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Professional career development

BMSW4012

Reflective essay



Student Name –

Student ID –

Reflective essay on professional career development

As a graduate I am looking forward to develop myself and improve my skills and employability. I know the importance of career development skills. After participating and attending the lectures of career development it has been very helpful for increasing my knowledge and skills. This reflective essay will discuss about the Rolfe's reflective cycle to know about the knowledge and skills gained from the lectures. Reflective writing is the process questioning, identifying and evaluating the opportunities of learning (USC libraries. 2025).

Description

The lectures of professional career development provided me the understanding of those knowledge and skills that are required for me to grow professionally. I also learned about many tools and models that can be applied to achieve the best outcomes in my professional development.

The three models that I personally found useful were:

Personal SWOT analysis – This model helped me in identifying my strengths, weakness, opportunities and threats. These are important to develop that matches with my career aspirations and goals (Positivepathways, 2024). It is a tool for analysing ourself. It also helps in understanding the areas that needs improvement and the areas that are capable of doing a task. The analysis I done from this practice about myself were

Strength – leadership abilities, creativity, adaptability

Weakness – fear of taking risks

Opportunities – Networking events, emerging technologies, mentorship opportunities

Threats – Financial constraints, industry changes, job market competition

In order to conduct the SWOT analysis a person needs to:

Gather the information

Brainstorm about themselves

Analyse themselves and their connections as well as pattern

Develop a plan to create a plan for professional and personal growth.

Johari window – This model helped me in analysing and understanding what are my areas of improvement and to know how other people perceive me. By using the model of Johari window, I can develop strategies and can also increase self-awareness. This will also help me in improving and building my relationships and networks with others. This model is used to represent four quadrants related to different aspects of how other perceive them and how individual perceive themselves. It helps in increasing self-awareness, improve communication, promote professional and personal growth and to is helpful in building trust (Hee.nhs.uk. N.D.).

The four quadrants are:

Open area – It is the information which is known for others as well as individual

Blind spot – It is the information which is not known by the individual but only to others.

Hidden area – It is the information which is not known to others but only to the individual

Unknown area – It is the information which is not known by others or the individual itself.

SMART goals – This is the model that provides an outline to set specific, measurable, achievable, relevant and time bound goals (Martins., 2025). By using this model, I can use or make a specific roadmap to track my progress and to develop my career.

Specific – It means the goal should be defined clear. It means to avoid any unclear language and to specify clearly what the person want to achieve (Martins., 2025).

Measurable – It means to be able to track the progress to reach towards the goal. It includes setting the metrics or criteria that can help in defining the track (Martins., 2025).

Achievable – It means the goal should be according to the resources and capabilities and should not be challenging beyond the capacity of the employee (Martins., 2025).

Relevant – It means that the goal should match with the meaning of life and the objectives (Martins., 2025).

Time bound – It means to set the deadline for completing the task and stay focused on the task that are urgent (Martins., 2025).

Feelings

At the starting I was not sure about the tools and models that need to be applied in the lectures of the career development. But later on, it replicated my strengths, weakness, opportunities and threats with the help of personal SWOT analysis. I started to feel more self-assured about the

abilities that I have in me and make me more focused and serious about my goals. It is the oldest adopted strategy in the world. This approach is also called the SOFT approach (Puyt., 2023). The Johari window really helped me in understanding about how others observe me which is a very valuable vision which I can use to improve my communication skills and build more connections and relationships in order to stay updated about the recent market trends and is also helpful in getting more opportunities in professional life. The main aim behind designing the Johari windows to foster self-awareness and communication about behaviour (Oliver and Duncan, 2019). The third model which is SMART goals helped me in giving a clear sense of purpose and direction. This model also helped me in feeling more motivated and inspired in order to achieve my goal and career aspirations as well. The representation of the ideas by the abbreviation SMART are indeed broadly supported by the goal theory (Grant, A.M., 2020).

Evaluation

The lectures of professional career development have been very valuable for me. It helped me in understanding the knowledge and skills that are required and necessary to achieve my goals and objectives in my career. The tools and models discussed in the lectures have helped me in providing a proper plan for my career which relates with my aspirations and goals. By applying the personal SWOT analysis, Johari window model and the model of SMART goals helped me in recognizing the area of perfection and a to develop the strategies that are needed to track my progress and to achieve my goals.

Analysis

After reflection, I have realised that the knowledge and skills that I increased from the lectures of professional career development are very crucial in order to achieve my goals. The personal SWOT analysis helped me in knowing about my strength, weakness, opportunities and threats. This analysis is important for me to develop a plan for my career which will be based on my weakness and strength. The Johari window have helped in increasing my development strategies and self-awareness. Setting the SMART goals have helped me with a clear road map in order to develop my career. I am now confident that I am able to achieve my goals and aspiration with the help of these frameworks.

Action plan

An action plan is considered to be a document which contains the steps for achievement of a specific goal (Hanna, 2022). In order to achieve the best outcomes professionally, I plan to:

15 Conduct regular personal SWOT analysis – This will help to identify the areas that need improvement and also the strategies that need to be developed which addresses the strengths and weakness.

18 Use the Johari window to improve my relationships – By improving the ability to understand how other people see me and to experience self-awareness, with the help of Johari window, I can make a proper strategy to develop my strategies for the development of my career. It will also help me in improving my relationship with other people as well as it will also help in improving my communication skills. By building good relationships and network will be helpful for getting more opportunities in the future related to my career (Communicationtheory.org. 2024).

Set SMART goals – This model helps in providing me a clear roadmap in the process of my career development. It will also help me in adjusting my goals and tracking my progress as per the need (Martins., 2025).

By following the action plan, I am very self-assured that I can achieve my aspirations and goals of goal and also improve my employability.

Conclusion

In conclusion, the lectures of professional development career were very helpful in understanding and analysing the knowledge and skills required to achieve goals and aspirations of my career. With the help of the models discussed which were personal SWOT analysis, The Johari window and the model of SMART goal were very helpful for giving me a clarity of my career. I will surely apply these models to enhance or improve my career even more. As I will continue my journey in my career I will try to reflect on my progress regularly. I will also make or adjust my plan for career according to the need that are important to achieve the goals of my career.

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