



Module: Professional and Career development

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Introduction

Professional development is to explore their skills and expertise in one field where to do such a work activity for job satisfaction which will increase personal growth, skills and social perspective (*Cohen, McLaughlin, Talbert 1993*)

In my report, I am writing to explore my career goal which I define by smart goal and Gibbs reflection chart. In my report I will explain that how career development is necessary for achievement which is done by learn new skills and study to make or change career. I have set some goal for my career achievement and professional development for my life. I will explain according to my mock interview that which area I need to be work and need more skill for my desire profession.

Audit skill competencies

A skills audit is a process in which the skills of individuals or groups of employees are measured and recorded and provide necessary training to increase their knowledge and skill for future.

I am explaining my Audit skill by SWOT analysis.

SWOT (strength, weakness, opportunities, threat) Analysis

planning management is an ongoing process of making, effective, and evaluating decisions that enable an organization to achieve its goals. Planning management enables an organization to shape its own future more proactively than reactively; it enables an organization to initiate and influence activities - instead of just reacting to them (*David, 2003: 15*).

Importance of SWOT

The importance of Swot is to identify and work out on my strength and weakness in this report and help to know about where I am stand. It is important to increase strength, reduce threats by know the weakness and take an advantage of available opportunities.

According to my mock test interview I recognised my strength, weakness, and opportunities. I was working in a company where I found that I need more skills to improve my career development for good wages in less hard work. So, I joined further study to improve but some reason I dropped my further study. So, there was a gap of 2 year in my employment.

When I found I could not progress and hard to find out job due to gap. I changed my career and went for vocational course. I changed my career from IT to beauty section. I am explaining my SWOT according to beauty industry by a table

Strength	Weakness	Threat	Opportunity
Beauty skills level 4	Learn advance new trendy course	Covid	Work from home
Further Education in advance course		lockdown	Less tax
5-year experience	Gap in employment due to study	Tax rate	Work for big company
Expertise in beauty, hair, makeup treatment	Not much money	Growing beauty business	Good wages due to qualification
Start your own business		Social media	Reduce unemployment
Good communicator			Work with celebrity

According to my SWOT table I have all qualification which I need for get employment in beauty industries even I can run my own beauty business, but it needs more money. For self-development I will go aesthetics treatment study include university higher skill study to increase my knowledge for earning money and give better lifestyle to my children. First, I will work for a company to understand the market, market trend and increase client, then within 12 month I will open my aesthetics clinic.

According to UK future work, work prospective is changed due to economic and all work take place online and more opportunity comes to work with other countries. So, benefit of this new future of work in to give more opportunity to start online course bundle for teach in other country from UK.

Likewise, due to lockdown when I felt depressed and lonely, I started online hair style vocational course from Russia. So, I thought if I decide to run my online beauty and hair course online or Facebook live cooking classes it would be good opportunity to start career in online also

