

University of Wales

Trinity Saint David

LONDON

2000 Word Report - Professional Career Development

Student Name	Alina Jubea
Student ID	2023149
Module Name	Professional Career Development
Module ID	BMSW4005_LON
Lecturers Name	Anita Nan

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1) Introduction

The purpose of this report is to reflect on the Professional Career Development module, one which has been extremely beneficial to me. I will focus on the role play exercise we carried out in class and reflect on the teachings and feedback of the group. The report will then center around my personal and professional development in the form of a lifeline and then go on to describe what self-motivation is. I will draw upon an interesting study I discovered whilst personally researching this topic, carried out by Green & Burke (2017) and Stajkovic & Luthans (2003) for this. The report will then go on to explain what my self-motivations are. Following this the report will flow into and identify my learning style as outlined in the VAM questionnaire and explain the theory surrounding this model. The next area will focus on my SWOT analysis to identify my strengths, weakness, opportunities, and threats and then some SMART goals, both short and long term. The final area of focus will be my Personal Development plan where I draw upon all of my knowledge, strengths, weakness, opportunities and threats together with my SMART goals and highlight a plan to move forward over the next 5 years.

2) Recruitment & Selection (Role Play)

The practical role play section of this module has helped me to reflect a lot. In line with Kolb's reflective model, I was able to carry out "experiential learning" (Kolb 1984). Kolb explains that the basis for this model is our own experience. With the role play I was able to review and then analyze and finally evaluate both the answers and the questions.

I paired up with Irina Muntean and we set five questions each. I acted as the potential employee first and answered various questions which outlined my experience and qualifications. For the first question Irina asked me 'What skills and experience do you have that are relevant to this position?'

I tried to look straight at the camera the whole way through and explained that there are many skills and experiences that are relevant to this role but the ones which really stand out to me include the fact that I am an extremely hard worker. I like to get things done on time and to a very high standard.

Another question was 'Tell me about a time you missed an important deadline'. I thought about this answer in details and decided to answer about one time when I've missed an important deadline. A customer was waiting for a report back but it was over the Christmas period. I apologised and explained our opening and closing times and offered a discount for next time as he wasn't aware of the Christmas shutdown. I explained to Irina that this customer is now one of our most loyal within the business and coincidentally he sends us all the Christmas cards every year.

Irina then went on to ask me about which things really motivate me? Again I considered my answer and replied that personal development and progression really motivates me. Knowing that I have made real and positive inroads with certain skills, often those I never thought I would master, for example speaking and writing business English really motivates me to push myself forward. Another skill that really motivates me is being able to teach people to recognise their transferable skills for example having recently been taught about SMART goals at the university I am able to explain to my peers at work how to set specific measurable, achievable, realistic and timely goals.

I then acted as the interviewer for Irina. I tried to be engaging and follow the answers. The reason I initially stated that this part of the course was very useful for me is because I received feedback that I could have been a lot more enthusiastic when listening to Irina. It has taught me not to assume that just because I think I am being engaging that I actually am. This is especially true over a TEAMS interview, it is even more important to smile, answer back after each question and be engaging. I will certainly remember this for my next TEAMS and even face to face interview or meeting.

3) Personal and Professional Development (Lifeline)

This module has helped me to think about my biggest achievements to date and the steps and I have taken to get there. It was a reflective which was very beneficial to understanding my own strengths and weaknesses. I have been thinking about my career development and how long it has taken me to achieve all my goals. I have also been thinking about my future goals, to reflect on previous mistakes and how perhaps most importantly how I can avoid repeating the same mistakes in the future.

Drawing a 'lifeline' is an excellent way to really understand where I have been and where I am now. Some of the major markers in my life start from when I completed high school at the age of 18 and carry through until the age of 33 where I am currently studying at university. In the middle of these events, I've moved to the UK from Romania, got married and had a child. I've also set up my own company twice.

From my lifeline I could look back at my mistakes and at my growth during this time and I have realized how much I have changed, and I have looked at my professional development and I could see that it is not easy to grow as a professional and at the same time I was reflecting at how much effort, time, knowledge and patience I needed to have to achieve my goals.

