

Professional career development report
and
role play
(interviewee and interviewer)

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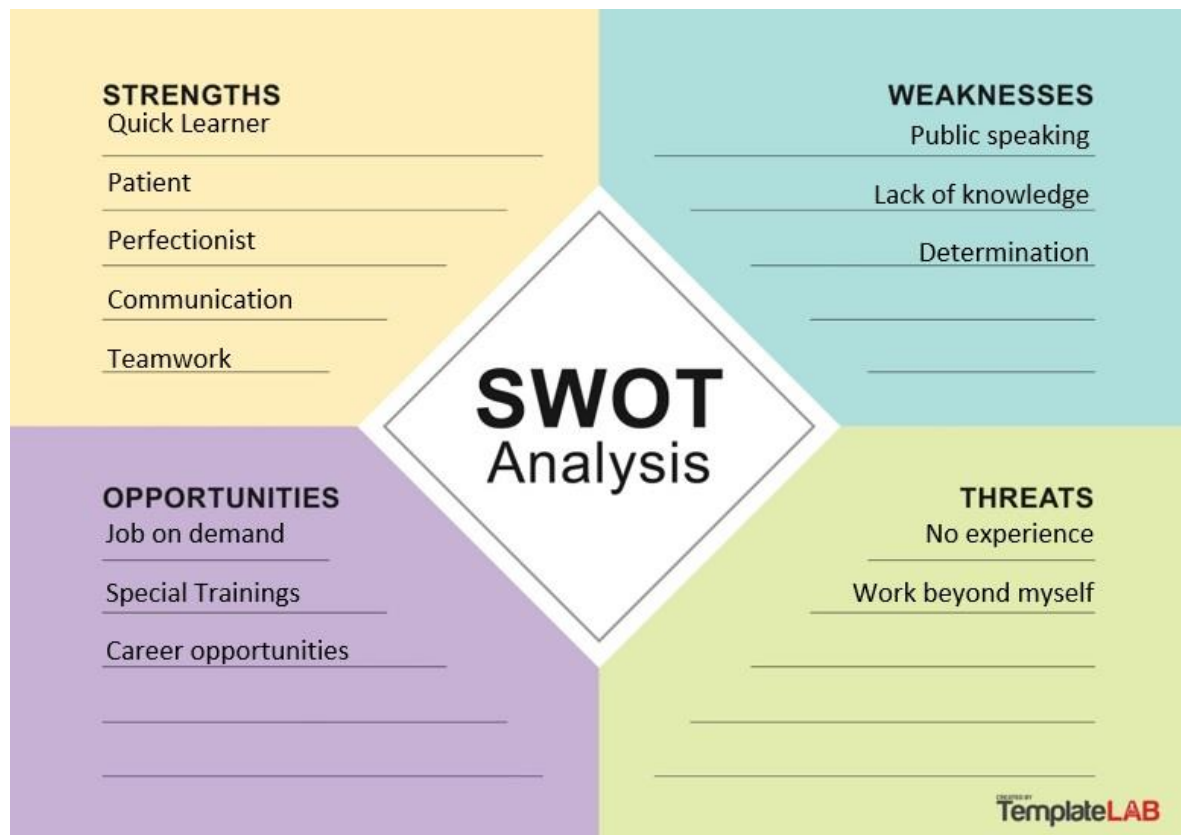
1.Introduction

In this report I will mainly reflect on myself, my skills and personality traits. At first there will be my SWOT analysis which is showing my strengths, weaknesses, opportunities, and threats for the career I want, which is a Care assistant. In my personal development plan, I have planned everything step by step until I achieved my goal. Afterwards there is a table that shows how I see myself and how others see me. What I am aware of and what I am not or don't agree with. In Self-motivation, I will be talking about my SMART analysis which is done by the different criterion which helped me setting up my goal. I will discuss the Honey and Mumford learning styles and which one suite me best for the way I work and observe knowledge. Lastly, I will reflect on our Task1 assignment which was an Interview between me and the partner I have chosen. It will include how we worked things out and how me managed to present our task.

