

**Certificate of Higher Education Skills
for the Workplace
Professional career development**

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Introduction

Professional career development abilities are essential for choosing a person's career path in today's cutthroat job market. Graduates can use these talents to demonstrate their employability to potential employers in addition to helping them improve individually. I've gained invaluable knowledge and insights from taking part in and attending professional career development lectures that will help me hone my skills and choose my next career route. In my reflection, I'll talk about the significance of one model in particular that was covered in the lectures, as well as how I've used what I've learned to advance my professional objectives. To understand the effectiveness of the models discussed in the lectures on professional career growth, I'll be using the Gibbs reflective model. The description, emotions, assessment, analysis, conclusion, and action plan are the six stages that make up this approach. I'll go into more detail about the model that, after this reflective process, had the largest influence on me and how I've applied what I've discovered to develop my career.

Description

Participating in the Professional Career Development lectures has helped me learn a lot and expand my knowledge, which has helped me grow both personally and professionally. The lectures covered a variety of models and frameworks, including SWOT analysis, the Johari Window, SMART goals, personal development plans (PDP), and others. I now have a good understanding of many aspects of professional development thanks to these models, and I also have the resources I need to improve my employability (Ferreira, Martinsone, and Talić, 2020).

Using the SWOT analysis, I was able to assess my opportunities, threats, and areas of strength and weakness. I could critically evaluate my skills, knowledge, and attributes, which helped me identify areas where I might improve and where I was strongest. This study has had a big impact on the direction my career is going because it helped me identify the areas where I can excel and those that require more improvement. Another idea that has had a big impact on how my work has evolved is the Johari Window (Stevens and Cooper, 2020). The Johari Window provided me with a framework for understanding and assessing my interpersonal relationships and self-awareness.

I had the chance to examine my blind spots and see how other people perceived me. By completing a Johari Window exercise, I was able to pinpoint my areas of weakness, discover hidden talents, and enhance my teamwork and communication abilities. This model's emphasis on the benefits of self-awareness and interpersonal effectiveness has greatly influenced my job

path. Out of all the models mentioned, the Johari Window has had the greatest impact on my progress as a professional. It has helped me properly understand my benefits, drawbacks, possibilities, and threats. It has also contributed to my personal development by allowing me to better understand my blind spots and interpersonal skills (Fox, Dodman, and Holincheck, 2019).

Feelings

During the Professional Career Development courses, I delved deeply into the many models and frameworks, particularly the Johari Window, and experienced a range of emotions (Gibbs et al., 2020). I originally felt a mixture of interest and eagerness, ready to research new concepts and gather the information that might aid me in choosing my future career route. As we dug deeper into the Johari Window and self-assessment tasks, I also felt exposed and nervous. Reflecting on oneself and seeking feedback can be challenging and painful. At first, I felt a little awkward about acknowledging my shortcomings and blind spots. For me to be able to accept constructive criticism and recognize where I needed to grow, it took a lot of self-awareness and humility (Yulianti, and Sulistyawati, 2021).

Evaluation

By taking into account its results, I may judge how well the Johari Window model is at influencing my professional progress. The model's focus on self-awareness and interpersonal skills has significantly influenced my career decisions and my ability to operate in a team. I've discovered a lot about my abilities, constraints, and blind spots through reflecting on myself and soliciting feedback (Dlouhá, et al, 2019). My improved self-awareness has helped me align my goals and abilities. The Johari Window model's focus on interpersonal skills has improved my ability to fit into various teams and forge lasting professional partnerships.

It is vital to understand that putting it into practice requires both trust and a willingness to engage in self-reflection and criticism. The Johari Window paradigm has a flaw in that it ignores other factors like technical competence and domain knowledge in favor of placing a sole emphasis on self-awareness and interpersonal skills. To overcome this, additional strategies and resources need to be integrated into the career development process (Hyde, 2021).

Analysis

It's important to take into account both the successes and challenges encountered when reflecting on my path to career progress. This analysis helps me make sense of the situation and find the information and resources that might illuminate my experiences. The fact that students actively participated in the Professional Career Development lectures could be a factor in how nicely things went. By participating actively in the lectures, I was able to pick up a wide range of knowledge, perspectives, and career-related skills (Zhang, et al, 2020).

I gained deep knowledge and practical skills from the lectures that I could use right away to choose my future career path and demonstrate my employability to potential employers. On the other side, it's imperative to acknowledge when something went wrong. Due to factors like time constraints, managing several duties, or initial resistance to self-reflection and criticism, there might have been challenges or areas where things didn't go as planned. These challenges might have precluded the complete application of any concepts or models covered in the lectures. I can use a range of information sources to interpret the situation and gain a deeper understanding. Academic studies on employability, self-evaluation, and professional career development can provide insight into challenges faced and offer answers. Additionally, seeking assistance from mentors, career counselors, or business experts can deliver an educated direction that is specifically tailored to my circumstances.

Conclusion

This experience has taught me the importance of self-awareness, feedback, and continuous learning for my professional development. Everyone would benefit from clear communication, attentive listening, and a positive environment. I am conscious of the need to keep enhancing skills like resilience, adaptability, and effective time management in terms of my personal development. I should have actively sought out more resources, such as scholarly literature or mentorship, to increase my understanding and refine my approach, in retrospect.

Action plan

Specific Action	Measurable Outcome	Achievable	Relevant	Time-Bound
Engage in additional research and reading on career development concepts, models, and strategies.	Read at least two academic articles and one industry report per month.	Allocate dedicated time each week for reading and research.	Enhances understanding of career development and informs decision-making.	6 months.
Seek out opportunities for skill development, such as attending relevant workshops or participating in online courses.	Enroll in at least one workshop or online course related to resilience, adaptability, or time management.	Research and identify available workshops or online courses that fit my schedule and budget.	Enhances the identified skills needed for career progression.	3 Months

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