

Professional Career Development
Assessment 2-Report and Role Play
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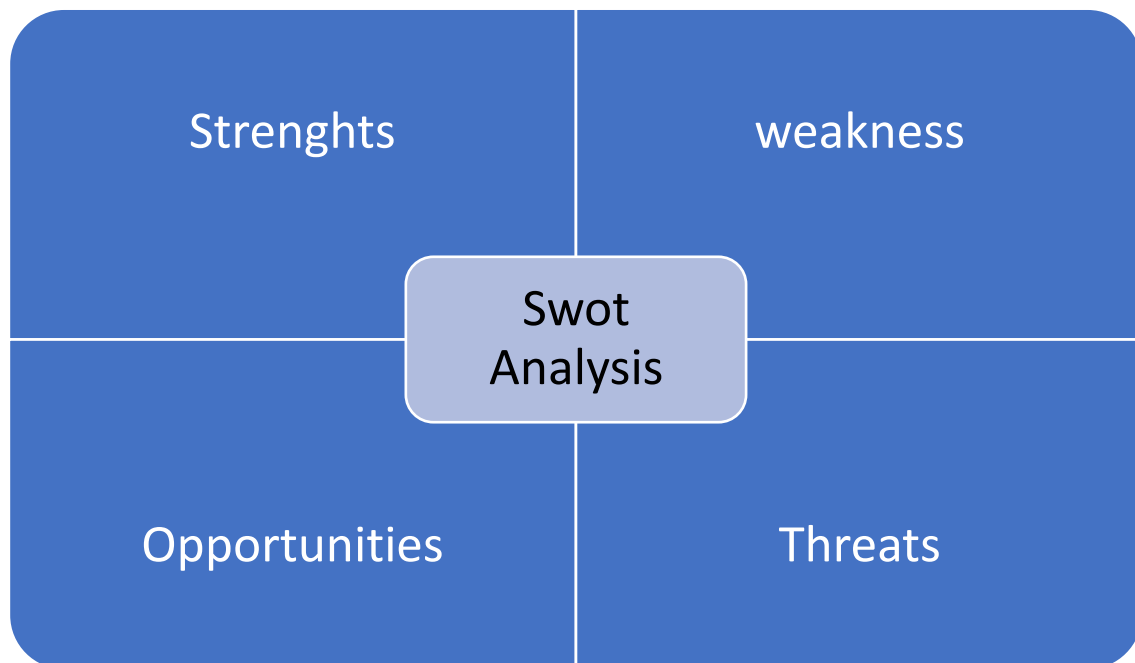
Introduction:

In this individual report I will be discussing and reflecting on my aspirations, skills, experiences and a plan of my career development through using different techniques learned in the class, such as swot analysis, Johari window and (PDP) Personal development plan, I will also explain what I could learned in general to improve my personality and development through this year of learning.

I will be also reflecting further about task 1 in my career goal, within a cycle of Gibbs model of reflection which contains 500 words.

In the conclusion I will resume in what I can learn to enhance my own skills and experiences to become a professional medical secretary.

Swot Analysis:



I will be reflecting on myself utilising swot analysis. I am explaining in the table what I consider to be my strengths, Weakness, Opportunities and Threats that I already have, I need to improve and want can be risk progressing and achieve my future career job.

In the first table I said that communication, good attendance and organised are my strengths because is some qualities that I have I am a talkative person when dealing with people, always arrive early on lessons or at work and organised in terms of dividing my tasks what I need to do during the day.

I consider to be my weaknesses when dealing with a problem and can't make an exact decision now I find it difficult which I will improve it is my goal to plan so that I can overcome this, it will be important for me in my career development.

Time management is other weakness that I have and need to be better for my job and everything I do because I need to separate time from what is important and not important through making a list so that I can succeed in my everyday tasks.

Opportunities- I really need to improve my Its skills because it will be essential for my future career as a medical secretary need to be professional when dealing with Microsoft office, excel, word, power point...

Other opportunity that I have now is to develop more experience and knowledge through health and social care study, I want to conclude all level 4,5 and 6.