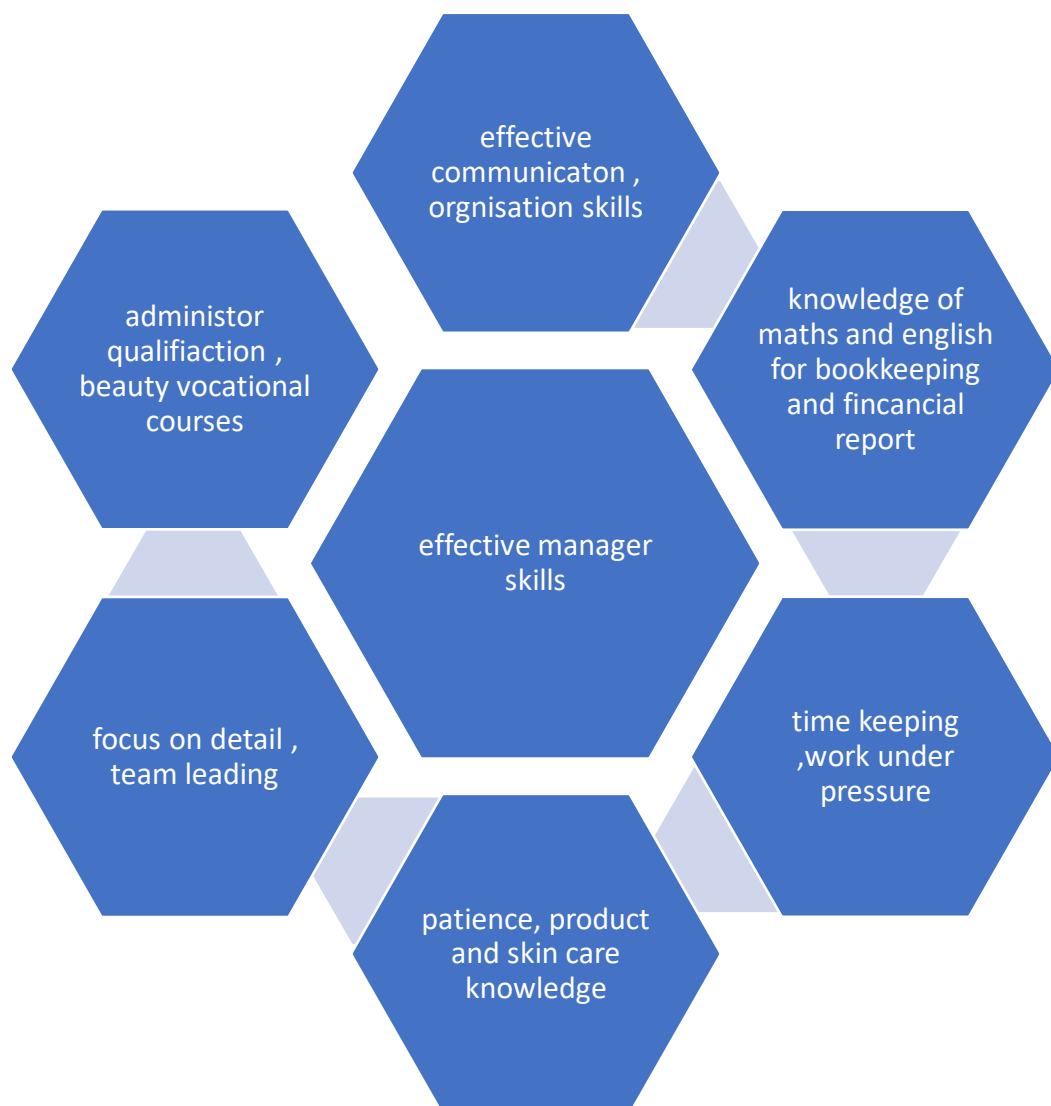
PDP Personal development plan

Personal development plan is a process where I achieve a goal to set a career where I have to identify my skill and know that which resources is required to achieve my goals and set a action to gain knowledge within time frame to establish my career whether it is university course, further study or vocational training.

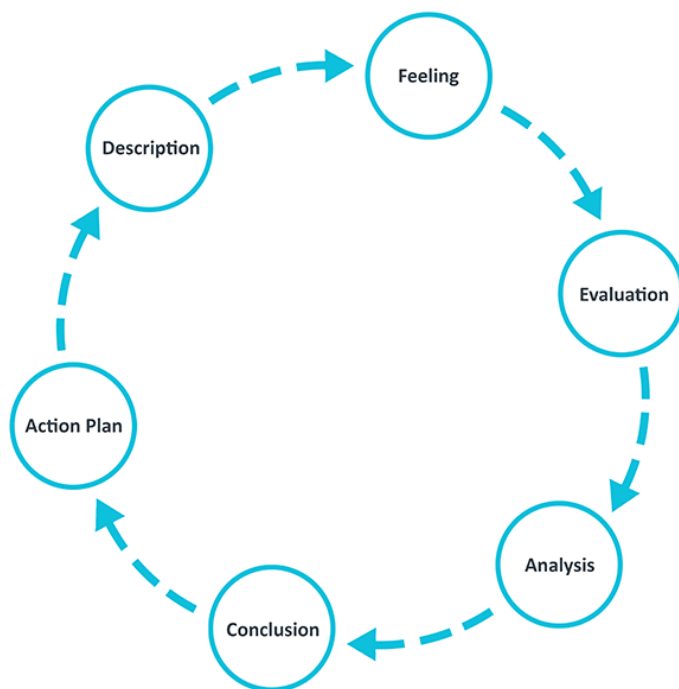
In beauty industries each day new treatment and products comes so, time to time I have to upgrade my skills and knowledge to my personal development.

Resources	Acton	Time	Outcomes	Responsibility
Level 5 Computer Finance Book	Registration Application Form	1-2 year	UWTSD	Degree
Advance aesthetic study Computer Products Books Live model	Enrolment Deposit money	1 week	London aesthetics school	Certificate
Search work Work experience	Job application	6 months	Spa ritual aesthetic clinic	Job opportunity

Effective manager skill in beauty industries



Gibbs Reflection



Gibb's reflection model describes the clear description of the situation where we evaluate our experience according to our feelings to give shape of our experience by considering and reflect our conclusion by that experience which provide us a professional development structure to know about where we stand.

