

PROFESSIONAL CAREER DEVELOPMENT

ASSIGNMENT: 2000 WORDS REPORT

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UWTSD – CERT-HE SKILLS FOR THE WORKPLACE

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EXECUTIVE SUMMARY

The purpose of this assignment is to reflect on the work done in class during this term about professional career development, I will write and explain how this helped me to improve my skills and expanded my knowledge for the workplace. Let me first show you and explain you why I started this course and how do I find myself in the position I am today. I choose to get back at studying after long time as I believe in the power of information and how can radically change the quality of my life, I got this opportunity with University of Wales Trinity Saint David because of a friend of mine who suggested me that there was a possibility to join courses online for business and management so I applied without thinking twice.

SELF EVALUATION REVIEW – SELF MOTIVATION AND LEARNING STYLES

Self motivation is the skill or ability to drive a person to take action to pursue goals and achieve tasks. There are a lot of examples that we can make on self motivation, we need first to understand that in order to get motivated you should like what you are doing otherwise you are swimming against the current.

I have always felt highly motivated because I am personal attached to my vision and purpose which pulls me and lead me to take massive action and maximise the time, it is hard sometimes when you work, study and move forward your business but what I personally believe to be true about self-motivation is that in the first place you are doing what you like to do, then connected with the good will to progress as a human being and learn new things you actually get excited and get energy daily.

What are the characteristics of a self-motivated person?

I found out this:

- Resilient
- Ambitious
- Goal oriented
- Visionary Thinking
- Purpose
- High self-esteem

This is the way I personally think about it, and I believe that you become more motivated when you get closer to your dreams.

LEARNING STYLES

There are four principles learning styles which I will represent here and explain step by step what kinds are they and which one I use. We found in professional development career the 'visual' learning style, the auditory, reading and/or writing, and kinesthetic.

1. **VISUAL LEARNING STYLE:** is one of the different style of the VAK learning models, in this style people are able to learn through images, charts, presentation, they have more focus when they see things with their own eyes. Visual learners often say "I see what you mean" because they imagine things and process information.
2. **AUDITORY LEARNING STYLE:** In particular, auditory learners gather information best when it is presented through sound and speech.
They usually remember what the teacher says during class and they are good listeners. People with this style usually are very social and sometimes they get distracted when having a lesson on classroom. Auditory learners use recordings of audio, songs, to study and often they are really creative on using the technology as a tool to save files where they can listen over and over again.
3. **READING/WRITING STYLE:** This kind of learner is someone who understand the information given and put them into action when he writes down as many notes as possible and read them over and over again. They learn through words, sentences and books.
4. **KINESTHETIC STYLE:** Someone call it the doing-style, in this learning curve people don't process information or learn by reading, writing, looking at charts and graphics, or either, by listening to cassette etc... , they learn by taking the action and get the experience, usually they are highly motivated and during the sessions of studies they do breaks of 20-30 mins to release the energy. I found this to be my way of learning new things in every aspect of my life, I also did a questionnaire to help me better understand what works for me, since I was very young I always tried to confirm what I was doing and to learn.

This course helped me a lot to discover different things that I didn't know about myself, potentially now I am a kinesthetic/visual learner.

PERSONAL REFLECTION ON ROLE PLAY:

During this term I have experienced role playing within the professional career development and I've been working on questioning and answering correctly in an interview which it helped me a lot to understand the dynamics of it. I have played both of the roles, as the interviewee and the interviewer and in both of them I saw the difference and the posture that you need to have as well. During this term I been following every lesson in class as mostly of the other people been doing it online, so everytime I went there I had the chance to interact directly with the teacher who helped me a lot on how to question the person in front of you and the attitude to have when you go to a meeting, so clearly I was ready to go. I am very satisfied by this experience because I had the chance to use my communication skills and to improve on my weaknesses, as also working in a management position where I need to recruit people therefore all of this been very helpful to me. I started the role play as the interviewee, the first minute was all about the small talk and ice breaking, then we went deep on the skills required for the job description, which obviously I needed to show an example like on how to solve conflict in the workplace, question on strengths and weaknesses, and at the end the reasons why I wanted that job and my vision in the next 5 years. During this interview role play I got to see different aspects which usually we undervalue, like the tone on communication, the smile that you need to keep, posture, timing and the way you speak is very important. On the other side of the medal, being the interviewer my position was different so I needed to listen more carefully on the information that the interviewee gave to me, ask quality question related to his previous experience, on his skills and reasons behind the job, I learned how good you need to be as an interviewer to release tension on the meeting and lead the conversation. I believe I did really a good job, my remind to myself is that I can always improve but in the context and overall everything was smooth, I had very good feedback straight away from the teacher, it raise up my confidence and belief of what I was doing in that moment was very good.