Strengths	Weakness	Opportunities	Threats
Communication skills	Problem solving and decision making	Improve my It skills	Insecure in what I can
Good Attendance	Time management	Develop more experience and Knowledge in health and social care	Less ability in time management
Ability to argue and stay focus, empathy for others	Less capacity of control my emotions	Practice more reading	Concentrate less in my weakness

PDP (Personal Development Plan)

“Personal Development is the process of improving oneself through conscious habits and activities.” Bryan Tracy, 2021

My personal development plan is to help me divide my goals and planning with a short-term goal or long term goal a date to succeed my goal taking into order what is my plan? What I want to achieve? How will I achieve my target?

When it comes to talk about myself I am not the best because normally people outside or family member knows more things about me than me, now I am knowing myself best because I am studying in health and social care developing my skills, knowledge and experience through assignment and presentations also communicating in the lesson, it help me a lot this course to understand more about what I like and in terms of self-compassion, motivation or personality development I could learned new things that I didn't had knowledge about, also time management it continue to be my weakness but I am willing to overcome this through making a list or notes in my daily routine so that I can have my life better organized.

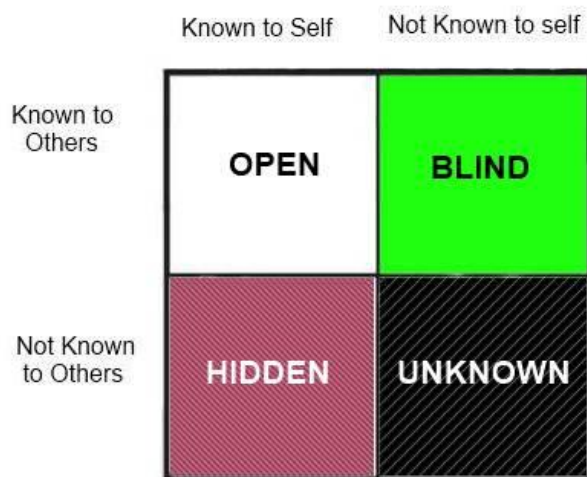
Otherwise, I always had good attendance since young in school never had bad attendance always higher it is also one of my biggest strengths which is important for my job and my studies or whenever situation that I have to be at time.

What is my plan ?	What I want to achieve?	How will I achieve this?
Finish this course in health and social care	Good grades and more knowledge about health, IT skills	Studying, submitting assignments, working hard, time management
Find a job in relation to healthcare	Improve my English skills language, writing and communication	Reading and analysing articles, books taking my doubts from a lecturer or friends when I don't understand something Speak only English with my friends

Change my bad thoughts in positive thoughts	Improve my wellbeing and confidence	Stress management, seek for professional help, spend a certain time alone thinking about myself and life, make a plan everyday to pray

During this one year of health and social care, I learned a lot of things in terms of personality grow, experiences and knowledge in all modules I could take in important information's that will help me on my future career goal and I will use in my benefit however this method of study online is not the best for me because I prefer face to face lessons.

Johari Window:



PSYCHOLOGYMANIA,2008

“The Johari window model is used to enhance the individual’s perception on others”
Communication Theory, n.d

Johari Window is a technique of learning that help me to understand what I know about myself that others don’t know, what I know about myself that others know and also what I don’t know about me and other people know.

	Know to self	Unknow to self
Know to others	Like to laugh, sensible, friendly, thinker	Ignorant, talkative
Unknow to others	Imaginative, quiet, capacity to do things by my own	Selfish, homemade, argumentative

For my family and people that know me and what I know about me , they see me as a laughter person because I like to laugh for anything that I see not because I am crazy but because it makes me happy, I am sensible when dealing with a complicated situation or a song that make me cry, also I am a thinker person most of the time I just think too much without reason.

In terms of what others know about me and what I don't recognize about myself is ignorant I don't see myself as ignorant but my friends or family do, other thing is talkative before I didn't use to talk much but now when I start talking with someone, I have intimacy I don't stop that's what who knows me know.

In relation to what other people don't know about me and I am the only one who knows is that I am imaginative, quiet, capacity to do things by my own

To finalize what is unknow to others and unknow to me is selfish person, homemade and argumentative no one can describe me as these neither me because I am not.

