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Report on the Professional Career Development

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Introduction

Career development is necessary to implement the employee's career plan, as it determines the employee's career path and is a useful tool for anyone trying to advance through a specific career path, professional career development ensures that an employee moves to the next higher ladder in the company.(Walker,2017)

Since I turned 21, I obtained a law degree from university and at the same time I was working in a cosmetic store, but this profession was temporary because I aspired to work in my field of specialization, but despite my attempts, I did not succeed in finding what I aspired I was disappointed with him, but despite that, I decided to look for an alternative in order to get a stable job, so I decided to change my career of my studies to different section it was secretary, I had my diploma than I worked in a school as secretariat , but two years later, I got married and I moved to UK to live here.

I spend some time without any study or work, but after a while I got bored and decided to study English because my language was low, I spent two years there, but I have always had a dream of having my own business, so I decided to work on it. in the first step I decided to study a speciality that would be close to my interests, so then I went to enrol in the college, specializing in childcare where I had a passion for working with children also my experience like a mother was a strong motivation for this specialty. I spent 3 years in which I obtained a diploma of level 3 during my studies I have worked as a nursery practitioner at a nursery where I had my placement furthermore I was doing my level 3 in childcare so when I finished it I started a new job as room leader in a nursery, I spent 2 years in that position, during the 2 years I managed to get more experience in deputy manager, so I had a good experience at that time to become a deputy manager in the same nursery for 1 years. Although I was comfortable in my position, I always felt that this place would not provide me a financial comfort as well as professional experience, so I decided to leave to research for my passion, while I was looking for another job, the pandemic appeared, and the chance to find a job it was almost impossible, so I decided to try studying at university of Wales Trinity Saint David in London, and I am now studying in the level 4 in certificate in workplace.

Age range	High points	Low points
20s	University Degree Secretary diploma Had a job Studied English language	Had a modest job Did not find my desire job Felt bored setting at home
30s	Diploma in child care level 3 Had a job in the nursery Experience of 3 years Level 4 at university	Did not find my passion at work Lost my job Appeared the pandemic

Experience as an interviewee

Based on my experience in playing the role model of interviewee, after choosing the job in which I will be tested, I prepared well in order to pass a successful job interview, from what I have learned in the class and also I tried to watch and read to many interviews models in the internet in order to be psychologically prepared and in the same time to get ideas about these interviews passed, I tried to appear elegant even though the interview was online, also I tried to show confidence in myself as much as possible while answering the questions. I was keen that my body language reflected my personality, I was very careful not to fall into the trap of speaking badly on the previous experiences, on the other hand, I was trying to address the experiences that I learned from previous jobs by answering the questions with enthusiasm and even positive to work in that position. but out of my enthusiasm, I forgot the aspect of inferring by examples through my previous experience at work, as during the interview there were times when the network was interrupted, which hindered my hearing some questions, which forced me to ask for a repeat, and that's the thing that embarrassed me.

however, I resolved the matter, and in the end, I asked the interviewer a question that revolved around learning about job matters within the organization, in order to give the impression that I am enthusiastic about the job.

Experience as a n interviewer

Through my experience of role play as an interviewer in the interview, I should have acted as the general manager of the security company to welcome the candidate for the position, I was aware of the profession, it was security manager post, therefore I had to research its aspects so that I could form purposeful and related questions, firstly I addressed the open questions that often prompt the new employee in the interviews to give valuable information about himself and I also asked the interviewee questions related to the difficult situations that occurred to him during his previous and how he dealt with them. I tried to give attention to the interviewee during the interview and make sure of every minute of the interview and left the room for the employee to talk more, because the more he spoke the more I knew about him and his ability to persuade this encouraged the interviewee to speak to prove his presence, capabilities, and perhaps his ambitions.

finally, I asked the interviewee if he had any question about the job, the answer gives the impression that the interviewee is interested in working in the company.

Self Motivation Review

Self motivation is the main driver of production and creativity through the employee himself showing all the positive aspects of himself in order to achieve his professional goals and ambitions, so that this type of motivation stems from the self, and this motivation is the ability for the employee with professional qualification to self motivate himself, and the desire to achieve future goals and in order for that to happen, the employee must have sufficient effort and energy expended to provide self motivation for himself.(Jasper,2013)

Positive thinking and lack of fear and hesitation, these feelings prevent the employee from working and trying to change because they exhaust the body and kill ambition.

Develop professional plans and goals for work, as this reflects positively on the employee, making him organized, energetic and with strong motivations for work and success.(Motivational Skills).

To achieve success , fatigue, diligence and perseverance are required, in addition to motivating oneself and preparing to overcome obstacles without despair, as it is not impossible.

in order to achieve my goals of success in life, must have the motivation to work and strive hard and sincerely to achieve it, so I have my own goals strive to achieve it, so I that can reach the success that I aspire to.(Indeed Editorial Team,2021).