Self-Motivation

Throughout the course we have often been asked to reflect on what motivates us and what is self-motivation? Green & Burke (2017) suggest that that we are motivated and driven to meet important psychological needs like belonging and self-esteem whereas Stajkovic & Luthans (2003) think that it is self-efficacy and the belief that your actions will lead to desired results which equate to self-motivation. In my opinion, self-motivation is one of the most important tools in my professional toolkit. When you believe in yourself it enables you to set high goals and achieving these goals makes you feel motivated and ready for bigger tasks in the future. In my experience, results are one of the best motivations. When I can see all of my efforts come to fruition and all my hard work rewarded it gives me a sense of wellbeing. A study by Nohria, Groysberg & Lee (2008) showed that feeling like we comprehend what we're doing at work can lead us to be more engaged (Nohria, Groysberg, & Lee, 2008) My motivation every morning when I wake up is to complete the to do list, I made the night before and at the end of the day evaluate how far I have come. Like Noria, Groysberg & Lee (2008), when I receive positive feedback from the customer it demonstrates to me that I am heading in the right

direction. It reinforces the fact that I am doing a good job and that my efforts haven't gone unnoticed. The feedback is essentially the payback for all the work I have put in. It gives me enormous motivation to keep going and move forward.

Another aspect of the module within the course was to reflect upon an individual person and time which really motivated me. I remember sitting in class and immediately thinking of a time where my husband completely motivated me through a very difficult situation. Our company had been asked to demolish part of a house, and to build it basically from scratch. I was feeling anxious because I knew that it involves a big cost, a huge team and it will take much longer than our usual projects. I remember how it made me feel insecure. My husband printed the drawings for the new project in a A1 format to make me visually aware of how the project should look at the end. He reassured me that this is a huge chance for us to grow as a business but also as a team. We have discussed about the money and about the profit and this way he could motivate me to take the project and to put my shoulder on the business growth. In the end it was a rocky process but ultimately it was a great learning experience because all our efforts were rewarded at the end of the project.

Learning Style

We had been provided a test in the class so I could identify my individual learning style. The questionnaire was focused around the VAK model which recognizes whether someone prefers to learn via a visual, auditory or kinaesthetic style (The E Learning Network 2021).

Learning styles are individual to each person. Everyone has a different outlook on how to learn in the most effective way (The E Learning Network 2021) Being able to understand how each individual learns is important to building an acceptance to different styles. The E Learning Network (2021) also points out that it is easy to understand someone's learning style by the way they answer a question. For example, if someone says "I hear what you are saying" they are auditory. If another person replies with "I can picture that" they are probably visual and if someone might say "let me have a go" they are kinetic.

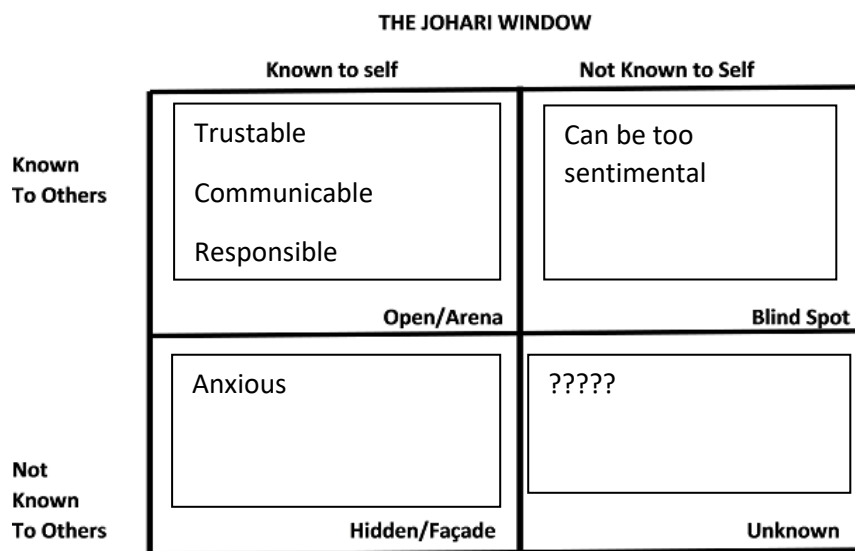
Before I started the role play I have always thought that I am a kinaesthetic learner. Upon reflection as a result of the role play I now realised that I am equally as auditory as I am kinaesthetic and also I realised that I am an effective visual learner. The role play has been very beneficial in helping me understand my various learning styles and this is something I will use in further career.

