

Applied Leadership and Management in the Workplace
Module Assignment Submission

Student Name:	Alexandra Hassan
Student Number:	2329422
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Statement of Confirmation of Authenticity

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Introduction

This assignment will outline key aspects of personal and professional development, starting with the identification of learning needs and styles for oneself and others. It explores techniques for assessing development requirements and identifying barriers to learning, alongside strategies for overcoming these obstacles. The second section focuses on aligning personal and team development with organizational goals, analysing learning options, and identifying support mechanisms. It includes the preparation of development plans and methods for monitoring progress. The third section provides reflective insights, followed by a detailed curriculum vitae and a conclusion summarizing findings. Additional appendices include a CV, a Continuous Professional Development (CPD) record, and a reflective model to support practical application and further learning (Carvalho et al, 2020)

SWOT Analysis



S. Hann 2024

Encourages an evaluation of Strengths, Weaknesses, Opportunities, and Threats.

VARK, Honey & Mumford

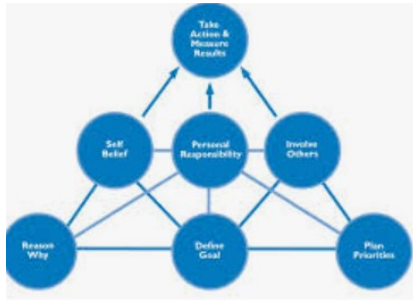


Learning and skill acquisition

This model highlights preferred ways individuals process information.

- **VARK** categorizes learners into visual, auditory, reading/writing, or kinesthetic.
- **Honey & Mumford** identifies styles like Activist, Reflector, Theorist, and Pragmatist.

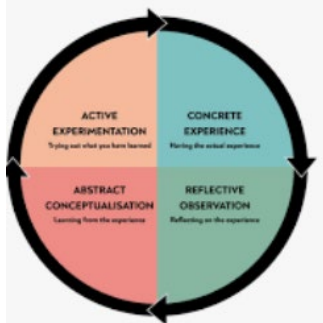
GoMAD (Goals, Options, Measures, Actions, Decisions)



Networking and structured goal setting

- Breaks goals into actionable steps.
- Encourages collaboration and networking to explore solutions.

Reflective Models (Kolb's Experiential Learning Cycle, Gibbs' Reflective Cycle)



Self-reflection and specific activity analysis

Kolb's Model

- Involves four stages: Concrete Experience, Reflective Observation, Abstract Conceptualization, and Active Experimentation.
- Encourages hands-on learning followed by reflection and planning.

Gibbs' Reflective Cycle

- A six-step framework (Description, Feelings, Evaluation, Analysis, Conclusion, Action Plan).

Section 1: Know how to identify development needs

Identifying development needs is a crucial first step in personal and professional growth. It ensures individuals and teams focus their efforts on acquiring the skills and knowledge required to achieve their goals effectively (C. Akerman, 2020)

1.1 Identify Learning styles for and another

A recognised technique for identifying learning styles is the **VARK Model** (Visual, Auditory, Reading/Writing, Kinesthetic), a widely used framework for identifying learning preferences. It highlights how individuals best absorb and retain information, helping tailor learning experiences to their strengths.

While learning style models like VARK are not exact sciences, they serve as practical starting points for:

- Improving self-awareness of personal learning barriers and preferences.
- Identifying how individuals might struggle with or excel at specific training methods.
- Developing strategies to adapt learning processes for better outcomes.

(Fleming & Mills, 1992)

Results of VARK Learning Style Analysis

Alex preferred Style: Kinesthetic

I learn best through hands-on experience, practical demonstrations, and real-world applications requiring active trial and error. Written manuals alone were less effective for me.

Developmental Needs:

- Engaging in workshops or shadowing experts for advanced skills.
- Using simulations or on-the-job tasks to improve new competencies (e.g., marketing strategies).
- Avoid relying solely on passive methods like reading.

