

Professional Career Development

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Introduction

This report will focus on the skills and knowledge that an individual needs to secure employment as an electrician. The understanding of one's strengths and identifying the areas of development, to produce a personal action plan. Most of the time, employers for certain qualities and skills in the candidate applying for a job. These skills are not particularly job-specific but they play an essential role in improving the value and performance of an individual at his workplace (Misra and Khurana, 2017). The progress of an individual in his career also depends on the ability to acquire these skills. These skills are also termed employability skills. These skills are transferable and that is why they are useful in almost every job. This report will also contain a personal SWOT analysis through which I will be able to identify my strength and weakness. Through the evaluation of strengths and weaknesses, I will be able to know the threat and opportunities that I may have to face in the future. Analyzing all these factors will help me to develop a personal development plan where I will be able to form a plan of action or strategy to maximize my strength, minimize the weakness, which will automatically decrease the future threat and will provide me with a lot of opportunities (Ramberg, Edgren and Wahlgren, 2021). In the end, I will use Gibbs' reflective cycle to analyze my existing skills and knowledge, which will help me to improve the existing skills and knowledge and will also provide me with a plan of action for using these skills in securing employment.

Personal SWOT Analysis

Personal SWOT analysis helps in identifying the strength and weaknesses of an individual to predict the future opportunities or threats that the individual may face (Herman, 2017). My academic studies provided me with good sets of skills and knowledge, which I believe will help in securing employment. However, there are also some skills and attributes of employability that I lack. Through SWOT analysis I will state my strength and weakness, which will help me to identify my future threat and opportunities.

Strength	Weakness
1. I am good at communicating with people. I can convey my thoughts and ideas to achieve a certain outcome. My communication skill is one of my strongest points. 2. I am good at teamwork. I can work harmoniously with the other members of the team to achieve a common goal. 3. I am also a reliable person. I believe reliability is an essential employability factor as it promotes the trust that the employer can have in me. I consistently complete my quality work within the given time.	1. I am not good at leadership. I find it very hard to lead a team. I can efficiently work on a team as a member but when it comes to leading the team, I tend to get nervous. 2. Another skill that I lack is paying attention to details. Paying detailed attention to every aspect of the work is very important in the profession of an electrician. 3. I am not very good at CV writing. I lack the knowledge and skills required to write a professional standard CV. I need to learn CV writing as this is one of the important employability factors.

Opportunity	Threat
1. My good communication skills will help me in clearing the personal interview round in a job interview at a company (Ornellas, Falkner, and Stålbrandt, 2019). Communication skills will also help in presenting my thoughts and ideas before the managers of a company in which I will be working. 2. My teamwork skill will help me to work effectively with my colleagues to achieve a shared goal. Through the use of my teamwork skill, I will be able to solve any kind of conflict that may arise within the team members. 3. Reliability will help me to secure my first employment. Employers who hire freshers, always look for reliable candidates. Reliability also increases the trust of the management in the employer. This will increase my position and respect in the company.	1. My poor leadership skills will restrict me from getting employed in a managerial position. A managerial position in any company requires leadership skills as one of the most essential qualities. 2. The lack of my ability to pay attention to every detail can affect my work as an electrician. It can also hinder my employability factor and prevent me from getting a job in a particular profession. 3. The importance of a well-structured and professional standard CV in acquiring a job is known to everyone. A poorly structured unprofessional CV can restrict me from securing my first employment.

Personal development plan

From the above SWOT analysis, it can be seen that I have successfully acquired some skills that will help me to secure my first job. Communication skills, Reliability, and teamwork are these essential skills that will help me to secure employment (Rimmer, 2018). I also lack some important skills such as leadership skills, technological skills, and the ability to write a good structure and professional standard CV. Lacking these essential skills can cause hindrance for me in regards to getting employed by a company. To overcome these weaknesses, I am developing a personal development plan.

Skills to be improved	Reason for Improvement	Process of Improvement	Required time frame
Leadership skills	Leadership skills are essential to get a job at a managerial position in any company.	Leadership skills can be developed by attending leadership courses. It can also be acquired by reading about the life stories of great leaders.	Three months.
Attention to details	It is very much important for an electrician to pay detailed attention to every aspect of the work (Tomlinson, 2017). Lacking the ability to pay detailed attention to everything can prevent me from getting a job.	I can improve my ability to give detailed attention by participating in activities such as a puzzle or memory games.	Three months

CV writing	CV gives the first impression of the candidate to the employer. Writing a professional standard and well-structured CV is very important for a fresher to secure a job.	I can improve my CV writing skills by taking a course on CV writing or I can also learn it from an experienced person, who has the knowledge and skills to write an industry-standard CV.	Two months
Emotional control	Having control over emotions, especially in the workplace is very important. One has to keep their emotions away while dealing with clients or customers.	I will do meditation and read books on controlling one's emotions. I will put myself to the test, whether I can control my emotions or not.	Two months

Gibbs' reflective analysis

Gibbs' reflective cycle is used to give structure to the learning process. It provides a framework for evaluating the learning process (Adeani et al., 2020). Gibbs' cycle is very useful as it helps individuals to make sense of the situation at work so that they can understand what they did well and what they need to improve for the next time. Gibbs' reflective cycle consists of six stages namely the description stage, feelings stage, evaluation stage, analysis stage, conclusion stage, and action plan stage.