4) SMART goals and SWOT

My ultimate goal is to become a project manager operating within my own business. For this I need to have a wide rounded view of the business world as well as a firm understanding of project management. My immediate goal is to complete this course and then

be accepted to study Business and Management level 5 and 6 over two years at university.

In order to be the most successful it is important to understand both my strengths and weaknesses. This is where the SWOT analysis came in particularly useful. I have identified that my strengths are communication and being a problem solver. In my professional life this will allow me the opportunity to properly engage with people and build rapport. Being a problem solver means that I will earn the respect of my customers and colleagues – a great opportunity for both myself and the business. Some of the weakness I have identified include being a risk taker and not completely working through the details before making a decision. This could pose a threat in the future as I could potentially invest in unprofitable or unreliable projects. Another weakness is that I try to get too much done at once. A danger associated with this is that I might cut corners to save time, or the task may not be 100% accurate or complete which could lead to the threat of looking unprofessional.



5) Personal Development Plan

My personal development plan includes setting both short term and long-term SMART goals that are specific, measurable, achievable, realistic, and timely. An example of one of my short-term goals is to successfully complete this course. I have set aside 2 hours each day to study, read and understand the content of the modules. An example of my long-term goal, is, within this time I also research the topics within the business and management course we will be focusing on next year, to give me a head start. My other long term goal is to become a manager within the next 5 years as a result of successful completion of both this course and the further education.

6) Conclusion

This course has been very helpful in pinpointing my strengths and weaknesses. It has enabled me to form a personal development plan of where I want to be in the future based on where I have come from previously and professionally. The various aspects of the course will act as tools in my future professional life, whether it is in the form of a SWOT analysis or a personal development plan. Being able to reflect upon past performance to

predict future behaviour is essential to future success. Keeping a positive mindset is important to achieving my goals. I understand that people learn in different ways. This has helped me to realise that some people respond to learning methods in differently. I have realised that some people are quicker learners than others and perhaps prefer varying methods of learning such as visual or auditory. Understanding this will help me in the future to be more tolerant of various learning styles.

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Appendices:

