

Module Code and Name: LCLM4005 Employability and Career Development

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Task 3 – Employability Goals and Personal Development Plan

Employability Goals

My main goal is to finish my business studies and build a career in the beauty industry, ideally in luxury retail or a spa. In the short term, I want to get good grades and gain some customer-facing work experience. In the medium term, I want to get a job as a beauty consultant or therapist and learn more about products and treatments. In the long term, I want to move into a senior or team-leading role, using both my business knowledge and my beauty experience.

Evidence of Readiness

I can show that I am getting ready for work in several ways. First, my skills match what real beauty jobs ask for. The La Prairie advert asks for strong communication and relationship-building, and the Third Space advert asks for good communication with guests – both of which match my strength in communication. Both adverts also ask staff to meet sales and retail targets, and my business studies have taught me about sales, targets and customer service, so I understand this side of the work. Second, my digital skills mean I can handle tasks like booking systems and stock records, which spa and retail jobs use. Third, I know my main weakness is confidence, and I am already working on it. Being honest about this and taking action shows that I am serious about improving. Together, these points show that I am preparing in a realistic way for the jobs I want.

What a Personal Development Plan Is and Why It Is Important

A Personal Development Plan (PDP) is a way for a person to look at their current skills, set clear goals and plan the steps they need to reach them (CIPD, 2024). It usually records what a person wants to achieve, the skills they need to learn, and when they aim to do this.

Research shows that a PDP is important because it turns big goals into small, clear steps (CIPD, 2024). It helps a person think about their own progress, take charge of their own learning, and check how they are doing over time. For a student getting ready for work, a PDP is a helpful way to organise goals for the short, medium and long term and to stay on track.

	Short-Term Time Frame	Mid-Term Time Frame	Long-Term Time Frame
	What do I want to accomplish in the next three to six months?	What do I want to accomplish in the next six months to two years?	What do I want to accomplish in the next two to three years?
Section 1 – My Goals What are my overall goals that I want to accomplish in this time period?	Goal 1: Complete my business course with strong marks in the next three to six months. Goal 2: Gain part-time customer-facing experience in a retail or beauty setting.	Goal 1: Secure a role as a beauty consultant or therapist. Goal 2: Build specialist product and treatment knowledge.	Goal 1: Progress into a senior or team-leading role within the beauty industry.
Section 2 – Skills and Knowledge to be Learned What specifically do I need to learn? What project do I need to work on?	Goal 1: Develop time-management to complete tasks on time, and improve my written skills. Goal 2: Build confidence in approaching and advising clients.	Goal 1: Learn detailed product knowledge and clienteling / sales techniques.	Goal 1: Develop leadership and team-training skills.
Section 3 – Next Steps How am I going to acquire the skills and knowledge? How am I going to do this project?	Goal 1: To improve my time-management I will keep a to-do list and set weekly study targets. Goal 2: Practise customer interaction through part-time or voluntary work.	Goal 1: Complete in-store or brand product training and seek feedback from managers.	Goal 1: Take on additional responsibility and mentoring opportunities as they arise.

References

CIPD (2024) *Personal Development Plans (PDPs)*. Chartered Institute of Personnel and Development. Available at: <https://www.cipd.org> (Accessed: 7 August 2026).

Mind Tools (2024) *Personal Development Planning*. Available at: <https://www.mindtools.com> (Accessed: 7 August 2026).