 a week with my spending being £150 per week, I could save £100 but it would take me a long time so I thought about using SMART and I came to the place where I found out I could reduce my spending with £50 pounds a week and save £150 per week so in 7 weeks' time I would be able to get myself a new laptop.

Personal and Professional Development Plan

My current job role is cashier in a food store, I work five days a week, 10 hours a day and my salary is £9 per hour. I do a lot of tasks at my workplace such as, ordering deliveries, serving customers on the till and helping when new stock comes in at the moment I don't have any opportunities for development career wise and getting an increase in my pay.

As I develop to set my goals I learnt a very useful method, called SMART.

SMART stands for Specific, which is used to specify what exactly you are trying to accomplish in the PD session, Measurable, setting measurable goals so you will know you are able to achieve them by looking good at the situation, Achievable, is used to analyse if they are realistic enough to be accomplished, Relevant, helps you to make sure that what you are trying to accomplish matches your audience and helps you stay focused, and Timely and Trackable, the importance of setting goals that can be accomplished in the available time and can be tracked during the whole process.

I created a plan in my head that I started following one by one, I needed to make a progress with my earnings and the work that I am doing, so I started doing some researches on how to plan my progress successfully. I used the website below to get some ideas on planning,

In-text: (Reviewing progress on a personal development plan - AnswerKid.co.uk, 2020).

First I went to my current job and met with my manager, to discuss that I want to develop and move up with what I am doing. We discussed the possible opportunities and I decided to stay and make it work.

From a cashier, my manager decided that I can move up to an assistant manager. With the new job title comes more responsibilities but I was really motivated to do whatever it takes and challenge myself because I would earn more and I would move to a different level. My manager set a time frame for me to learn how to complete my new tasks, he gave me 3 weeks and I planned my learning according to this time frame.

The first week I took a training course next to him, in which I completed the duties with his help in order to learn the right and most effective way to do them. The second week I was still struggling with opening the system in the computer and working correctly with it, so he gave me the whole week to learn how to scan every barcode and make it match with the right item and also how to change something in the system if it was wrong. I was taking notes during the whole time and I was also practicing at home and learning prices and companies names that deliver the products to the store, this was very

tiring but also very exciting for me because I knew I was moving up and making the progress I wanted to see in myself. The third week was my last training time, which I had to complete alone while I was being supervised by my manager. I was very scared from the begging but then I started dealing with all the tasks and in completing them I was very busy which relaxed my mind and made me think only about completing my work the right and the best way I can. I passed my training successfully and I started working for £10.50 ph., which made me even more proud that I challenged myself.

Time Management

Time management was a very important part of my new role at the store and I wasn't so good at it since my only task until then was to just seat at the till and scan products. My manager advised me to start planning my time and working more on not wasting it, so I can complete duties on time and have time for my social life too.

First I started listing down the things I do through the day and checking them one by one, I took out the few things that are wasting my time which were, reading a romance book for the second time, which was taking 1 hour off my day also social media, instead of eating or resting at my work breaks I was checking social media a lot. In-text: (Power Up and Be More Productive With These Time Management Tips, 2020).

I set myself some time management goals, the first one was not to spend more than 40 min when checking the products in the shop, so I started setting a timer every time I was checking the products in the shop, which really helped me with reaching my goal. The second goal was not to touch my phone during my food break, so I started leaving my phone in my locker during my food break and in this way I was able to enjoy my food instead of not touching it. My last goal was to be able to prepare the paper work that I have to complete each morning from the night before, so is easier for me to start with my other tasks in the morning, so I usually have to check and fill the fridges before I finish my shift which takes me an hour and a half, because there are two different fridges one with dairy products and the other with drinks. In order to finish earlier and have time for my paperwork I started filling and checking the fridges at the same time as I was giving orders to the suppliers, which saved me extra 30 min in which I started completing my paper work. In-text: (Power Up and Be More Productive With These Time Management Tips, 2020).

As I learnt some very helpful strategies for managing my time at work, I started sticking to this routine every day a seat work and this improved my image in

front of my manager and made my work easier. In-text: (Power Up and Be More Productive With These Time Management Tips, 2020).

Health and Safety regulations

The safety of customers and employees was always a strongly followed instructions at Expo International Supermarket. When I first went for my interview to get a job there, my employer carefully explained to me that the safety for them is the most important factor in order for the work to flow easy and fast without problems and issues.

He explained to me that they follow some very easy steps in order to keep the balance at their workplace. The first step he took was to check what kind of age groups are shopping at the Supermarket, and since is a supermarket there are all the age groups and genders which can enter the supermarket at any time of the day because its open hours are 24 hours, 7 days a week. In-text: (2020)

The shop serves alcohol as well as tabaco, but alcohol can not be served after 12am and before 8am, in order to keep safe the workers at night from any issues that can accrue if anyone is consuming alcohol during the night. ID checks are a must when purchasing any kind of tabaco or tabaco related products in the market, in this way they prevent kids from buying and consuming alcohol or tabaco. In-text: (2020)

Coming to the expired stock, each day of the week we are required to check a different part of the products and take out any that is expired, after that there is a paperwork being written and the products are being exposed of. In this way Expo international supermarket is making sure that its clients are staying healthy and consuming the best possible stock.

Reference

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