2. Self-Evaluation (SWOT/PDP/Johari Window)

2.1 SWOT analysis is a table that shows someone's strengths, weaknesses, opportunities in the chosen career and threats. My strengths would help to perform better in the workplace, while my weaknesses can hold me back from being successful. Although we are all able to work on them and improve. Opportunities are the chances that the specific vacancy could give you and threats is anything that could stop you on your way to the success. As my strengths I can say that I am a quick learner. I am able to easily record information and develop it into practical use. I am a very patient person and for me you need patience if you want to work as a care assistant especially with elders. It is needed especially for patients with dementia since you will have to repeat yourself or introduce who you are many times. I am a perfectionist. This is a skill that can be applied very good in this job. To keep patients' room clean or just to keep their hygiene to the best levels. I am a very communicative person and that is a must as a care assistant. You are there to communicate with them, so they don't feel alone. I am a good team player too since we are working in a team. Communication is here very important too. I would say that one of my biggest weaknesses is the lack of knowledge, because I have never worked in this environment. I am sure that I will be able to absorb the new information very fast. Public speaking was never one of my strengths, but I am improving. When I practice enough, I feel confident and that is how I can turn this weakness into a strength. Depending on the situation determination could be a weakness of mine. I am not very intuitive and always think twice before I do or say something, which can be a bad thing in some situations. I am able react on things very quickly so if something happens to a patient a will be determinate what to do. In this job you also get opportunities. At first this is a job on

demand, which means you will be able to easily find job in this sector if you are qualified. The care home provides you with special trainings which are free, and you can add them later to your CV as strengths. In this environment there are also career opportunities because after gaining enough experience you could be also a team leader. Level 4 as a qualification is also completely fine.



2.2 PDP or also Personal Development Plan is an analysis that helps you to analyse which skills you already have and which you need. It helps you to identify what you want to achieve and how you want to do it. It helps you to put your focus on your studies or career. Through the PDP you will be also able to gain information that you can add later in you CV or applications. (*The Open University, 2021*) In my plan I have 5 sections. “What I want to do?”; “What do I have to do?”; “What support and resources will I need?”; “How will I measure success?” And “Target date for reviews”. The first thing I want to do is my Certificate of Higher education in Health and Social Care which is equal to Level4. I will achieve this by focusing myself on my assignments and lectures and by noting down everything that is important. The only resources that I will need is learning material and different research topics so I can gain more knowledge. The only support I could need for that could be from my lecturers if I don’t fully understand something or my colleagues. I will succeed by being attentive in lectures, completing course assessments and by educating myself on different topics that are included.

Directly after achieving this which will be by 10th October 2021, I will start my search for a vacancy. For this I will have to research on different job websites like: indeed, LinkedIn etc. As a support I would only need internet. I will measure success by creating a good-looking CV and a Cover Letter. Since my goal is to work as a care assistant after achieving my Level4 I will apply with my CV and Cover letter that I created. I will read the different resources about the vacancies and guides for care assistants, so I can be prepared and already with some knowledge. I will succeed by presenting my skills to the employer and successfully complete my trainings. All this is planned to be achieved as soon as I graduated with Level4 starting from October 10th.

Personal Development Plan (PDP)

What do I want to do?	What do I have to do?	What support and resources will I need?	How will I measure success?	Target date for reviews
CertHE Health and Social Care (Level 4)	Focus on my Assignments	Learning material	be attentive	Oct-21
	Note down everything	Research topic	completing course assessments educating myself	
Search for a Job	Research on job websites like indeed; linkedIn etc.	Internet	Creating a CV Cover Letter	from 10/2021
Care Assistant	Apply with my CV & Cover Letter	Reading resources about the vacancy Guides for Care Assistants	Present my skills Complete trainings	As soon as I get hired

2.3 The Johari Window has the goal to help you to get to know yourself better. It helps us to understand our interrelation to ourselves and the people around us. (*What is the Johari window?*, 2013) In the upper left quadrant, you put in what is known to you and the people you are surrounded by. This could be skills or personality traits. What I know and people see in me is that I am very calm and patient. I always think rational but logical. I am helpful and always try to help other however I can. Both sides also see that I am trustworthy which I have shown through the time. On the right side, there is the known for others but unknown to you, which means what others see in you. A lot of people see in me an organised person, which for me was unknown. They think of me as very confident while I see me as a very shy person. For example, while presentation I thought that I seem to be very insecure about my knowledge and after I get compliments for looking so confident. On the lower left box there are the things that I keep for myself and don't show off. For example, that I am sensible and very emotional. I am idealistic and wise for my age. Next to it is the unknown for both, me, and others. That is why I left it empty because there is a lot more sides of mine to discover but getting older.