Tony's preferred Style: Visual and Kinesthetic

During tasks, this individual prefers diagrams or flowcharts for clarity and benefits from watching demonstrations before attempting tasks themselves. For instance, they perform better after observing me during complex plastering projects.

Developmental Needs:

- Providing step-by-step visual aids or annotated schematics for training.
- Encouraging active involvement in role-playing scenarios to build confidence (e.g., client interactions).
- Incorporating reflective feedback sessions to consolidate their experiences

Reflection

The VARK analysis highlights strengths and barriers, offering a solid foundation for tailored development plans:

- For myself, focusing on experiential learning aligns with my kinesthetic preference, ensuring retention and application of new skills.

- For the Tony, blending visual aids with hands-on tasks can enhance their learning and build confidence.

By acknowledging that learning style models are not definitive, this approach encourages flexibility, enabling adjustments as deeper insights emerge.

1.2 Use a simple technique for identifying development needs for self and another

To identify development needs SWOT is a strategic planning tool widely used. This helps me and teams analyse internal factors (strengths and weaknesses) and external factors (opportunities and threats) to understand current capabilities and areas for improvement.

Shown below is a SWOT analysis for myself and my partner Tony.

SWOT - Alex	
STRENGTHS Strong minded Optimistic Works well with others Generous	WEAKNESSES Talks too much Management time Self control Strong minded
OPPORTUNITIES Increased salary Hybrid working In House Training Courses Development	THREATS Job Losses/Redundancies Cost of childcare School holidays Development

This reflection on me shows that I need to work on my time management and self control as this will have a knock on effect in all other areas.

SWOT - Tony	
STRENGTHS Adaptable Motivated Self Aware	WEAKNESSES Time Management Works too many hours Takes on too much
OPPORTUNITIES Increased pay Own Business Own boss	THREATS Time No sick pay No holiday pay

From Tony's analysis we can see again he has problems with time management and working long hours and taking on too much.

GAP Analysis Overview

A **GAP Analysis** is a strategic tool used to compare an individual's or organization's current performance (where they are now) with their desired performance (where they want to be). It identifies the "gap" between the two, highlighting the areas that require improvement to achieve goals. This method is widely used in personal development, business strategy, and training programs (Clark, D. 2010)

Gap Analysis - Alex

Objective	Current Position	Deficiency	Action
Do well in my new position in work and complete degree	Get as much training as possible on the job and for degree get assignments in on time and pass	All very new and a lot to take on with also working full time and managing a home	Better use of time

Gap Analysis - Tony

Objective	Current Position	Deficiency	Action
Run own business smoothly	Either overloaded with work or chasing jobs	Difficult to manage workload when working for yourself	Better use of time and take more help when required

1.3 Identify potential barriers to learning for self and another

The potential barriers I have identified include often taking on too much and struggling with effective time management. Additionally, my responsibilities as a mother, managing household tasks, and taking my child to extracurricular activities leave me with limited time for extra training. This challenge is further compounded by the demands of my new role at work and pursuing my degree. I aim to improve my time management skills and learn to balance these commitments more effectively.

The barrier for Tony again mainly focuses on time management. As a self-employed individual, he often takes on too much work independently to avoid hiring additional staff, as this would reduce his income. However, this approach can lead to increased stress and exhaustion, ultimately resulting in the need for time off work, which causes a loss of income regardless.

1.4 Explain how these barriers to learning can be overcome

These barriers can be overcome by identifying the underlying issues and actively working to address them. I need to manage my time more effectively by creating daily and weekly schedules and committing to them. Additionally, I must set aside time for learning my new role, taking the time to go through tasks thoroughly, as this is the most effective way for me to learn.

Tony can overcome his barriers by managing his time more effectively and recognizing that he can't do everything on his own. Accepting help when needed would be a better approach than pushing himself to the point of exhaustion.

