

Anamaria Madalina Ilie REPORT

(2131468)

MODULE : Professional Career Development
(BMSW4005)

LEADER : Lizeta Demetriou

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Introduction

Employability skills are vital components that determine an individual's success in the job market, encompassing abilities, knowledge, and personal attributes required to excel in a professional setting (Yorke & Knight, 2006). Employability skills have become increasingly important in today's competitive global economy, as organizations seek individuals who can seamlessly adapt to the dynamic demands of the workplace (Hill age & Pollard, 1998). Some common employability skills include communication, teamwork, problem-solving, critical thinking, adaptability, and emotional intelligence (Andrews & Higson, 2008).

This report aims to analyse and reflect on employability skills, focusing on a career in warehouse manager. Specifically, the report will provide a SWOT analysis, discuss SMART goals, and examine a role-play exercise through the Kolb's Experiential Learning Cycle (Kolb, 1984). The purpose of this analysis and reflection is to identify personal strengths, weaknesses, and areas for improvement, which will ultimately contribute to a more effective pursuit of a career in warehouse manager. In addition, I will provide personal development plan action plan for career growth and success.

Definition

Employability skills can be defined as a combination of soft and hard skills that enable an individual to effectively perform their job, adapt to changes, and contribute positively to their workplace (Yorke & Knight, 2006). Soft skills are non-technical abilities that facilitate effective communication and collaboration, such as interpersonal skills, emotional intelligence, and problem-solving capabilities (Lippman et al., 2015). Hard skills, on the other hand, are technical and job-specific abilities that can be taught and measured, such as proficiency in computer software, data analysis, and language fluency (Lloyd & Payne, 2009). Developing a strong set of employability skills is crucial for long-term career success, as they enable individuals to navigate complex workplace environments, work effectively with diverse teams, and respond to emerging challenges and opportunities (Pool & Sewell, 2007). Additionally, research has shown that employability skills are highly valued by employers, who often consider these skills more important than academic qualifications when making hiring decisions (Archer & Davison, 2008). By cultivating a robust set of employability skills, individuals can enhance their career prospects, job satisfaction, and overall professional development.

Career Path: Warehouse manager

Warehouse Manager is a professional field focused on helping organizations improve their performance, solve problems, and achieve their goals through the provision of expert advice and guidance (O'Mahoney & Markham, 2013). Warehouse manager work with clients across various industries and sectors, assessing their current operations, identifying areas for improvement, and developing strategic recommendations to enhance performance and drive growth (Kubr, 2002).

As a Warehouse manager, an individual is expected to possess strong analytical, communication, and interpersonal skills, as well as expertise in business strategy, operations, and organizational development (Kubr, 2002). Additionally, must be adept at problem-solving, critical thinking, and project management, as they are often required to develop and implement complex solutions under tight deadlines and in high-pressure environments (O'Mahoney & Markham, 2013).

Pursuing a career in warehouse manager offers a wealth of opportunities for personal and professional growth, including exposure to diverse industries, access to influential networks, and the potential for rapid career advancement (Sturdy et al., 2009). However, the competitive nature of the field also demands a high level of commitment, adaptability, and resilience, making it essential for aspiring warehouse manager to develop a strong set of employability skills to succeed in this dynamic and challenging career path (O'Mahoney & Markham, 2013).

Thesis Statement

In this report, I will analyse and reflect on my employability skills, personal strengths, and areas for improvement, with a focus on pursuing a career in warehouse manager. The report will provide a comprehensive overview of the various skills and attributes necessary for success in the field, offering insights into how these skills can be cultivated and enhanced over time. Additionally, the report will delve into the importance of self-assessment and reflection in promoting personal and professional growth, highlighting the role of tools such as SWOT analysis, SMART goals, and reflective model like Kolb's Experiential Learning Cycle. By examining the role-play exercise through the lens of these reflective models, the report will identify key learnings and areas for improvement in relation to employability skills and the chosen career path. Ultimately, the goal of this report is to provide a comprehensive framework for understanding and enhancing employability skills, with a specific focus on the development of a personal action plan for career growth and success in management consulting.

My Future Career

According to job websites, Warehouse Manager are in high demand, with a wide range of opportunities available across various industries and sectors. As a Warehouse Manager, one's primary responsibility will be to analyse and diagnose organizational issues, develop and implement tailored solutions, and provide guidance and health and safety for employee. Key skills required for this role include strong analytical abilities, effective communication, project management, and the capacity to work well in diverse teams (O'Mahoney & Markham, 2013).

In addition to technical expertise and industry knowledge, management consultants must possess a range of soft skills to excel in their roles, such as adaptability, emotional

intelligence, and cultural awareness (Sturdy et al., 2009). These skills are particularly important given the global nature of Warehouse Manager, with consultants often working across borders and in multicultural environments (O'Mahoney & Markham, 2013). By developing a robust set of employability skills and actively pursuing opportunities for professional development, aspiring warehouse manager can enhance their career prospects and position themselves for long-term success in this dynamic and competitive field.]

SWOT Analysis

A SWOT analysis is a strategic planning tool used to identify an individual's or organization's strengths, weaknesses, opportunities, and threats (Helms & Nixon, 2010). Conducting a personal SWOT analysis can help individuals gain insights into their current capabilities and potential areas for improvement, as well as identify opportunities and threats in their chosen career path (Valentin, 2001).