3. Self-Motivation (SMART)

A SMART analysis aims to help you set up a goal by this criterion: specific; measurable; attainable; relevant and time based. As specific I have put the details, what career I want, who is involved and what my actual goal is. My aim is to become a care assistant. I want to achieve it, because that is what I have planned to do after finishing my Level 4. I am also the only one involved since it all depends on if I graduate and apply with the best fitting CV for this job. In the second step, measurable, I have put in how I will manage to do it. I will do it through by gaining knowledge about this job from the university or from a career adviser. I will be able to rate the progress while I am going step by step. As attainable you are supposed to put in how you will realise your goal. In this section I mentioned that I can achieve this because I am determined about what I want. As relevant you should answer the question why and how this is relevant to you. It is relevant to me since I am young and learn quick. I am just starting in my career. The goal I have set up is because this would make me happy, and I would enjoy working as a care assistant. The last one is about the time, deadlines and if it is makeable. My latest deadline is in around 3 months. It is realistic because I am going through different vacancy descriptions and educational post or videos about this profession.

Specific	My aim is to become a Care assistant.
	It's the career I want for me after graduating with Level4 that is why I want to achieve this goal.
	I am the only one involved since it is my goal.
Measurable	I will use the Information that the university provides as well as the information from a career adviser.
	I can measure the progress when I successfully go through every step.
Attainable	I am capable to achieve the goal because I know what I want and what I need to achieve it.
	I don't have all the skills that are required yet. I will gain them through studying and working in a care home. (experience)
Relevant	Now it's the right time to do it since I am young, learn fast and just start developing myself and going into my professional career.
	I am setting this goal, because this profession is what would makes me happy and enjoy every working day and help people.
	I also enjoy being around elders.
Time Based	The deadline for my goal is around 3months.
	The plan is realistic, because I would be also able gain the experience I need throughout the training and when I start working after.
	When I'm done my goal will be completed
SMART GOAL	Thinking about the path to my career as a Care assistant.
	Awareness of my goals

4. Learning Styles

Learning styles for Honey and Mumford are four distinct learning styles. Everybody, according to the theory, will enjoy learning using one or two of these styles. If you're anything like me, you start thinking about what you want to study before you even begin. For the next few months, you can even set some learning goals. Then you can work your way backwards, deciding what you want to study each week. In 1986, Peter Honey and Alan Mumford published Honey and Mumford Learning Styles, a book on learning styles. When it comes to the learning styles described in the Honey and Mumford model, there are a total of four. The four styles are:

- I. Activist – Learning by doing. You can count on them getting that they will get into it, being thrown into the deep end, and trying new things. Activists enjoy brainstorming (putting ideas together on a mind map) to find solutions to the different problems. It is not a problem for them to take the lead in these sessions. They can be good leaders. You can tell when their enthusiasm for a

experience is starting to lose because they are getting interested in other things quickly.

- II. Theorist – These are people with a strong interest in the theory and they are those who are best able to learn by understanding why and how something works the way it does. For them to learn, they must have models, concepts, and facts. Analysis and assimilation of the data is something they like doing so they can come up with their own hypotheses. Logical and reasonable thinking is valued by them. Because of this, students must be motivated to study. What they like best is to be allowed to ask questions and create their own conclusions.
- III. Pragmatist – Just to learn effectively, pragmatists need to see how the things they are learning practically work in the actual world. They want to find fresh methods to apply what they've learned in the class to real-life situations. This group is made up of people who are practical and who want to finish things. Pragmatists learn best when can see the common things in theory and practice.
- IV. Reflector - A reflective person is someone who observes information. To bring up a conclusion, they need to collect evidence from different kind of sources and views. Because of their wisdom, they like to think things out before acting. Reflectors or also thinkers learn best when they have the time to observe and think before doing anything. (*Honey and Mumford learning styles, 2020*)

5. Reflection on Task1 of the Assignment

Our Task1 was supposed to be an Interview about our wanted career, which in my case was care assistant. We were supposed to write down 5 questions and find the best and most professional answers for them. For that we had 10 minutes. When I was thinking of my questions, I wanted them to be build in a way so I could show my knowledge about the job and the legislation in the UK. I also wanted to represent my personal skills and what makes me the perfect candidate for this job even I am so young and with no experience. After our first rehearsal, my colleague got told that she needs to add more information about herself and her personality. We talked and managed to add them to her interview. The week after when we had our assignment, I was first and everything without any problems. We only had a short connection problem, but we tried to stay focused, so we don't get confused. When it was my partners turn after the fourth question, I recognized that her time is almost over. We managed with this situation very good too because she had six questions instead of five. The sixth was shorter, so I asked her this question and she was fitting perfectly in the time. For me we worked very good as a team. We have good communication between each other, and we managed with the two problems we had very well. (Appendix 1)

