

Professional Career Development

(Task 1)

Student Name: Badmus Omotosho

Student Number: 1914925

Module Number: BMSW4003

Module Name: Professional career development

Supervisor: Mrs Adesewa Ajayi

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Roleplay as an interviewer

Professional career development skills are very essential that helps to improve an individual's professional life. An individual can do well in his professional area through his professional career development skills (Margaret Stansfield, 2014). As an interviewer, here I ask 6 questions to the interviewee that will be connected with the major requirements of the role of the interviewee. These questions should be related to the individual's goals. Here give the 6 questions that I will ask the interviewee.

1. Are you ready for employment?
2. Which type of profession you will prefer? Why?
3. Have you any skill and knowledge about your preferable profession?
4. What is your ultimate personal goal?
5. Have you any experience in this field?
6. What are your personal achievements?

Before preparing these questions I kept in mind that the interview does not more than 5 minutes. So ask the important questions that are related to the major requirements of the role of the interviewee as well as his personal goals and try to ignore the unnecessary question.

Role play as an interviewee

In the previous part, I play the role as an interviewer and in this part, I play the role as an interviewee and providing the answers to all the questions. The first question is **Are you ready for the employment?** The answer to me is yes. I complete my BBA and MBA from a renowned University, I have appropriate skills and knowledge about the job and now it is a perfect time for me to do the job. The second question is **Which type of profession you will prefer? Why?** I complete my studies from the background of business studies. I have a good idea about the business. For that, I want to start a business and I want to open a restaurant in the UK. **Have you any skill and knowledge about your preferable profession?** Yes, I have the knowledge and skill in the restaurant business. I have the communication skill, leadership skill, decision making skill, customer-service skill, organisational skill and team working skill. I also have good knowledge of the restaurant business. **What is your ultimate personal goal?** Recruiting the most qualified employees, providing appropriate training to the employees, providing the good foods to the customers, acquiring profits, sustaining in the competitive market, etc. are

the ultimate personal goal of me. **Have you any experience in this field?** I have a 1-year working experience. I was doing work in Koya Bar Soho restaurant. **What are your personal achievements?** I complete a training program on the restaurant business. When I worked in Koya Bar Soho restaurant I got a reward for my good performance.

Reference

Margaret Stansfield, L., 2014. "Employee - develop yourself!" Experiences of self-directed learners. *Career Development International*, 2(6), pp.261-266.

Professional Career Development

(Task 2)

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Table of Contents

Introduction	1
Task 2.....	2
A personal reflection on the role play and career development planning.....	2
Skills and knowledge	3
Readiness for the employment.....	4
Personal strengths and areas for further development	5
Establish the employment goals.....	5
Personal development plan	7
Conclusion	9
References.....	10

Introduction

Professional career development comprises with the education, observation as well as advising that can assist to improve an individual's career and performance in the place of work. Professional career development skills are very essential that helps to improve an individual's professional life (Margaret Stansfield, 2014). An individual can do well in his professional area through his professional career development skills. It is good to choose the profession based on the skills, knowledge and educational background. This report is a personal reflection report where I will prepare my career development plan that helps me to achieve the employment goals. Based on my skills, knowledge, educational background and personal strengths I want to open a restaurant. I will prepare a personal development plan that helps me to fulfil my goals as well as improve my career.

Task 2

A personal reflection on the role play and career development planning

I am a student and completing my study from a renowned University in the business studies background. I want to start a restaurant because I have 1 year of working experience in this sector. I have communication skill, leadership skill, decision making skill, customer-service skill, organisational skill and team working skill that is very necessary for properly running a restaurant.

Career development planning: Career development plan is a personal action plan that an individual is used for preparing a roadmap of his career. The career development planning helps an individual to gain the goals (Emma, 2020). Now I am going to prepare my career development plan. For that, at first, **I identify my current position** in my career. Here I identify my skills and knowledge about the relevant profession. I just want to start the restaurant business so that I situate the initial stage in my career. Then I **identify my destination**. This step helps me to find out the opportunities of my career and I can decide where I want to go. Forgoing to my destination, which skills and knowledge are required that can be identified in this step. In the third step, I do the **gap analysis**. I know my current situation and I also know which skills and knowledge exist. But for going to my destination I need very special skills which are not present. So here I find out my gap and then communicate with others or taking various training that helps me to fill up the gap.