Job application form

Application for Police Officer

Name: Irina Muntean

Education and training

Certified Sommelier Course

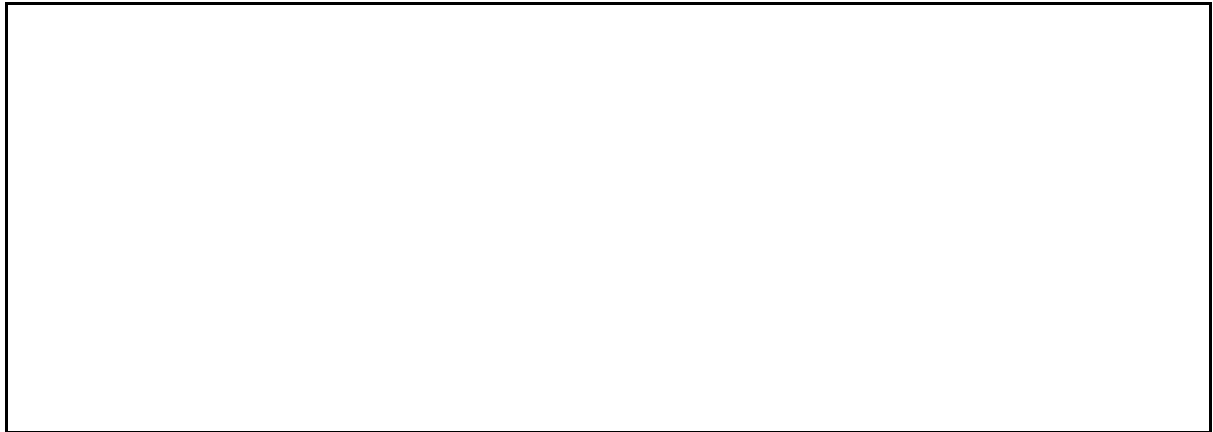
Sushi Samba

University of Saint David

HNC Digital Skills and Communication

Jan 2021 – Dec 2021

- **Acting Academy**
Modelling and Acting
June 2020 – Jan 2021
- **Advance Italian**
Advance Italian
September 2009 – June 2011
- **Corsisoftware, Milano Italy**
Digital Photography
September 2009 – June 2010
- **University of Chisnau, Republic of Moldova**
Biology, Zoology
September 1999 – June 2002



Qualifications

Certified Sommelier Course

Sushi Samba

University of Saint David

HNC Digital Skills and Communication

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Employment history

Job title:

Sommelier - January 2020 – January 2021

Sushi Samba - Heron Tower, 110 Bishopsgate 38/39th floor, London EC2N 4AY

As a Sommelier working in this fast paced environment my main responsibilities are:

- Creating and updating the wine list in coordination with chefs and the food and beverage manager
- Management of budget and sales of wines
- Managing wine inventory
- Conversing with suppliers
- Advising guests on wines based on their personal tastes and food choices

Chef De Parte - July 2018 – December 2019

Sushi Samba - Heron Tower, 110 Bishopsgate 38/39th floor, London EC2N 4AY

In this role my main responsibilities included:

- Preparation of the traditional dishes of the Japanese Cuisine
- Managing preparation and presentation of dishes
- Creating new dishes and updating previous dishes
- Ensuring health and safety standards are followed.

Director/Head Sushi Chef - September 2014 – June 2018

Pop Art Sushi - Unit 7 St. George Wharf, London, SW8 2LE

In this role my main responsibilities included:

- Preparation of the traditional dishes of the Japanese Cuisine: Sushi rice, Miso soup, Shiitake mushroom soup, Nigiri, Gunkan, Maki, Uramaki, Hosomaki, Futomaki, Sashimi, Salmon Takaki
- Preparation of the traditional Japanese sauces: Teriaki, Ponzu, Eel sauce

- Photographer & Gallery assistant at Amstel Art Gallery Creation of the art catalogues for the art exhibitions.
- Pictures of the artworks
- Packaging and shipping of the artworks
- Stock and storage of the artworks
- Sales of the art
- Welcoming customers

Achievements:

- Air Cabin Crew Preparation Course
- Worked as Sommelier, Chef De Partie and Head Sushi Chef
- Part time Modelling
- Active interest in Photography
- Cooking special dishes

Skills:

- Fluent in 5 languages
- IT literate
- Organizational skills / selling skills
- Customer service / Team working
- Dealing with queries
- Multi-tasking and meeting deadlines

Supporting statement

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

A conscientious, target driven and hardworking individual with a keen eye for detail. With a passion for wine tasting and 5* service, I am also fluent in five languages, Italian, English, Spanish, Romanian and Russian. I am seeking an opportunity to work with a reputable restaurant to further enhance my skillset and prove an asset to the wider team. My experience includes setting up and running a highly successful art gallery and sushi bar as well as working as a lead sommelier. As a person I am resilient, personable and ambitious. I enjoy working as both part of team and independently. I possess excellent interpersonal skills and thrive in a team environment.

With my extensive experience working as a sommelier I am highly target driven and looking to move up a meaningful career ladder with the Police.

Right to work in the UK

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

References

Elizabeth Ellis ellisel2003@hotmail.com 07999355631

Angela Simkin angelsop@hotmail.com 07898765456

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: Irina Muntean

Signature:IM

Date:01/11/2021

Questions

Question 1: Tell me a little bit about yourself?

Question 2: Describe a time where you have had to deal with conflicting in the workplace – how did you overcome it?

Question 3: Could you tell me about your strengths and weaknesses?

Question 4: In your current or last position, what was your biggest accomplishment?

Question 5: Describe a situation in which you anticipated a problem and applied preventive measures.