



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Name surname: Joshua Magezi

Student ID: 2110652

Name of the module: Professional Career Development

Lecturer NAME: Lizeta Demetriou

Assignment 2

TABLE CONTENT

1.Introduction	3
2. Personal Reflection on the role play	3
3. Personal development plan.....	4
3.1 Benefits to having a PDP.	4
3.2 Smart goals	6
3.2 Self – Evaluation plan.....	6
3.4. SWOT analysis.....	6
3.4.1 Benefits of SWOT analysis.	7
4. Johari’s window.....	7
5. Conclusion.....	8
6.Reference.....	8
7.Appendicies.....	9

1.Introduction

The report is about professional career development, and it shows a reflection on my role as a home care manager using Gibbs reflection cycle. A SWOT analysis is conducted to understand the strengths, weakness, opportunities, and threats I have. A personal development plan is made with the help of the SMART goals model to enable me to achieve the goals. Using Johari's window, I reflect on my self and get more self-awareness as to be able to make clear goals, plans and understand how I can be able to develop my career. Benefits of the different models applied are also discussed in the report. Then a conclusion of everything discussed above is made.

2. Personal Reflection on the role play

Having an experience simply to learn in not enough minus reflecting on the experience itself. Because if you don't reflect on it, you may not be able to learn from. Many thoughts, concepts and general knowledge comes from taking time to reflect on an experience according to Gibbs (1988)

Figure 1. Gibb's reflective cycle



Gibbs (1988)

Gibbs model helps to reflect on an experience. Sometimes it is a situation that you go through more than one time on life or just once. Its could be a gathering that you are in charge of organising like a meeting. Gibbs cycle as showed above is advisable for use in situations that are repeating themselves and then think of an action plan that can be general and then make your own conclusion.

Using Gibbs reflective cycle, I made a reflection on my role play as a home care manager conducting an interview. I follow Gibbs reflective cycle model to help me break down my reflective process and experience of the interview as described below. I shall use the following questions below as they were asked during the interview to help me with the reflection.

- 1.Tell me about yourself.
- 2.Why do you want to work with us?
3. What can you do for us that someone else can't?
- 4.which aspects of our position do you find the most attractive and which is least attractive?
- 5.Why should we hire you?

According to Gibbs the first stage of the reflective cycle is description.

Description:

A job interview was conducted by my colleague in which I was interviewing for a job of a home care manager. The interview took place in a class setting where I was interviewed by my classmate role playing as the interviewer. I had to prepare for me for an actual interview and learn how to answer questions.

Feelings:

Just before the interview I was a bit nervous and anxious. At some point I could not remember the answers I had prepared. When I was asked to the interviewer to them about myself and why I want to work with the company. I was afraid I may give the wrong answer. After the interview I was worried for a little bit that I may not have answered well but I later felt happy that I had gone through the experience.

Evaluation:

The role play made me realise that I was not well prepared for the interview and that I needed more time to get myself read. On the other hand, the roleplay was good because it gave me an experience and I got to try out both sides as the interviewee and the interviewer.

Analysis:

During the role play I learnt that I was important to be well prepared before you attend or conduct an interview. I understood that it's important to remain professional and not biased about the answers you receive during the interview and also that you have to remain calm and professional and show interest in the job. Simply because this shows the interviewer that you are willing to take on new challenges.

Conclusion:

In conclusion, it is good to perform a role play by your self before the mirror before you attend or conduct an interview and go through all possible questions, so that you are ready when you arrive for the interview.

Action plan:

In the future I will take my time and research more about the company, and the roles before I attend the interview to help me build my confidence.

3. Personal development plan

According to Beusaert et al (2011), a personal development plan makes it possible for a person to make, plan and achieve their dreams. It helps a person to focus and map out the journey for their success, through good decision making and keeping you on track. The good and clear PDP gives the person a sense of purpose and reduces mental stress of not knowing where you are going. Whether it is a job that a person is after or they want to finish university, a PDP is very important for their success.