Description: working in beauty salon part time. I was worked to make an appointment, client care, provide best skin care treatments and product, communicate with client for desire treatment. One day one client came, and my manager gave me pedicure job. I was not

familiar as my work was provide client skin and eyebrow shaping treatment when she gave me pedicure job, manager did not explain me the product uses, time of treatment. Manager said the client knows that you are new for pedicure, and she is our old client she knows which product use first and how will another therapist used to do her pedicure. client do not have problem. I said to my manager ok I will do. When I started treatment, my client told me which stuff previously used I got nervous as I do not about the anything of pedicure while applying nail varnish my hand started shake. I could not apply nail varnish so; my manager came, and she overtake me to apply nail varnish. I was about to cry but manager said its ok.

Feeling: I felt extremely sorry for myself and want to leave the job as manager did not explain me the process and shouting front of the client that I should know the process before taking any client. I was unhappy and angry with my manager as she did not tell me about the time and did not give me the training. This situation made me sick for 2 days. It was only when I do not have experience or knowledge for the treatment then I decided to go my boss and speak about additional training for rest of the treatment which was continued done in salon. I also realised that before accepting any task should know the product and procedure of treatment will beneficial and save from embarrassment (*jones,2000*)

Evolution

at the end, I did not feel that the manager had listen to me and take responsibility of her behaviour or she gave me deliberately the task which was not familiar to me. However after talking with my boss, I feel positive and motivate for learn more new technique from my boss then I thought everyone who know the right process fell nervous or emotive, as Greene (2006, P.43) says that most of new people found difficulty in first time task.

Analysis

When I analysis the situation which was made by me to my action, or I approved my manger to take over me to do my left work on client I should work in relax mind and confidently and I should ask her immediately that why she gave me the task if she know that I am not experienced and familiar with the treatment which cause to embarrassed me in front of client. my manager said to my boss that she was helping me to overcome me to the situation and feel concern about me.

Conclusion

In my mind I start talking to myself that I should have to take things differently and spoke to my boss immediately rather late. I could continue the pedicure treatment as which I was about to finish. However, this incident taught me the importance of build up relationship with my manager and other salon therapist and boss. I would have been explaining the boss

correctly that how I was confused and nervous on the time when someone handout work and I do not how to do. This incident provides me opportunity to discuss work planning and dealing with my confusion and frustration in busy hours and give me the opportunity to be learn before action.

Action plan

I will ensure that I will build up my relationship with manager and client. when I learn new skills, during learning I intend to speak with manager and boss about previous incident that how I got nerves. While I have good communication with new team leader who is developing my skill to provide me training in few days. I am planning to speak other staff member to learn from their experience and expertise which I am behind from them. So, I booked many new sessions within overtime with my staff member. I am becoming their shadow to watch them doing treatment on clients for future progression. This experience felt me more confident and well present front of clients and I feel that my new skill will help me to do work professionally and accurately