I motivate myself with positive phrases that motivate me and push me to rise in order to achieve success. for example I can say that I am a successful person, and I can achieve all my dreams and goals.

Despite digging, I may sometimes feel weak, helpless, and unable to overcome the obstacles that hinder me in achieving success.

One of the effective ways to motivate the self is reward. when I succeed in overcoming a problem and when I can achieve something, such as managing time well, I reward myself with a gift or buy something I like. these things motivate and encourage work and diligence in order to achieve great success.(Adam,2009)

My personal SWOT Analysis

Strengths Decision making skills Patient Communication skills Monitoring skills Enthusiastic Flexibility	Weaknesses Feel stressed when I have something important to do Focus too much on details Have trouble saying no
Opportunities Get involved in others work and cooperate with them. Experience in a different environment. Reading and growth knowledge. Practice language.	Threats Balancing study/home.. Too much pressure in life. Competitors with stronger skills, experience education.

Johari Window

Arena Energetic Friendly Helpful	Blind Spot Dependable realistic organised kind
Facade Idealistic Sensible	Unknown Warm Logical Empathy Self assertive

Expectation in my workplace

Applying for a job in the sector of childcare is only possible if there is job satisfaction. from my personal expectations, will be to provide a work environment in with I can contribute to the team, to be treated with respect with all employees, to receive a fair wage, and to have mutual trust with the people I work with so that I feel job security, and have job stability and ability, it is also necessary for me to have opportunities to use my skills and abilities at work. opportunities for learning and growth are important to me to more productivity in the workplace.(Higgs, 2019)

By the nature of the human soul, the more there is encouragement, the greater the giving.

Motivation for me has a great psychological impact on giving, a simple word of praise may be a reason for achieving an success.

Flexibility in dealing and style in the workplace in understanding the circumstances and giving space to complete the work in my own way without placing restrictions on me while adhering to the professional boundaries will increase the tender within the company. (Bushman,2017)

I look forward to providing the staff with the support they need while I am the nursery manager.

Career ambitions and aspirations

Working with children has always been one of my most important interests. through my in the childcare sector, I notice that I am learning a lot of skills and methods that will help me reach my goal as a nursery manager. (A,J METZ,2008)

During these 5 years I would like to take opportunity to develop the specific skills I now possess. In the end , in five years or so, I also want to expand my horizons by learning as much as I can and as quick as I can in the field of childcare, and through it I am looking for at least one training opportunities annually to support my job, and I would like to participate in at least one project directed at managerial advancement, I was taking a higher role in the organization as a director

I also expect that I will have gained a lot of professional skills during these five years and be able to take on more responsibilities with the children as well as the staff. I think that my job as a director of the nursery later will be beneficial for me and will help me develop professionally and personally.

Over the coming years, I have always wanted to act as a leader in my career goals at the moment. (Adam,2009).

Personal Development Plan

Target: in order to apply for nursery manager I need to have nationally recognised level4 qualification in childcare as well two years post qualifying experience of working with children.(Cottrell,2021).

short term goal : Arrange to attend classes in the following year.

long term goal : Achieve the level 4 in childcare by the end of the year.

Target : complete Foundation Degree in early years .

Short term goal : complete and pass all summative assignments by summer .

Target : study and research a wider selection of articles and texts to support my degree work.

Short term goal : study and make notes of course books.

Long term goal : by the end of the year I will be able to judge my success by my improved knowledge and ability.

Target : build on my self esteem and confidence.

Short term goal : take sessions on how to build confidence and self esteem by taking counselling.

Long term goal : be able to share and contribute ideas with confidence

Target : to get experience working with children and staff.

Short term goal : attend setting sessions to see how the nursery is managed.

Long term goal : by March I will work in a nursery and have training alongside staff and children.

Target : to work in the setting as a nursery manager.

Short term goal : by the end of the winter holiday I will be getting a good knowledge about the work related to the job of nursery manager .

Long term goal : in the beginning of the year I will have a good knowledge and experience to get a job in nursery's management.

Conclusion

Knowing the end result or goal before starting is a good and effective thing when you want to achieve something, it is about defining what success in the careers is as professional development is a very important journey for employees by professional work .(Deborah Walker)

but this can be difficult initially, especially if the person is not fully aware of exactly what you should do but if you take the time to explore is early, you will be able to make the right decision, and it will guide you in choosing the right company and jobs for your business and personality.

Based on my personal experience, through my study of this subject, it was a breakthrough to make progress in my professional path, by determine the level of skills and abilities that I enjoy, and working to develop and improve them to obtain a more efficient and distinguished level, to develop my professional skills.