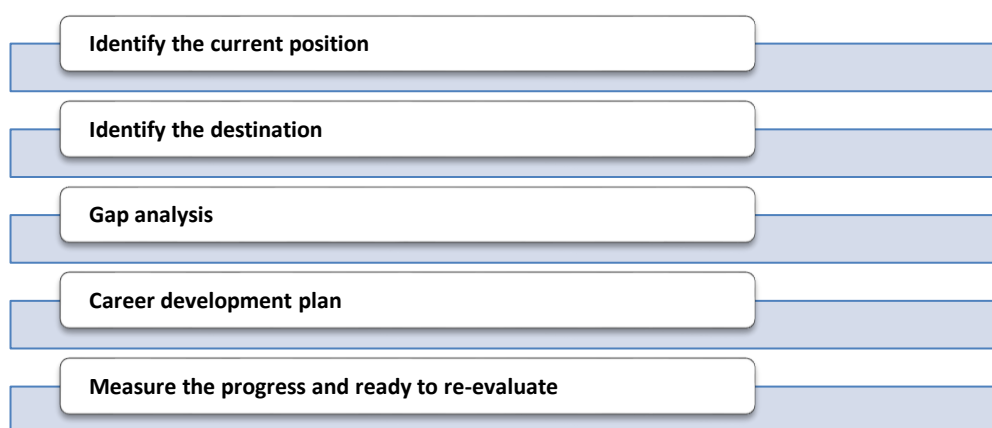


Figure 1: Prepare my career development plan, (Margaret Stansfield, 2014)

Now **I prepare my career development plan** where I doing a plan that helps to improve my skills, develop my career and acquire my goals. Such as; for improving knowledge of business

I can attain various seminars that are organised by various well-known business owners. It helps to develop my knowledge as well as develop my career. At last, **I measure my progress and re-evaluate myself**. It is the last step where I measure my progress. After applying all of my skills, knowledge and experiences if my performance is positive and my career is improved that means my career development plan is effective. But if it does not that means my career development plan is not effective and it is necessary to alter my career development plan.

Skills and knowledge

For working effectively, it is necessary to present various skills and knowledge. For starting and running a restaurant it is necessary to present the communication skill, leadership skill, decision making skill, customer-service skill, organisational skill and team working skill, etc. (Doyle, 2019). For working effectively, I have almost all of these skills. Without properly communicate with employees, they cannot understand my command. So, they cannot work well and cannot acquire the business goal. For my leadership skill, I appropriately lead the employees. I also have a team working skill and why I can successfully manage a team. Through presenting the customer service skill, I can easily understand the requirement of the customers that helps to attract more customers and can increase the sales of the business. But for providing good services to the customers, it is important to communicate with them properly. When I am doing the business, many weird situations may occur and for that takes immediate decisions. The decision must be accurate in all situations otherwise my business cannot do well. So decision making skill is another skill that helps me to work effectively.

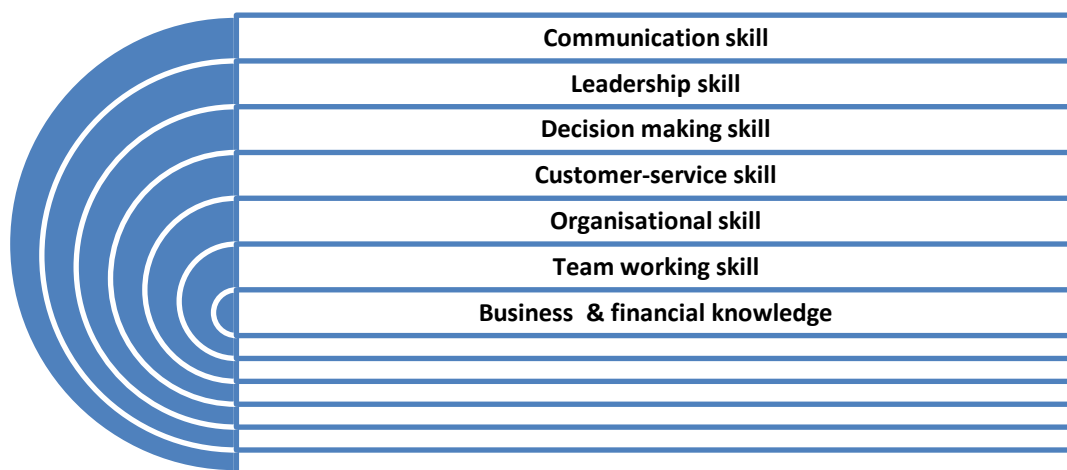


Figure 2: Skills and knowledge which contribute toward working effectively, (Doyle, 2019)

For working effectively needs the necessary knowledge about the business. Through business knowledge, I can understand how can run the business without any trouble, the trend of the business, business conditions, etc. It is important to acquire knowledge about the finance of the business (Sullivan, 2017). Because if I have no clear idea about my business's financial condition then I cannot work effectively.

But there has some gap in my knowledge and skills. My computer-based knowledge is insufficient. But all of the accounts will be recorded in the computer. My customer service skill is also insufficient. But it is the most important skill that helps me to work effectively as well as acquire my goals. So, for eliminating these gaps, I will do various tasks, such as; I will complete a computer-based course. I attain various training programs and seminars where discuss how can serve the customer properly and it helps me to increase my customer service skill.