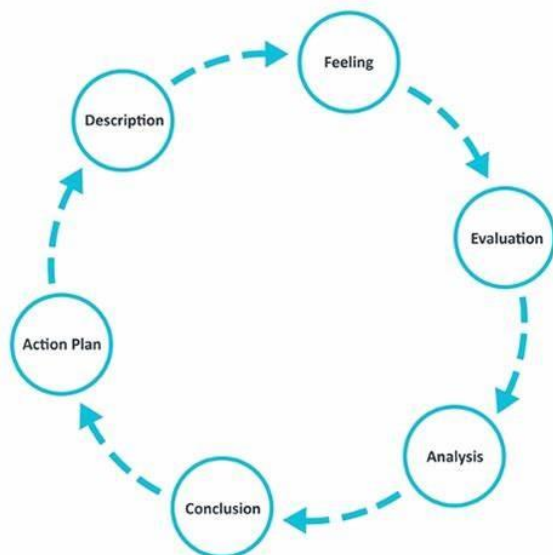
I am studying health and social care to become a medical secretary; I am a dedicated and persistent person when dealing with work under pressure. I like to work in a team but prefer to work alone

At the moment I am working at the restaurant as a food runner, but I want to found a job in a health sector

I see myself in 5 years as a office manager.

Role play

Gibbs Model of Reflection



I will be reflecting on my future career job progress through cycle of Gibbs model of reflection that is based on 6 process that is **description** where I describe what was the experience, feelings that I felt in the situation, **evaluation** of the experience what was good and bad about it, **analysis** to analyse the experience, **conclusion** to conclude what I learned from the experience and what I could do different, the final process is the **action plan** to make a action and change the experience so that can improve in the future.

Description- I was on the office in my country Portugal and I saw various secretary doing their work on the computer seems interested and nice was when I passionate for this job I don't know how to explain well but I just enjoy the way the employers attend the clients with sympathy and at the same time make appointments or calls during the work.

Feeling- In the moment that I was there I felt happy and excited to learn more about how to work deeper with computers and excited to explore more.

Evaluation- What was good in the office was the organised documents, the computer and the staff what I didn't like much was the time of hours that the employers were working all day

Analysis- The experience was good because is a job that I defined myself and was bad because even if is something I want to do in my future career it is unhealthy stay too many hours in the computer but still I like the job.

Conclusion- I could learned how to communicate with a patient and be organised, also don't give up on my dream even if is too many hours of work if is something that I want just to go for it.

Action Plan- What I will do different to succeed in my future career job as a medical secretary is finish the 3 years course in health and social care, focus on improving my It skills and knowledge about the role of medical secretary.

My aspiration is God family and boyfriend, I know it won't be easy this process of study but I will continue till the end because I know that to succeed in the life I must start from the small to the big, I will have moments that I want to give up then I will remember why I start and why I am doing this.

I plan to achieve my career goals finishing this course gain more experience in computer with online lessons or study more after finishing level 5 and 6 of health and Social Care also look for a volunteer job that can help me in medical secretary.

Kolb's Cycle of Reflective Cycle

Kolb's learning experience is a method of learning divided in 4 stages including: concrete experience is about a new experience or past experience, reflective observation is about describing my feeling in the situation and reflect on it , Abstract Conceptualisation is the conclusion where I explain what I learned from the experience and Active experimentation is the last stage where I make an action to improve the experience.

Concrete experimentation- In the role play we start by doing questions and answers where it was divided an interview and interviewer, I was the interviewer, and my colleague was the interviewing.

Reflective Observation- At the beginning of the interview I was very anxious and excited to start but after I stayed calm and confident when answering and questioning my colleague about my plans and what I want to be in my future career.

Abstract Conceptualisation- I could learn from the interview how to give formal answers, be more confident with myself and the important tips to use such as good listener, also I am prepared next time for new interview of work or study.

Active experimentation- To improve my listener, verbal and nonverbal communication and organized skills I will not just listen but ask question when don't understanding a topic also organized a time before the interview to study what I will say.

These 2 processes are important for me now and in my future career job because it help me to reflect on my experience, think about how I felt when present in the situation and how can I improve the experience.

Conclusion:

In the development of this assignment, I could learn how to plan my future career and know more about myself, I have one idea of how to plan my goals through dividing what is the priority and what I want to complete now or later, it helps me to reflect more about more what I want to do.

The Gibbs model of reflection I could reflect on my experience and analyse what is good or bad, to conclude I could understand what I can improve to achieve my goal that is to be a medical secretary.

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