

ETON TIMMY LARRY

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PROFESSIONAL CAREER DEVELOPMENT

TERM 2

BMSW4005

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INTRODUCTION

Personal Development Plan

Personal development plan is a journey. It is like a river flowing regularly and if you want to go and swim in it, you will have to take some breath and then continue. This is the same as developing your personal development plan (Valchonova V, 2018).

It is a structure that helps you identify the area of your strength and weaknesses and come up with a guide that will bring out and reckon on the present skills, making you realize your stand at assessment time and reflect on what your next plan will be. Your personal development plan gives you opportunity for self-reflection since it is a journey in everyone's life. We learn always. (Oliveti M. 2015).

The process of your personal development plan can be created using the SMART criteria which is being Specific, Measurable, Applicable, Realistic, and Time-based. This is important to enable you to be ready for an interview and prevents not having an answer when asked a particular question. (Oliveti M. 2015)

Benefits Of A Personal Development Plan

“Failure to plan is planning to fail” Sir Winston Churchill

According to Rolfe A. 2020:

1. Personal development plan helps you to improve and develop your skills and makes you achieve many different objectives.
2. It keeps you motivated and follow your career progress by giving you a practical goal to focus on. You will be able to achieve a significant result.
3. It will help you have the knowledge of all key skills needed for any job and giving you the confidence to see new dedication and interest, getting a better work life balance.

4. It will help prove to an employer your interest for self-improvement even if you do not end up achieving all your goals.
5. It helps you expand your knowledge thereby helping you make good decisions about future. It will help out rule out areas that might not go well with you as you thought and rather make you realize what to do.
6. It helps you identify your skills and follow your passion and in this you will have job satisfaction. This means finding your purpose and call in life calling in life which is very rewarding.

STRENGTH	WEAKNESSES	SPECIFIC-TASK/ GOALS	REALISTIC IS IT?
I gained confidence from proving that I could cope with pressure even with sleep deprivation when having to work with my deputy manager. I was accessed to be composed and having knowledge of task roles. Having worked with a team over a period of time, I demonstrated that I have the ability to communicate job roles effectively	I have lack of knowledge to analyze situations that will enable me act based on the norms of the organization and government standards especially as things are changing every day, I lack the initiative to organize health programs needed for everyday problems. I need the technical computer skills related to the	I need to go to school to acquire knowledge and better all my weak areas. To widen my knowledge in leadership and policies guiding my job. Improve on planning and decision making skills.	Yes, my task / goals are realistic as in school I will acquire knowledge on how to improve on my weaknesses and aspire higher. New methods, tools, and laws needed in the health care sector. I would also learn skills in computer.

without being misunderstood and solving problems that arises among team members.	health care sector and also lack proper and professional qualification.		
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SRENGTH	WEAKNESS	TIMING START/FINISH	COMMENT/ACTION	GOALS
I demonstrated that I have the ability to work with people to achieve specific tasks while under pressure. Working in the care home demonstrated empathy on clients and bring joy to their faces especially the vulnerable elderly people who are kept in my care.		I have a one year plan from July 2019- 2020. I accept some of my task may step into two years.	I have passion for care industry especially with vulnerable elderly people so I decided to work in care homes after arriving in London. I love the job and saw need to improve myself, work on my weaknesses and aspire higher. I aspire to improve my skills especially as things change daily and needed to become a team leader and move on into the Health care administrative system. I saw that I lacked the leadership skills, not knowing policies, nor recruitment methods and all it entails. To go to school, I applied in the	I hope to be given opportunity for leading a small team on support of vulnerable elderly people in Health care. On a longer term, I want to gain promotion to manage a large team and seeing myself become an administrator in the Health Care Sector.

			university of Wales for a professional course on Health and social case. Skills I need in my chosen career and what to know as an administrative leader are being taught.	
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ROLE PLAY

The role play we had in class was the interviewer and interviewee role play. We played both the interviewer and the interviewee.

i. As The Employee

Being able to play this role I learnt about interview and skills needed for a job interview. What employers really require from an employee.