2. Know how to develop self and others to achieve organisational objectives

I have identified that by improving my time management skills, staying more organized, and maintaining consistent motivation, I can create a significant positive impact on both my strengths and weaknesses. Enhancing my time management will allow me to make more efficient use of my resources, enabling me to build on my existing strengths, such as my work ethic and ability to multitask. At the same time, better organization will help me address areas where I struggle, such as balancing multiple responsibilities and avoiding burnout. By staying motivated and focused on these improvements, I will not only strengthen my capabilities but also minimize my weaknesses, leading to greater overall productivity and personal growth.

This can be shown in SMART and 'The Learning Cycle' models, (D.A and Fry, R, 1975). By cycling through these stages repeatedly, you can refine your approach, improve your time management, and enhance both your strengths and weaknesses. Each cycle builds on the previous one, helping you learn more effectively and adapt to new challenges.

2.1 Analyse learning /development options to meet needs of self and another

For me, being shown how to do something is helpful, but I truly grasp the concept when I have the chance to put it into practice on my own. It's through the process of trial and error, making mistakes, and figuring out what went wrong that I really learn. Each mistake becomes a valuable lesson, helping me understand what not to do in the future. This hands-on experience allows me to internalise the steps and refine my approach, making me more confident and capable moving forward. I find that by actively engaging with the task and learning from my errors, the knowledge becomes more solid and easier to apply in future situations.

For Tony, I believe it would be beneficial for him to consider taking training focused on improving his skills in bookkeeping and time management. Learning efficient ways to handle financial tasks, such as using accounting software or understanding basic financial principles, could help him reduce the amount of time he spends on administrative duties. Additionally, training on time management would teach him strategies to work smarter, not harder, by prioritizing tasks, delegating when necessary, and avoiding burnout. These skills would not only streamline his day-to-day operations but also allow him to focus more on the aspects of his business that generate income, ultimately improving both his productivity and overall work-life balance.

2.2 Identify support mechanisms for the development of self & another

Using **Go MAD Thinking** (Andrew & Pete, 2020), I have identified my key goals as improving my time management, developing a more effective schedule, and focusing on my ongoing learning. To support me in achieving these goals, I rely on my parents, sister, and Tony. Their support helps create the space I need to dedicate time to training and completing assignments, as they assist with various tasks and responsibilities, which allows me to focus on my personal and professional development.

Tony, as my partner, also depends on support from me, as well as from his own family, when challenges arise. For instance, my brother has often stepped in to help Tony with work when extra hands are needed. This support network is crucial for both of us, ensuring that we can balance our work and personal commitments while continuing to grow in our respective roles. By leveraging the strength of this family network, we can manage our time more effectively and make progress toward our goals.

2.3 Prepare development plans for yourself and another person

Alex

What do I want to learn?	What do I have to do?	What support and resources will I need?	How will I measure success?	Target Date for Review
All the skills required in my new role	On the job training and pass all exams relating to this	Support from manager, project team and family	Keep a log of certification as and when I pass and measure by understating tasks	1 years time
Complete my degree	Submit in all assignments on time and pass	Support from tutor, project team and family	By passing each modules/year	Feb 2025

Personal Objectives

Short Term Goals (next 12 months)
Complete this year's assignments for Uni Complete courses in work for new role
Medium Term Goals (2-3 years)
Complete degree Understand job well enough to be taken on by work as a full time employee
Long Term Goals (3-5 years)
Pay off all debts and be in a better position money wise Better myself in all areas

Tony

What do I want to learn?	What do I have to do?	What support and resources will I need?	How will I measure success?	Target Date for Review
How to run my business smoothly	Better use of time and identify my target market	Support from family and possibly take on another member of staff	Financial performance and customer reviews	December 25

Personal Objectives

Short Term Goals (next 12 months)
Finish paying off for works vans
Medium Term Goals (2-3 years)
Ensuring better performance and time management at work
Long Term Goals (3-5 years)
Be better off financially

2.4 Method used to monitor the development of self and another

Monitoring is essential for successful personal and team development. Using tools like **Personal Development Plans (PDPs)** allows for a structured approach to set, track, and assess progress toward goals. By using these methods, you can ensure that both you and your team members stay on track, identify areas for improvement, and ultimately achieve growth in both personal and professional capacities.