3.1 Benefits to having a PDP.

Having a PDP has many benefits and to the person and also the organisation that they work with or the community in which they live. It has a positive impact on the person's life and those around them in many ways beyond imagination. When a person makes a PDP, they have

developed an effective way to keep track of their progress, and therefore reduce the level of stress on them selves and those around them because if they meet their goals they are happy. The other benefit is that the person has a plan that makes them the best version of themselves and are better prepared for their future according to Eisele, etal (2013).

Table 1: My Personal development plan

PERSONAL DEVELOPMENT PLAN				
Name: Joshua Magezi			Target job: Home care manager	
Time Period	From: 22/08/2022		To: 22/08/2023	
Skills	How will I get them?	What resources and support I need?	What can prevent me from achieving my goals?	How long should it take?
Communication skills	-By Continuing with my university studies until I finish in 2024. - To acquire development and communication skills	-Training -Use the library at the University	-Lack of finances -Pressure from family - Balancing work and study	- It will take 2 more years to finish university. -improve on the job and personal life after university.
Listening skills	-Attend courses	-Training -Reading books -Using the library. -Public speaking	-Lack of finances -Pressure from family - Balancing work and study	-2 more years - More practice at work
Organisational skills	- Attend courses and trainings	-Training -Reading books -Using the library.	-Lack of finances -Pressure from family - Balancing work and study	2 more years
Problems solving skills	- Attend courses and trainings.	-Engage in problem solving practice at my work place.	-Lack of finances -Pressure from family - Balancing work and study	2 more years
Time management	Attend courses and trainings.	-Training -Read books -Support from lecturers	Lack of finances -Pressure from family - Balancing work and study	2 more years

3.2 Smart goals

According to Lawlor (2012) the acronym SMART is interpreted as Specific, Measurable, Attainable, Realistic, and Time-Bound. For goals to be qualified as SMART goals, they must be able to fit the criteria in the acronym. Examples of SMART goals include some of the following below.

- Improving Presentation / Public Speaking Skills by attending training.
- Improving time management skills.
- Improving Listening Skills.
- Speaking up to Increase Visibility in the meeting we are attending.
- Improving Emotional Intelligence.
- Improving Listening Skills.
- Improving communication skills

3.2 Self – Evaluation plan

As an individual I have the motivation to become renown international motivational speaker, one who is able to speak and influence peoples lives every where I go. I am motivated by the desire to make this world a better place for every one of us. I am an audio-visual learner and they this is something I can use in my work place to help me communicate better. My past experience as a motivational speaker has led me to a point where I had to go back to university and attain a degree and be more knowledgeable.

3.4. SWOT analysis

According to Humphrey (2005) SWOT analysis is a tool that can be use by individuals and companies to identify their strengths, weaknesses, opportunities, and threats. They Idea is to reduce the weaknesses and eliminate the threats while increasing the strengths and maximising the opportunities. While strengths and weaknesses are internal, opportunities and threats are external. On a personal level, SWOT analysis helps the person to know them selves and plan for aways of attaining their goals amidst the challenges.

Figure 2. SWOT analysis



Humphrey (2005)

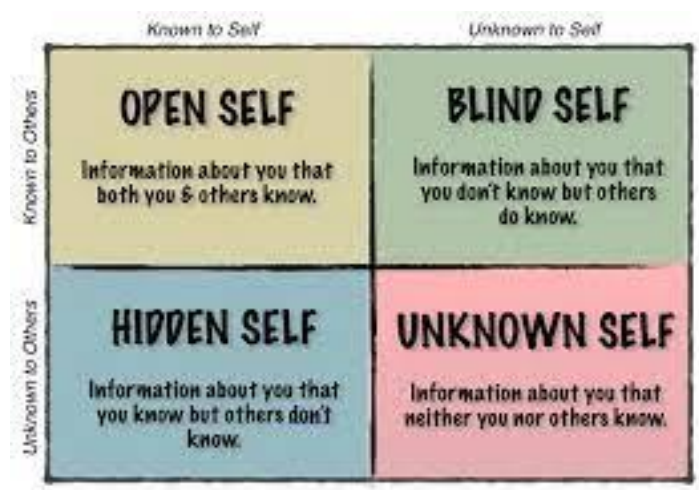
3.4.1 Benefits of SWOT analysis.