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Job application form

Application for [job title]–nursery management

Your details

Name: Hanane Afailal Tribak

Education and training

Please give details:

High school general education

level 3 qualification in childcare

A foundation degree

University in workplace certificate

A training in a nursery as a room leader

A training in a school as a teaching assistant

Qualifications

Please give details:

CACHE diploma Level 3 qualification in childcare

A foundation degree in Early Years.

College degree

Employment history

Your current or most recent employer

Name of employer: Mrs Janet godson

Job title: deputy manager in nursery

Length of time with employer: 3 years

Reason for leaving: Professional development , better compensation

Duties:

Stimulating the child's learning abilities

Providing care and support to children within a safe learning environment

Developing and producing visual aids and encouraging athletic and creative development through stories , songs games, drawing and imaginative play

Helping teachers and sharing acquired knowledge with practitioners to plan and coordinate work indoors and outdoors

Assess and record each child's progress.

Previous employers

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

I have worked as Nursery practitioner for 2 year is was offered the job

At a nursery where I had my placement furthermore I was doing my level 3 in childcare so when I finished it I started a new job as a room leader I in another nursery, I spent 2 years in that position, during the 2 years I managed to get the level 4, so I had a good experience at that time. I became a deputy manager in the same nursery for 3 years.

During my work in the section of childcare, I used many skills including:

setting schedules to developing solutions for problems,Motivate staff, handle administrative duties and perform human resource tasks, such as recruiting and assessing staff performance.

Conflicts Resolution: conflicts between children, between staff and from parents

Communication knowing each practitioner's strengths to know how to communicate with them also as a deputy manager you need to have a good listening that's help others to feel they are being hear

Supporting statement

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

When I applied for this job, one thing was for sure. The career profile is perfectly tailored to my abilities. All the skills I have acquired throughout these years fit perfectly in this role. I've been looking forward to exactly this for a long time! I actually needed a chance to prove myself, and right now, I feel your organization is the best suitable workplace for me, as I don't see anything better than this. Here, I can use every one of my skills to the best of my ability. In my current and previous job, many of my abilities were not used, and this had a general negative effect. When you don't use all your abilities, you are likely to lose the battle. So I guess I need a chance to win the battle as well to stand out and prove my worth. This job can help me achieve my goals.

Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

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.

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: Hanane Afailal Tribak

Signature:

Date:09/11/2021

Answers to my questions(role play)

1) tell me about yourself?

My name is hanane Afailal Tribak I am a positive, driven and self motivated person who having read the job description of a nursery manager, I feel strongly I have the patience, the communication capabilities, the energy levels and the motivational techniques needed to help the children learn and develop during these very important years of their lives.

2)Will you use technology in the nursery?

Technology can play a role in supporting early communication, language and literacy, it can offer new learning opportunities to the children like eBooks apps.

there are many benefits to children using technology to engage children and help them learn the skills they need to be successful in school and life

Teaching letters and numbers : there are variety of apps that can help children with early literacy concepts and early maths concepts.

Learning about animals by encourage children to read about animals and watch informational video that are appropriate for their age group.

3) How do you plan to communicate with families about their children?

Communication is an important part of an early years, childcare manager's job in order to work effectively with parents/careers.

Parents should wherever possible be kept within a nursery's policies, quality standards, general updates, news and announcements in the nursery, also parents needs to know about child development and how they can support this.

As a manager I should make sure parents/careers are made aware of what will happen if there is an accident or if their child becomes ill, and what to expect in terms of sensitive issues such as health promotion and child protection.

also I need to make sure that these policies and procedures are clear to parents/careers.

As a manager I should work to overcome potential barriers to communicate such as language differences or low literacy levels and becoming familiar with the information needs of the families

As a manager I need to create face to face communication as meeting, keep in touch events so that can offering a personal approach and let parents to get to know on a personal level the people responsible for their children's wellbeing.

4) What are the roles of a nursery manager?

The roles of the manager are manage and support staff and children to create a safe, caring and stimulating environment that promotes learning through play.

Supervise activity planning to make sure that children's needs are met.

also work closely with parents/careers giving them a high standard of customer service, including a regular progress reports.

Make sure that equipment such as furniture and toys is in good condition

As a manager I would recruiting and inducting suitably qualified and experienced staff. also supporting and developing the nursery team.

Managing a budget.

Running the setting in line with environmental, health and safety and fire regulations.

5) What makes you the best candidate for this position?

I am a good fit for this role because the diverse set of skills and qualities I already have a match for the job description I am a solid communicator who understands the importance of communicating with children, staff and parents with clarity, and professionalism.

I am a good fit because I will always collaborate with team members in a manner that is focused on the team's core objectives and I always put the needs of the team and children above everything else.

Finally, I am a good fit for this role because I am both goal orientated and resourceful, I will always focus on moving forward, and i will take responsibility for challenges and problems as and when they occur.