6. Conclusion

As a conclusion I have to say that I can now see my skills. I can follow my path to my career. Step by step. I have planned everything and this will help me to keep myself organized and work on exact these things to achieve my goal. What I have learned from Johari Window is that I should open myself a little more and that there is no problem with being emotional. About the four Honey and Mumford learning styles. I can agree with the first learning style. I describe myself as an activist, because I learn best by watching. I observe information visually. That is also why I learn quickly. My Task1 was successfully done thanks to my partner and our great communication skills, that helped us manage with the situation. We were both able to react quickly and continue without any problem.

7. References

1. Honey and Mumford learning styles (2020) Expertprogrammanagement.com. Available at: <https://expertprogrammanagement.com/2020/10/honey-and-mumford/> (Accessed: August 10, 2021).
2. What is the Johari window? (2013) Hrzone.com. Available at: <https://www.hrzone.com/hr-glossary/what-is-the-johari-window> (Accessed: August 3, 2021).
3. Personal development plan (PDP) (2021) open.ac.uk. Available at: <https://help.open.ac.uk/pdp> (Accessed: July 25, 2021)

8. Appendix

Appendix1

Professional Career Development

Task1: Interview

Q1: How do you think is it like being a care assistant and what would be your responsibilities?

We make sure that 100% care and dignity is given. We find ourselves repeating things you say just to make the dementia patient feel safe. You get closer to the people and start to know them. You know what everyone likes for breakfast and how they like their tea/coffee without even having to ask them and you also know their favourite place to sit, time to go to bed and favourite thing to watch/do. The main responsibilities as care assistant are to assist the people with their individual care tasks, like washing, dressing, eating and using the toilet. Eventually you can help keep their rooms clean, so you do things dusting and vacuuming as well as changing bed sheets. I will assist them with changing places, standing up and walking. I will accompany them to their appointments and observe and note their records about their well-being. To report any new recognitions or changes to the senior staff. One of the most important ones is also to communicate with them and motivate them to take part in different activities.

Q2: What makes you qualified for this role?

I am not fully qualified. This is more for me gaining experience. I just achieved my Level4 in Health and Social care I would like to slowly start and grow my career. I was working with children and I would like to experience this sector as well. I am able to deal with stress and to understand and follow policies and procedures. I have good communication skills and empathy. I am very caring and friendly. I am respectful towards everyone. I am pretty flexible too. I am able to work every day except two days just for a limited time. I am a reliable person since for many people we as care assistants could be their only family. I am very motivated to gain knowledge and slowly be promoted and eventually even provide training for the new staff.

Q3: How do you deal with stress?

What helps me dealing with stress is to talk to someone about it, to take some time for myself. for example to read a book for 10-15 min in my break outside and get some fresh air or also to reflect on situations that've happened earlier. There are also other things that help me like editing my to do lists for the day or the week, to stay active or focus myself on correctly breathing.

Q4: What do you think about safeguarding?

We as care assistants have to sure that the patients are fully protected and safe from any kind of harm either emotionally or physically. According to the care act 2014 the people who might be at risk and belong to our safeguarding duties are adults who are not able to take care of themselves or to protect themselves, who need care and support and are experiencing abuse and neglect. We as workers in this environment have to work in specific way so that we can prevent any kind of abuse. We can do this by giving good care and support. When we fully focus ourselves on the patients and empower them. We should always have a look on the signs since anyone can be an abuser and a threat to the patient.

Q5: How would you proceed against upset or confused people?

Try to deal with the affected person directly, even though his or her cognitive capability is diminished. Gain the character's attention. Sit in the front of and on the equal degree as her or him and preserve eye contact. Speak incredibly and not too fast, just clearly and understandable. Resist the temptation to talk loudly. Help orient the affected person. Do not appose. Explain (or re-explain) who you're and what you'll be doing. Acknowledge while responses are correct. Address capacity problems of driving, getting lost, and domestic protection whenever you spot the affected person. And, inspire everyday bodily activity, social activity, hobbies, and highbrow stimulation, in addition to a healthful diet.

Questions to the Interviewer:

1.Are there extra shifts?

2.How many residents are in the care home?