JOHARI WINDOW:

What is Johari Window?

The Johari window is a technique^[1] designed to help people better understand their relationship with themselves and others. It was created by psychologists Joseph Luft (1916–2014) and Harrington Ingham (1916–1995) in 1955, and is used primarily in self-help groups and corporate settings as a heuristic exercise.^{[2][3]} Luft and Ingham named their model “Johari” using a combination of their first names. (by Wikipedia)

Johari window model depends on two things – to obtain the trust of others by uncovering your data to them and by finding out with regards to yourself through input by others.

In this model, the fundamental spotlight is on criticism. Tolerating of criticism and passing on of this input is done through this model. That is two windows address your actual self while the other two windows address the part that is known to others however obscure to self.

This data which is known to self and obscure to others can be moved through associating with others. While the part that is known to others however obscure to self is passed on through input that you overcome different individuals in the gathering. This model chips away at the premise of correspondence occurring in the gathering and how to work on yourself. The model is extremely easy to comprehend and therefore, it is utilized in different associations.

Presently, we have isolated the model into 4 distinct categories to cause you to see further with regards to how compromises in these sheets.

	Known to Self	Not Known to Self
Known to Others	Arena "Open Self"	Blindspot "Blind Self"
Not Known to Others	Facade "Hidden Self"	Unknown Self

Johari Window Quadrant 1: Open Area or Arena

This quadrant is called open region on the grounds that the data in this sheet about the conduct, sentiments, feelings about the individual is referred to that individual itself just as different individuals in this gathering.

In this field, all the correspondence happens through a two-way process. To such an extent that the individual associates about himself with others and continually gets input from different individuals from the gathering. Accordingly, the gathering turns out to be more powerful and the relationship in this gathering is exceptionally unique. In this gathering, the course of criticism sales is extremely normal. This interaction happens in the gathering that has an agreement and the inputs of the other individual are heard. Along these lines, the open region through this gathering can be expanded on a level plane with the end goal that the blindspot region is diminished and in an upward direction it is expanded so the covered

up and obscure region of an individual are decreased when that individual uncovers about his inclination to the next individual.

Johari Window Quadrant 2: Blindspot or BlindSelf

Blindspot is the region wherein the specific data on your character is known to others however that data isn't known to you. In basic terms, others might decipher your character unique in relation to you may have anticipated. For proficient correspondence, this region should be decreased. One method for doing it is through input that you get from different individuals in the gathering.

Johari Window Quadrant 3: Hidden Area or Hidden Self

Secret region is the data that you stow away from others. Here, the data is known to you yet the others are obscure to this data. The justification for this might be the data may be private to you so you are hesitant to impart it to other people. This incorporates mysteries, previous encounters, sentiments, and so on. Many individuals keep their data hidden and don't impart it to other people.

Johari Window Quadrant 4: Unknown Areas or Unknown Self

Around here, the data is obscure to you just as the others. By and large, certain sentiments, abilities, data, and so on fall around here. The justification for this may be some horrendous involvement with the past with regards to a specific occasion or encounters which may be obscure for your ever. The individual, just as the gathering, is ignorant with regards to this till the person in question finds it. One method for lessening this region is through open correspondence.

CONCLUSION:

From the report above I believe I well performed on the role play and I reflected on my learning style, this course so far helped me in improving in different weaknesses such as public speaking, questioning and reflecting on things learned. When I decided to join this course I didn't expect to learn all this things which clearly helped me also in confidence, I have putted in practice all the things learned straight away at my current workplace and things just got better so I am grateful for the opportunity taken. Also the teachers have been very helpful. Looking forward for the next year and the new experiences.

REFERENCES:

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