

Module Code: LCLM4005

Module Title: Employability and Career
Development

Assessment Title: Selection of Written
Reflective Tasks

Component 2

Task 1

The two job adverts I selected were for warehouse team leader positions.

Both job adverts required the ideal candidate to communicate efficiently and confidently. (Proman, 2026) They also preferred people who can work well under pressure and who are customer and results oriented. (N Brown Group, 2026)

Communication skills are very important for a warehouse team leader because the job involves working closely with other people and making sure everything runs smoothly every day. A team leader needs to explain tasks clearly, listen to team members, and share information between workers and managers. If communication is not good, mistakes can happen, work can become slower and safety can be at risk.

Good communication helps the team understand what they need to do and how to do it correctly. For example at the beginning of a shift a team leader may explain the daily targets or any changes to the schedule so everyone knows their duties. This helps the warehouse stay organised and work more efficiently.

Communication is also important for keeping everyone safe. Warehouses can be busy places with machines, heavy boxes, and moving vehicles so workers need clear instructions about safety rules. A team leader who communicates well can help prevent accidents by making sure workers understand the safety procedures and report any dangers.

Another reason communication is important is because problems can happen at any time, such as missing stock or late deliveries. A good team leader listens carefully to the team, collects information quickly and decides what action to take. This helps reduce delays and keeps the work running smoothly.

Communication skills also help build good relationships between the team leader and workers. When workers feel comfortable talking to their leader, they are more likely to ask questions, share ideas, and report problems early. This creates a better working environment and improves teamwork. A team leader who communicates clearly can also encourage workers, give helpful feedback, and support team members when they need help.

Overall, communication skills are very important for a warehouse team leader because they help the team work together, stay safe, solve problems faster and keep the warehouse running in a successful way.

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Task 2

SWOT Analysis – Reflective Self Assessment

A SWOT analysis helps me understand my own strengths, weaknesses, opportunities and threats in the workplace. It allows me to reflect on my performance and identify areas where I am doing well and areas where I need improvement. This reflective self-assessment is important for my personal development and future career, especially if I want to progress into a leadership role such as a warehouse team leader.

Strengths -

One of my main strengths is that I always deliver my work on time and I am very results focused. I take responsibility for my tasks and make sure that work is completed within deadlines. This is important in a warehouse environment because meeting targets helps the company stay productive and keep customers satisfied.

Another strength is that I work very well as part of a team. I support my colleagues and communicate clearly with them to make sure tasks are completed correctly. Teamwork is very important in a warehouse because many tasks depend on cooperation between workers.

I also maintain very accurate rates in picking and dispatch. Accuracy is important because it reduces mistakes and improves efficiency. In addition, I have strong communication skills, which help me understand instructions and share information with others. I am also flexible with working hours and willing to work different shifts when needed.

Weaknesses -

One of my weaknesses is that I can feel anxious when working under pressure. In busy situations or when there is a lot of work to complete, I may feel stressed and less confident. I

also do not always deal well with high levels of stress, which can affect my performance and concentration.

I understand that managing stress is an important skill, especially for leadership roles. I need to improve my ability to stay calm and organised in difficult situations. I can work on this by improving my time management and learning stress management techniques.

Opportunities -

There are many opportunities for me to improve my skills and develop my career. For example, I can attend training courses to improve my leadership and communication skills. I can also ask my supervisor for feedback to understand how I can improve my performance. Gaining more experience in different tasks can help me prepare for a future leadership position.

Threats -

One possible threat is working in a fast-paced environment with high pressure to meet targets. This can increase stress and affect my performance. Another threat is competition from other employees who may have more experience or qualifications.

However, by improving my skills, gaining experience, and learning how to manage stress better, I can overcome these challenges and continue to grow in my career.

Evidence of My Readiness for Employability and Personal Advancement

I believe I am ready for employability and personal advancement because I have demonstrated strong work habits, reliability and the ability to perform well both in my academic life and in my work experience. I have developed important skills such as time management, responsibility, teamwork and attention to detail, which are essential for success in the workplace.

One example of my readiness for employment is my performance in my academic studies. I always turn in my assignments on time and make sure that my work meets the required standards. This shows that I am organised and able to manage my time effectively. Meeting deadlines is an important skill because it demonstrates responsibility and commitment. My ability to balance my studies with other responsibilities also shows that I am motivated and focused on achieving my goals.

In my work experience, I have also shown that I can work at a fast pace and handle a high workload. For example, while working at a sorting centre job, I was able to process and sort more than 1,000 parcels per day. This required concentration, efficiency, and the ability to stay focused for long periods of time. I maintained almost 100% sorting accuracy by paying close attention to postcode and routing details. This shows that I have strong attention to detail and understand the importance of accuracy in logistics and warehouse operations.

Another important example of my employability is my commitment to health and safety procedures. I always followed strict safety rules and guidelines, which helped create a working environment with no incidents. This shows that I take responsibility for my actions and understand the importance of safety in the workplace.

I have also demonstrated reliability through excellent attendance and punctuality both at work and in my university studies. I make sure to arrive on time and complete my tasks. Being reliable is important because employers need workers they can depend on.

Overall my strong work ethic, ability to work under pressure, attention to detail and commitment to safety show that I am prepared for employment and ready to continue developing my skills.

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Task 3

Employment Goals

Based on my weaknesses of feeling anxious under pressure and not always handling stress well, I have set short term and long term goals to improve my performance and prepare for a career as a warehouse team leader.

My short-term goals focus on managing stress and building confidence under pressure. I plan to improve my time management and organisation, create task lists, and prioritise work to avoid feeling overwhelmed. I will also practice staying calm during busy periods and seek feedback from supervisors to learn from experience.

My long term goals focus on developing leadership skills and progressing into a warehouse team leader role. I aim to gain experience supervising tasks, supporting team members and making

decisions confidently. I also plan to take training in leadership, communication, and health and safety.

These goals are important because they address my weaknesses, help me improve professionally and align with my career aspiration of leading a warehouse team effectively.

Personal Development Plan

Objective: To manage stress better, work confidently under pressure, and develop skills for a warehouse team leader role.

1. Improve Stress Management - I will practice stress management techniques such as deep breathing, prioritising tasks, and time management. Timeline: 1–2 months. Resources: online guides, apps, supervisor advice. Measure: weekly journal tracking stress levels and performance during busy periods.

2. Build Confidence Under Pressure - I will volunteer for busy shifts, take additional responsibilities, and seek feedback. Timeline: 3–4 months. Resources: supervisor feedback, mentorship, reflective diary. Measure: self-reflection and positive feedback on calm, accurate task completion.

3. Develop Leadership Skills - Attend workshops and take small supervisory tasks. Timeline: 6–12 months. Resources: training courses, line manager guidance. Measure: ability to supervise tasks, support team members, and make decisions confidently.

This plan addresses my weaknesses, improves performance and aligns with my career goal of becoming a warehouse team leader.

(308 words)

Total word count: 1475 words

References

- 1.Proman. (2026). *Warehouse Team Leader* [Job advert]. *Totaljobs*. Retrieved March 2026, from <https://www.totaljobs.com/job/warehouse-team-leader/proman-job106877574> — Warehouse Team Leader role featuring temp-to-perm shifts and leadership expectations in a busy warehouse environment, requiring strong communication and organisational skills.
- 2.N Brown Group. (2026). *Warehouse Team Leader* [Job advert]. *Totaljobs*. Retrieved March 2026, from <https://www.totaljobs.com/job/warehouse-team-leader/n-brown-group-job106719940> — Warehouse Team Leader position focusing on team motivation, health and safety, and operational management within logistics.