3. Reflection

By following Kolb's Reflective Cycle, I am able to critically analyse my actions during the recruitment process, identify areas for improvement, and make changes that will enhance my approach next time. This cycle of reflection, learning, and experimentation is vital for continuous professional development and growth. Tony would be better with a SMART model to work to.

Conclusion

Self-awareness helps identify weaknesses, transforming them into growth opportunities. Through reflection, feedback, and assessments, I recognized areas like time management and delegation as weaknesses. By addressing these, I can improve my efficiency, reduce stress, and develop professionally, ensuring ongoing growth and adaptability in my career.

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Appendix A: Alex Hassan CV

Alexandra Hassan

Phone: 07791988343

Email: alex.hassan@hotmail.co.uk

Date of birth: 21st January 1980

Nationality: Welsh

PROFILE

Highly experienced Document Controller with over 15 years in the industry, specializing in the management, organization, and archiving of critical documents for large-scale projects. Proven track record in implementing and maintaining efficient document control systems, ensuring compliance with industry standards and regulations. Adept at utilizing advanced document management software and tools to streamline workflows and enhance productivity.

In addition to core document control responsibilities, I am skilled in training and mentoring junior Document Controllers, imparting best practices, and fostering a culture of continuous improvement.

Key Skills and Competencies:

- Comprehensive knowledge of document control processes and systems
- Knowledge in various document management software
- Excellent organizational and time management abilities
- Strong attention to detail and accuracy
- Effective communication and interpersonal skills
- Proven leadership and team-building capabilities
- Extensive experience in regulatory compliance and quality assurance
- Ability to handle confidential information with discretion

EDUCATION AND QUALIFICATIONS

1999	Swansea College NVQ Administration Level 3
2024 – 2026	CertHE Applied Leadership and Management in the Workplace
2024	Document Control: From Principles to Practice – CPD Certified Change Management – CPD Certified
2024	Consepsys – Certified Document Controller Consepsys – Certified Lead Document Controller

First Aid I am a registered First Aider and Fire Marshall.

EMPLOYMENT

Feb 2024 – Present **Project Management Office**
Document Control and Change Management Lead
Decarbonisation Project – Project Controls
Tata Steel Europe – Port Talbot

Jan 2022 – Feb 2024 **CAPEX & Projects Support Facilitator**
Tata Steel Europe – Port Talbot

Mar 2019 – Jan 2022 **Document Controller**
Tata Steel Europe – Port Talbot

- Basic understanding of Engineering / Procurement / Construction / Commissioning documents.
- Self-directed and highly-motivated.
- Able to work in a fast-paced and deadline-driven environment.
- Detail-oriented, dependable and trustworthy.

2012 – 2019 **Document Controller**
Freudenberg Oil and Gas Technologies

Appendix B: Continuous Professional Development Record

Date	Activity	Formal / Informal	Provider (if relevant)	Skills Gained	Relevance to Role
1999	NVQ Administration	Formal	Swansea College	NVQ	Required for job role at the time
2024	Certified Document Controller	Formal	Consepsys	Certification in Document Control	Required as part of my new role
2024	Certified Lead Document Controller	Formal	Consepsys	Certification In Document Control	Required as part of my new role
2024	BIM Autodesk Awareness	Informal	ACC	Awareness in ACC	Required as part of my new role
2024	BIM Autodesk Viewer Training	Informal	ACC	View in ACC	Required as part of my new role
2024	BIM Autodesk Practitioner	Informal	ACC	Practitioner in ACC	Required as part of my new role
2024	Primavera - Unifier	Unformal	P6/Oracle/Unifier	Use of new IT system	Required as part of my new role
2023	First Aid	Formal	Tata	First aider certificate	Required for site visits