I am using Gibbs' reflective cycle to evaluate what I have learned from improving my weak skills. These skills are leadership skills, the ability to write a CV, technological skills, and the ability to control emotions.

Description

I have developed a lot of technical skills and abilities through my academic course. The academic course provided various practical classes for gaining in-depth knowledge about the working of different electrical machines. The academic course also helped me learn the safety measure that I have to take while doing my job as an electrician (Middleton, 2017). Through the course, I was also able to learn how to effectively communicate with others. I also learned the fundamentals of working in a team and how to work in harmony with other team members sharing the same goal.

Feelings

When I started pursuing my course of becoming an electrician, I was feeling quite nervous, whether I will be able to achieve success in the profession of an electrician or not. After attending some classes, I was feeling excited to learn all the necessary knowledge that is needed to become an electrician. On the first day of the practical class, I was very much happy because I finally knew that the profession of an electrician is best suited to me. I was growing more passionate about learning to maintain or repair complex electrical systems.

Evaluation

The things that were good and worked well were the fact that I started developing new skills such as communication skills, problem-solving skills, teamwork, and the ability to be reliable. These skills will help me to increase the employability factor which in turn will help me in securing the first job. The good thing about the academic course was our teachers were understanding and were good at explaining the technicality of the profession. The good thing about the practical class was it gave us an in-hand experience of repairing or maintaining electrical systems. The safety protocols that were taught to us during my academic course were also a good experience.

Analysis

Communication skills, reliability, problem-solving ability, and other skills that I learned during my academic course will be beneficial in increasing the employability factor and will also help me in securing a job as a fresher in the profession of an electrician (Markkanen et al., 2020). The practical classes where we were shown how to repair or maintain complex electric systems have provided me with the in-hand training experience that will help me in getting a job as a fresher. The workshops on the electrical working of machines have also helped me to learn a lot about the working of different machines and this will also help in employability.

Conclusion

It can be concluded that I learned most of the necessary skills and knowledge required to be an electrician. These skills and knowledge will help me in securing employment in near future. Although there are still some skills and knowledge that I lack but are essential to gain employability. I need to work on skills such as the ability to give detailed attention to every aspect of the work, leadership qualities, inability to write a well-structured CV, and others. Improving these skills will help me in gaining employability. The things that I learned from various workshops that I attended will be beneficial in my workplace.

Action Plan

I need to improve my leadership skills, ability to pay attention to details, inability to write a CV, and others. To improve my leadership skills, I will enroll myself in a leadership training course (Jazayeri and Dadi, 2020). I will also read the life history of some great leaders in history, to know insights into their personalities which will help me in becoming a leader. I will engage myself in various attention focusing activities like solving puzzles or playing chess. Doing this will improve my ability to pay attention to details. I will also learn how to write a professional and well-structured CV by opting for the appropriate courses.

Conclusion

From the above discussion, it can be concluded that it is important to centralize upon the knowledge and skill of an individual to secure one's employment. A basic understanding of one's strengths and potential are important in the development of a personal plan of action. We also get to know that these knowledge and skills are regarded as the essential employability skills and qualities required for an individual to apply for particular employment or job. The more capable the individual is the more progress in his or her career. We also get the facts that these employability skills are not nontransferable and so it becomes a crucial thing that is useful in every job. We also get to know about the SWOT analysis and evaluation of personal development plans. Analyzing these factors provides a different level of strategy for maximizing strength, potential, and capabilities. Through the discussion, we also get the idea of future analysis of the particular job. Gibbs reflective cycle essentially analyses my probable skills and knowledge that would benefit me for securing my employability in a company.

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Role Play

An interview of an experienced electrician is being conducted to gain knowledge on the necessary skills and knowledge that are required to be an electrician. The interview questions are formed by the interviewer's prior experience and other interview materials. The interview questions are as follows.

1.What according to you are the merits of the profession of an electrician?

Ans. Electricians are respected in society because they have some specific skills and specialised knowledge which most other people lack. Another merit that I see in this profession is it's challenging, as it involves maintenance or repairment of complex electrical systems.

2.What method do you use to diagnose electrical and wiring faults?

Ans. Firstly, I make sure that the main power is switched off at the fuse box. Then I isolate the circuit and check whether the circuit is dead or not with the help of a circuit checker or voltage tester.

3.What are the skills required to be an electrician. ?

Ans. Apart from the formal education on electrical engineering, I believe an electrician must have patience, because sometimes difficult situations arise where you must keep your head calm and be patient while doing the work.

4.What would you suggest a student aspiring to be an electrician?

Ans. Well apart from knowing the technical part of the job, a fresher must be reliable, have the ability to solve any given problem and have the ability to learn from their senior colleagues.

5.What according to you are the most important safety concern for electricians.?

Ans. Whenever I do maintenance or repairment of an electrical system, First I make sure that the power is cut off from the main supply, to avoid myself from being accidentally electrocuted. There are also other things that I have to monitor like lead exposure, or the risk during welding.