Readiness for the employment

Readiness for employment is the capacity to search, get as well as keep an accurate profession and capable to supervise transitions to the latest profession when required. An individual is ready for employment when he fulfils 5 conditions (Isaac, 2015). These are;

1. He is positive and consenting for the employment
2. Capable to work with others
3. He has suitable fundamental skills and knowledge
4. Gain qualifications for the employment
5. Finish the job experience successfully

I am also ready for employment. Because I am positive for employment as well as I am consenting for employment. I can do work with others. I have team management and team working skill that helps me to increase my working capabilities with others. For the work appropriately, it is necessary to present some common skills and knowledge within an individual. Communication skill, leadership skill, decision making skill, customer-service skill, organisational skill, team working skill, business knowledge, financial knowledge, technological knowledge, etc. are some common skills and knowledge that are necessary to present within an individual and when these knowledge and skills present within an individual it is proved that he is ready for the employment. Almost all of these skills and knowledge are presenting within me and it proves that I am ready for employment. For the employment, an

individual needs some basic qualification; such as, complete the study that is related to the work, gets various training that helps to increase the skills and knowledge, etc. I am completing my studies from a renowned University and I have completed various training programs as well as attained various seminars and these help me to increase my skills and knowledge plus fulfil my qualification for the employment. Job experience is a helpful system to achieve an insight into the surrounding of the place of work except for the full employment's pressure. I have 1-year working experience in Koya Bar Soho restaurant. I have fulfilled all of these conditions that prove my readiness for employment.

Personal strengths and areas for further development

Personal strengths are very essential for the growth and improvement of a person. Personal strengths are the attribute of an individual. Honesty, kindness, patient, showing respect, motivated, self-confidence, etc. are some positive attributes that are the personal strengths of a person (Carter, 2012). Honesty, kindness, patient, showing respect to others, motivated, self-confidence, hard-working, etc. are my strengths. These personal strengths help me to develop my career. For starting my restaurant business these personal strengths are very helpful. My other major strengths are that I have various skills and knowledge for starting and running a restaurant business. I have communication skill, leadership skill, decision making skill, customer-service skill, organisational skill and team working skill, etc. that help me to effectively continue my business and develop my career. Through the knowledge of business and finance, I can continue my business effectively.

But further development of my skills, knowledge and my strengths are very necessary. Because this help to develop my professional career and I can successfully do my task (Sullivan, 2017). For further development, I take various training and attain various seminars. My computer-based knowledge is not very well. For improve my computer-based knowledge, I complete a course that helps me to improve my computer-based knowledge. My customer service skill is also insufficient and for that, I attain various training programs and seminars where discuss how can serve the customer properly and it helps me to increase my customer service skill.

Establish the employment goals

Employment goal normally illustrates the particular region where an individual desire to follow. The purpose of the employment goal is to enhance the performance through motivating an individual that enlarge the effort and aiding to priority the major goals that are very necessary to follow (Willeke, 2018). Recruiting the most qualified employees, providing

appropriate training to the employees, providing the good foods to the customers, acquiring profits, sustaining in the competitive market, enhancing my professional knowledge, gaining new experiences, etc. are my major employment goals. Establishing the perfect employment goals help me to determine where I want to go. These employment goals also help me to enhance my performance as well as develop my professional career.

Personal development plan

Personal development plan or PDP is the procedure of preparing an action plan based on the consciousness, values, consideration as well as settings a goal for the development of an individual in the circumstances of profession, schooling and self-development. The main purpose of the PDP is that it helps a person to fulfil his short term as well as long term goal of career and develop the performance of his present job (Lu, 2015). Now I am preparing my personal development plan.

My Personal Plan

Short Term Plan	Mid Term Plan	Long Term Plan
To enhance all required skills and knowledge.	Cope up with any circumstances and changes.	To be a successful entrepreneur through achieving all the entrepreneurial skills and qualities.

My Personal Development Plan

Target	Things to do	Outcome	Timescale
Develop Communication Skill	Attending meetings	Fluently communicate with others	3 months to 5 months
Develop Organisational Skill	Attending seminars	Enhance the knowledge regarding the tactic of the organisation	4 months to 6 months
Develop Customer-Service Skill	Presence in the training programs	Can understand the customers' demand, provide them with good services that enhance	6 months to 8 months

		the satisfaction level of the customers	
Develop Thinking Skill	Attending meetings and seminars	Enhance the critical assessment and thinking skill	3 months to 4 months
Develop Technical Skill	Complete a computer-based course and attending the training programs	Improve the computer-based skill and acquire an idea about latest technologies	8 months to 1 year

After applying all of my skills, knowledge and experiences and using my personal development plan if the feedback is positive and I improved myself and fulfil my short, mid and long term plan that means my personal development plan is effective. But if it does not that means my personal development plan is not effective and it is necessary to alter my personal development plan.

Conclusion

For developing my career, it is necessary to prepare a career development plan. A career development plan is a personal action plan that an individual is used for preparing a roadmap of his own career. The career development plan helps to gain my employment goals (Emma, 2020). I choose the restaurant business because I have some personal strength that helps to develop my career and improve myself. My professional career can be developed through further development of my skills, knowledge as well as my strengths and it helps me to improve my working capabilities. If my personal development plan and my professional development plan cannot work effectively, then I can easily alter my plan.

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