There are several benefits from SWOT analysis such as helping a person to know their internal strengths such as being a good communicator, or excellent organiser: weaknesses such as being a poor time manager. It can help the individual to know the opportunities the opportunities such as access to funded university education provided by student finance and threats such as failure to maintain a work and life balance for example in my case.

4. Johari's window

According to Luft (1961), Johari's window can help a person to become more self-aware in terms of the relationship between them and the people around them. The main objective of Johari's window is to increase the size of the known area where everybody knows without giving people too much personal information. The other goal is to make sure that you decrease the areas which are unknown or hidden as shown in figure 3 below.

Figure 3. Johari's window



Luft (1961)

According to Luft (1961), using Johari's window can lead a person to self-awareness and self-development. A person's interaction with those around them is influenced to a great extent their level of self-awareness. He added that Johari's window can be used to discover one's strengths, weaknesses, opportunities, and threats. After which they can position themselves better for opportunities and career development. It is believed that when someone attains self-awareness, they are more likely to attain self-actualization which means happiness to that person.

Action steps to improve career options

After analysing myself and become more self-aware, knowing my strengths, weaknesses, opportunities and threats, I have set up a few action steps for my career development and they include some of these listed below.

- Setting short- and long-term goals which will be regularly monitored for progress
- Stretching myself and testing my limits with learning and accepting new challenges
- Getting regular feedback from friends, classmates, colleagues, and supervisors
- Documenting my progress and regularly reflecting on my experiences and progress.
- Being curious about the industry of my career path
- Studying, reading, and learning continuously

- Building a net work of people to help me get to where I need to be.
- Getting someone to mentor me.

5. Conclusion

In conclusion, it is necessary to analyse oneself using the different tools and models available so that they can understand themselves and know who to deal with those around them and the situations they are faced with. With out understanding one's internal strengths and weaknesses, it becomes very difficult for them to know whether they are even ready for the opportunities in front of them or they can be able to overcome the threats they face in their careers. So, one must conduct a SWOT analysis on themselves from time to time, reflect on every experience they come across, attain self-awareness, and conduct personal development plans. These PDP plans should not be written in stone and therefore should be adjusted to match the situations in life.

6.Reference

Beausaert, S., Segers, M. and Gijssels, W. (2011). The Personal Development Plan Practice Questionnaire: the development and validation of an instrument to assess the employee's perception of personal development plan practice. *International Journal of Training and Development*, 15(4), pp.249-270

Eisele, L., Grohnert, T., Beausaert, S. and Segers, M. (2013). Employee motivation for personal development plan effectiveness. *European Journal of Training and Development*

Gibbs, G. (1988) Learning by doing: a guide to teaching and learning methods. [London]: FEU.

Humphrey, A.S. (2005). SWOT analysis. *Long Range Planning*, 30(1), pp.46-52.

Lawlor, K.B. (2012). Smart goals: How the application of smart goals can contribute to achievement of student learning outcomes. In *Developments in business simulation and experiential learning: Proceedings of the annual ABSEL conference* (Vol. 39).

Luft, J. (1961) 'The Johari Window: A graphic model of awareness in interpersonal relations'. Human Relations Training News, 5 (1), 6–7.

7. Appendices

Appendix 1. Job advert

JUNIOR HOME MANAGER

Posted 22 July by [Barchester Healthcare](#)

£9.90 per hour

Croydon, Surrey

Permanent, part-time

Be one of the first ten applicants

Are you an experienced and ambitious Deputy Manager looking to become a Home Manager? Barchester Healthcare have the opportunity and expertise to fast track a proven Deputy Manager into a Home Manager position within the Oxfordshire area. At Barchester, we make sure our people are surrounded by teams who share the same passion and values of delivering the best quality of care to residents.