For example, a personal SWOT analysis might reveal strengths such as strong analytical skills or excellent communication abilities, which can be leveraged to excel in Warehouse Manager role (Kubra, 2002). Conversely, the analysis might identify weaknesses such as limited industry knowledge or difficulty working in teams, which can be targeted for improvement through professional development initiatives (O'Mahoney & Markham, 2013). In addition to highlighting personal strengths and weaknesses, a SWOT analysis can also help identify external opportunities and threats, such as emerging market trends, new technologies, or shifting regulatory landscapes, that may impact one's career trajectory (Helms & Nixon, 2010). By regularly conducting a personal SWOT analysis, individuals can remain attuned to their evolving strengths, weaknesses, opportunities, and threats, allowing them to make informed decisions about their career development and adapt to changing circumstances as needed.

My SWOT Analysis

- Strengths – knowledge of goods control, motivates and encourages teamwork within the workforce to ensure productivity, able to provide training, empathy.
- Weaknesses – deal with difficult people, ask for help when need it, financial understanding.
- Opportunities -friends with high position
- Threats – new system operating.

SMART Goals

SMART goals are an effective tool for personal and professional development, as they provide a structured and measurable framework for setting and achieving objectives (Doran, 1981). The acronym SMART stands for Specific, Measurable, Achievable, Relevant, and Time-

bound, with each of these criteria serving to enhance the clarity and focus of one's goals (Locke & Latham, 2006).

In the context of career development, SMART goals can help individuals identify specific areas for improvement, establish benchmarks for success, and monitor their progress over time (Lunenburg, 2011). For example, a SMART goal for an aspiring management consultant might be to "complete a professional certification in business strategy within the next 12 months," which clearly outlines the desired outcome, timeline, and criteria for success (Kubra, 2002).

In addition to setting SMART goals, tools such as Personal Development Plans (PDP), lifelines, and the Johari Window can further enhance one's motivation and self-awareness, promoting a more holistic approach to career development (Senge, 1990; Loft & Inghams, 1955). By incorporating SMART goals and complementary tools into one's personal development strategy, individuals can more effectively target areas for growth and improvement, ultimately enhancing their employability skills and career prospects.

Reflection of the Role Play (Kolb's)

My reflection on the role play is the experience when I play in the class with my colleague makes me realise that I need more knowledge in what I'm planning to do in the future. It was an experience from which I learned many beneficial things, for example how should I do as a manager when I need to interview a person who is coming for a job. Also, I learn from another side as an employee how I need to write my CV and cover letter, which site I need to search for a job, how to apply and also what I need to do when I go to interview. The exercise also highlighted the importance of empathy, active listening and emotional intelligence in building rapport with clients and fostering an environment of trust and collaboration (Goleman, 1998). I recognized the need to further develop my communication and interpersonal skills, as well as my ability to think critically and strategically when faced with complex problems (O'Mahoney & Markham, 2013).

By reflecting on my communication and interpersonal skills during the role play, I can better understand how to engage clients more effectively, build trust, and foster collaborative working relationships (Kubra, 2002).

Conclusion

In conclusion, developing a strong set of employability skills is crucial for long-term career success, particularly in the dynamic and competitive field of management consulting. By engaging in self-assessment and reflection, leveraging tools such as SWOT analysis and SMART goals, and applying reflective model Kolb's Experiential Learning Cycle, individuals can gain valuable insights into their personal strengths and weaknesses, identify areas for improvement, and develop targeted strategies to enhance their skills and knowledge (Kolb, 1984).

The role-play exercise provided a valuable opportunity to gain hands-on experience in a management consulting scenario, underscoring the importance of effective communication,

problem-solving, and interpersonal skills in addressing client concerns and developing tailored solutions (Kubr, 2002). By reflecting on this experience through the lens of Kolb's reflective model, I can better understand my current capabilities and areas for growth, ultimately informing my personal action plan and development strategy (Kolb, 1984).

As I pursue my career in Warehouse Manager, I will continue to engage in self-assessment, reflection, and personal development, leveraging the insights gained from this report to enhance my employability skills and position myself for long-term success in the field. By embracing a proactive and growth-oriented mindset, and by remaining attuned to emerging trends and challenges within the industry, I am confident in my ability to adapt and thrive in this dynamic and rewarding career path (Sturdy et al., 2009; O'Mahoney & Markham, 2013).

References:

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Appendix 1

Job application form

Application for [job title] – Warehouse Manager

Your details

Name: Anamaria Madalina Ilie

Education and training

Please give details:

On going 2023 – University of Wales Trinity Saint David

Training in Microsoft Office

Qualifications

Please give details:

Level 3 Diploma in Business Administration (RQF)

Level 4 Certificate of Higher Education: Skills for the Workplace

Employment history

Your current or most recent employer

Name of employer: POUNDLAND LTD

Job title:ADMIN

Length of time with employer: 6 Years

Reason for leaving: on going

Duties:

Responsible for stock control and goods in , also deal with suppliers issue and communicate with them , also responsible to check the documents and delivery note

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

I " have been working with same company all these years

Supporting statement

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

I applied for this job because it's a great opportunity to learn and grow and I believe that this company will offer me the change to develop my skills and reach my full potential at the same time the company will benefit from me as an employee because I have many years of experience working in different sectors and I can provide training , so the company don t need to waste money and time .

Right to work in the UK

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

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Upon request

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: Anamaria Madalina Ilie

Signature: Ilie

Date: 18/04/2023

Appendix 2

1. Why did you decide to apply for this position?
2. What are your strengths and weaknesses?
3. Do you prefer working independently or in a team?
4. Can you provide an example from your previous position that demonstrate your management skills?
5. What can you do for us that other candidates can't?