Thinking of having an interview, many job seekers forget that they need to ask questions too, they focus on answering interview questions. It is very important to ask questions for some reasons which are: first, the question you ask can confirm your qualifications as a candidate for the position if it is answered correctly, it is very important to learn about the organization, if it is one you would like to work for , as you would also be interviewing the employer. (Maund et al., 2017)

I was to expect three questions from my intended employer. I was initially scared not knowing what to expect but getting there, I maintained eye contact, shook hands with the interviewer with a smile trying to display confidence. (Lucas S 2016)

When asked to sit down, I sat up straight acting politely. Going there, I had to dress appropriately because first impression matters and should be positive.

I was asked how I heard of the job vacancy and why the job. I had seen the advert on social media and what it entails attracted me to it. I did a research on the company and was comfortable that I would like to work there because I want to be part of a team that loves her patients.

I have passion for care and have empathy. I help bring joy to the lives of vulnerable elderly people and protect their dignity. My compassionate attitude towards patients keeps them happy. Giving example of handling a challenging

behavior, I remembered an elderly woman of 100 years old screaming, shouting and calling her husband in the care home, and everyone got frustrated. I went to her, talked calmly with her, touched her hair, assured her telling her how beautiful she looked. I then offered her a cup of tea. She was calm and asked that I should not leave her.

My intended employer was pleased and assured me that I would hear soon from her. I thanked her and said I am looking forward to joining her team.

The role play gave me opportunity to reflect on my skills and know the weaknesses I have to improve on.

I tried to be honest with all I spoke and prepared in case I would be asked about an accomplishment on my curriculum vitae. According to Lucas, S. (2016), she was taken unaware once in an interview when she was asked a particular question based on what she has written on her resume, she made mistakes before she could link up with what was being spoken about.

ii. As The Employer

I also played the role of an intended employer and needed to do the interview. To enable me do this, I had to be prepared by knowing the responsibilities for the job position so I could be prepared for questions on employee benefits and company goals.

When the candidate came in, I tried making her comfortable by asking how her journey to the company was. She responded happily that it was really smooth. Then we went straight to the business of the day once I noticed she was comfortable.

The questions I put to her were the kind of open-ended questions because I needed to know more about the interviewee and skills she may possess. Asking open ended questions encourages more input from the candidate (Rampton, J. 2015). I asked her why she would like to work in the company and I also asked to

know why she want to leave her present job. I could see she was comfortable and had done her research on the company and spoke about her aspirations. I listened very attentively and at the same time reading the non-verbal signs. I did not ask any inappropriate or illegal questions like candidate's age, country of origin, disabilities, marital status, race or religion. Asking such questions during the interview can have really serious consequences on the company. Watching out on the non-verbal signs, gestures made, posture, voice tone, eye contact sends strong and real messages without the interviewee realizing it. this enables me to know her interest and honesty, because what is written on her CV and what she is saying might reflect two different personality as body language comes just naturally. I could see that what she was saying reflected in her body sign, which made me build more trust for her.

What I did not do was to look out for real solutions. This was where I noticed my leadership skills missing.

According to Rampton, J. (2015), especially if there had been some problem in connection with what the candidate will be hired for, you need to ask how that problem will be solved during the interview. He gave an example of John Sullivan saying that he gave one of the best interview advice which was: " how do you hire a chef? Have them cook your meal."

It was actually an interesting interview and I promised to get back to her. We got up, exchanged pleasantries and she left.

CONCLUSION

Personal development plan is a very important part of any life, especially, being able to work effectively. It keeps you abreast with time by developing your skills, aiming high, and getting better job opportunities.

The time and resources spent on developing yourself is never a waste. It is an investment in your future and the long term pays off and it is worth the trouble.

Before coming to this university, I did not know anything about personal development plan. This has expanded my knowledge and exposed me to developing my skills as well as strengthening my weak areas.

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