It is a fantastic time to join an ever growing business that continues to evolve. Barchester have an ambitious new builds programme, aiming to open 10 brand new purpose-built homes per year, and have also recently embarked on an exciting new acquisition, with a further 24 homes to join the Barchester family in early 2019. With our portfolio already exceeding 200 homes, hospitals and complex care homes, Barchester can offer long term career growth and opportunities for ambitious clinical managers who pride themselves on delivering the highest quality of care. Barchester is the only healthcare provider in the UK to be accredited as one of the best companies to work for, offering industry-leading rewards and bonus schemes to reflect our appreciation for your contribution.

We are committed to investing in the best Deputy Managers in the sector to become Home Managers and are renowned for having a great support network. We have great people as well as the tools and systems to make sure you are a success.

NEED TO HAVE

- Proven experience working as a Deputy Manager/Clinical Manager or equivalent for a minimum of 18 months
- A successful track record of managing safeguarding investigations and clinical risk assessments
- Nursing qualification and active NMC PIN
- Up to date knowledge of CQC guidelines
- Confident in building strong relationships
- Evidence of continual professional development
- Confident in community engagement
- Compassion and resilience
- Ambition- determined to reach Home Manager status within 9 months
- Confidence in your ability to understand and analyse management accounts
- A visible and hands on manager who is also able to manage the commercial side of a business
- An inspirational and a natural leader

NEED TO DO

- In the first instance, this role will be regional helping support homes within the Oxfordshire area.
- A unique challenge to work with multiple teams in a range of homes and environments.
- Work closely with Home Managers and Regional Directors in devising bespoke action plans for all homes
- Liaise with the support teams from Governance, HR, Operations, Finance, Marketing to help increase your knowledge base within these areas to help you get to the next step
- Flexibility to travel in and around Oxfordshire is essential

Barchester's success and sector-leading quality ratings are testament to all our staff. Our values, and how we live them, are the foundation of how we work and deliver care. Our commitment to providing excellent quality care to our residents and patients, and their families, remains unchanged, as does our commitment to our staff.

If you think you have what it takes to take the next step and would also like to learn more, please get in touch with Tara Connor in the recruitment team on

Appendix 2. Job Application form

Job application form

Application for a post of home care manager -

Your details

Name: Joshua Magezi

Education and training

Please give details:

CertHE Leadership and management skills for the workplace: UWTSD: Ongoing

For Qualifications

Please give details:

Care certificate: 2021

Employment history

Your current or most recent employer

Name of employer: Wide way care ltd

Job title: Team leader

Length of time with employer: 3 years

Reason for leaving: career progression

Duties:

Shift planning and management

Medication administration

Medication audits

Staff training

Liaise with the company stake holders such as GP, social workers, etc.

Writing and updating care plans

Managing clients' finances

Organising best interest meetings

Conducting staff supervisions and evaluations

Conducting risk assessments and report writing

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

Company: DamKat Uganda limited Start Date :2012 End Date: 2019

Title: Sales manager:

Skills.

Market analysis.

Strategic Planning.

Training and motivating the team.

Delegation and allocating tasks.

Team leading.

Report writing

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

RE: Application for a post of a Junior Home Care Manager

I am Joshua Magezi, of address, 70, Shrewsbury Road, E79AZ.

I saw the job advert online for the post of a junior manager in a care home. I would like to apply for this post because I am a highly motivated and caring person. I like to work with in team, and I take personal initiatives to get the job done. I am open minded and able to work with a diverse group of people. I also have good command of both written and spoken English and am able to conduct risk assessments, as well as write reports. With these skills and my quick learning ability, I believe I am the best candidate for the job of a junior manager. I believe that once granted the opportunity. I will be able to contribute some of these positive assets to the success of your organisation.

Your positive response to my application will be highly appreciated

Yours sincerely
Joshua Magezi

Right to work in the UK

Do you need a work permit to work in the UK? Yes

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Reference 1:

Name: Florence Nakayiza

Title: Operations manager Wiwaycare

Email: FlorenceN@widewaycare.co.uk

Phone: 0745189264

Reference 2:

Names: Sam Smith

Company: Damkat Uganda Ltd

Email: Sams@damkatuganaltld.org

Phone: 07505459822

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name: Joshua Magezi

Signature: JM

Date: 04/08/2022