Reflective models assess

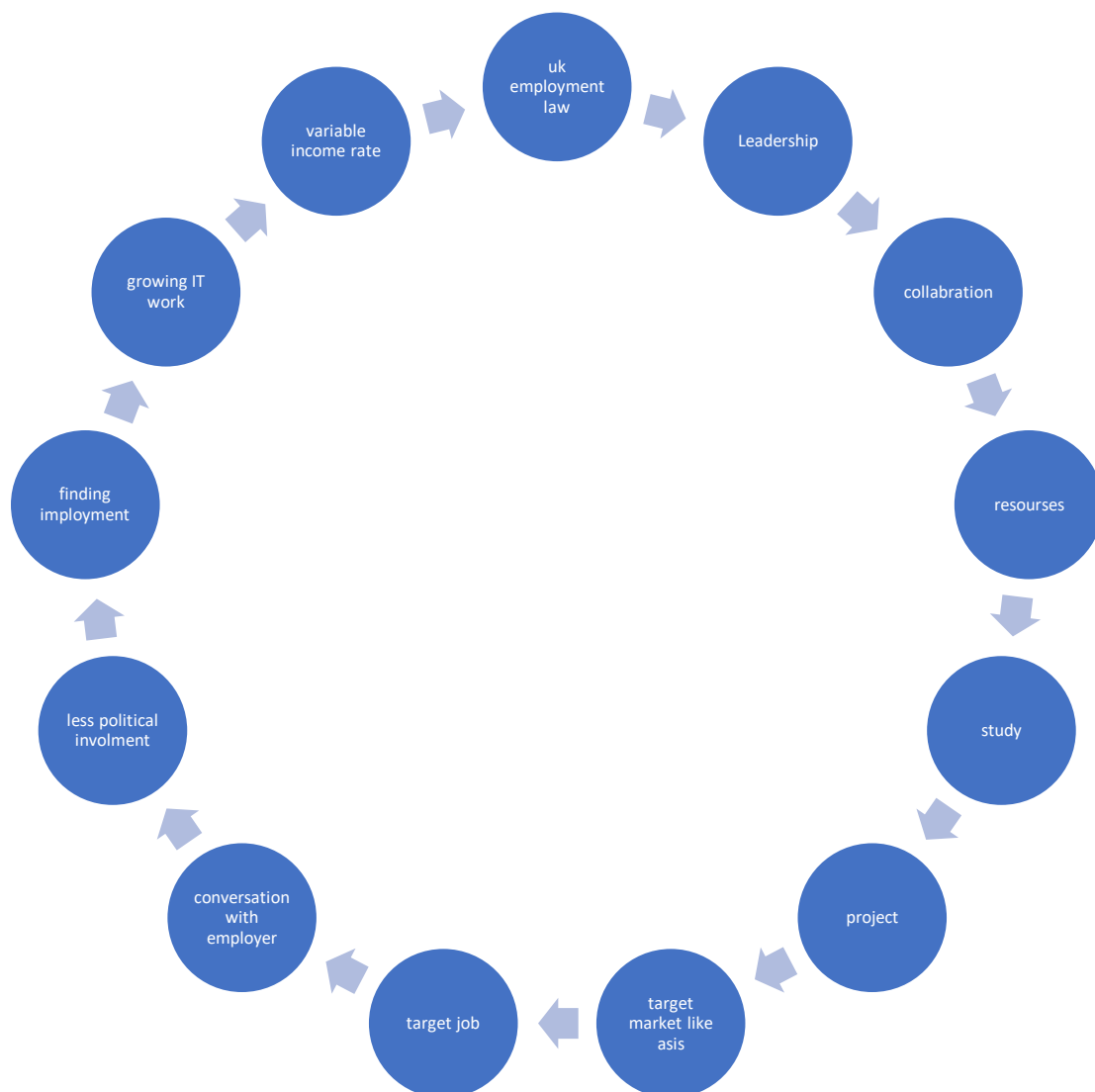
smart goals for my reflecting on professional development skills

Simple	Measure	Achievable	Realistic	timely
To work for beauty salon	Go for interview	Find a work placement space	To attend beauty seminar for 2 or 3 times	They hired me within 3 months
To work for aesthetic clinic	Go for interview next month	Find a work experience	Attend advance study for 1 week	Get a job within 2 months
Registered for full time level 5	Registered application	Enrolled in course	Attend college for one year	Study for 12 months

UK Employment Law

UK employment law for future work that growing desire for work better life balance and changing work environment according to the work placement. The UK Law is making policies to attract more people for work like if they are graduated, they have more work placement and good wages. UK employment law encourage outside from UK like Asian country can promote and start their business whether it is online or trading whining the countries. all world will be digital who know the computer knowledge they can access work quickly

For example, during the covid situation many people changed their work. Some sectors were closes. Many educated must move low skill jobs



A learning style

Johari Window

Known too other	Open Beauty therapist Studying Married 3 children Applying job	Blind Hardworking Time keeping Good behaviour Good communicator
Unknow to other	Hidden Struggling Family backgrounds Some skills Previous study	Unknown Mood ?

Psychometric Test



A learning style is the way where we can describe our progress, an experience and knowledge for career development.

my learning style is reading and writing by auditory (discussion, lecture) because physically attendance can pay more attention to online study

visually learning style also attract me like it more explained and short clips give brief description (picture, music, diagram and online books.

my learning style is giving me chance to improve my skills and chances to grow my career path likewise visually I learn Microsoft office, if I need post an ad for business or work, I know the tools.

my reading style to read everything give me knowledge about new trends and new opportunities for career progression Likewise in This course, I learnt many different aspects of job finishing, interviewing skills by reading and writing from tutor in class.

My learning style is auditory. I am agreeing with that I learn by hear and listen to other and store information in my mind. I really love to talk with other people to know more about them, I listen to them

carefully and learnt many things from them from their own experience. I like to read long books fiction story, where I make a one remembers world to understand the whole story and I attractive with video learning & images.

Reference

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Appendices

