

## **Professional Career Development**

Module: Professional Career Development

Module code: BMSW4005

Module lecturer: Soban Sadiq

Student name: Karolina W. Adamczuk

Student ID number: 2030505

## **Table of Contents**

|                                                                                                                                                                                                                                   |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Introduction                                                                                                                                                                                                                      | 3  |
| Task 2                                                                                                                                                                                                                            | 4  |
| “Assessing a personal reflection on the role play and your career development planning through applying Kolb’s Reflective cycle”                                                                                                  | 4  |
| “Assessing skills and knowledge that contributes toward working effectively and readiness for employment and an understanding of personal strengths and areas for further development as well as establishing my employment goal” | 6  |
| Conclusion                                                                                                                                                                                                                        | 13 |
| References                                                                                                                                                                                                                        | 14 |
| Appendix                                                                                                                                                                                                                          | 16 |

## **Introduction**

Professional development is enhancing oneself by means of learning and training to advance one's career. Organisation may provide training programmes to train their staff, but the staff typically works on their own “professional development” respectively. There are numerous methods to develop professional development for example taking sessions, classes, learning new skills. It is necessary as it helps the overall development of the individual and it leads towards productivity. The report will discuss the analysis of career development planning by means of evaluating Kolb's reflective cycle. Further it will evaluate the understanding of knowledge and skills that helps the individual to work effectively. Finally, it will analyse the wide range of skills which is necessary to reach the aims and objectives of an individual.

## Task 2

### **“Assessing a personal reflection on the role play and your career development planning through applying Kolb’s Reflective cycle”**

**Kolb reflective cycle** refers to the reflective practice that is designed to support individuals in learning from their experiences (Dawes *et al.*, 2021). This reflective cycle comprises of four types that are,

**Concrete experience** - As I have applied for an HR Admin assistant which needs new experience and these cycles talk about getting involved in new experiences (Idkhan and Idris, 2021). I have been enabling more possessions to something new and within gesture to my personal involvement with my new colleagues and mentors reflecting out everyday situations. I have time to get through how I will be able to adapt to such a career field with all my pure intentions and loyalty. These stages meant to go through the new experience that I will be carrying out further in the coming days. Within these stages I will prefer to look at everything with all my emotions, not through any systematic approach.

**Reflective observation** - Within these I have to go through the new experience within the existing knowledge I am carrying. That means for the role of HR Admin assistant, I have to possess some good communication and understanding skills that will help me to adapt more professionalism and expertise within my role. I have seen one of my colleagues dictating in a leadership position that leads individuals towards to meet organisational objectives. Within my university days I was once committed to be a group leader to derive the group presentation within the committed time. I reflected upon my own experiences, and I thought that I possess the capacity to act in such a given role more profoundly. I have observed that I acquire stronger time management skills that subject me to analyse more drastically about each and every work function within before the deadline (Chiu, 2019).

**Abstract conceptualization** - This reflection conveys new ideas or to modify up the existing concept. I have been optimising more problem-solving skills that will help me to strengthen my concept for my new career work. Deriving more theories to seek through new ideas that will help me to perfectly balance up my working role. More humbles and effectiveness of helping hands will be acquired to enhance the morale of my new colleagues and more initiative of ideas would be encouraged to flow (Idkhan and Idris, 2021). I have learned from my past knowledge and experiences that being an HR Admin Assistant objects to managing the records of the employee through hard and soft copies. They conserved to update up the databases that commits to allow for vacation, sick leaves etc. These will help to acquire more knowledge before I proceed to play out the role as “HR Admin Assistant”.

**Active experimentation** - These conveys about the newly modified concepts that give rise to the experimentation. This leverages me to get through more effective training sessions and events that will commit me to raise up skills that will help me to be a professional within the forefront of my role (Kolb and Kolb, 2018). I have to experiment by knowing how others are signified to derive these types of profound roles in the world. I have been enabling my education by pursuing business and management degrees. Therefore, the time being I will be initialising most of my knowledge and experience to develop more skills to commit more actionable gestures towards my career development. I have to experiment in consideration to what I want to build for the next five years to sort the overall performance that I can commit within my life. Within these I will completely reflect upon my professional career development within what skills I am acquiring and what needs to be included.

**“Assessing skills and knowledge that contributes toward working effectively and readiness for employment and an understanding of personal strengths and areas for further development as well as establishing my employment goal”**

I have understood that to be a professional within the selected fields requires a vast number of skills. I came across that I need to adapt more problem-solving skills and decision making skills that will help me in my professional forefront. Within my perspective of business, I am subjectively enabling out more authentic positions that will recruit me to seek more hike and peak for my career and professional development. I have to generate more listening skills that will help me to gather information to solve our problems and to recognise the main aspect of valuing others' experiences and opinions and to briefly understand the consequences of the issue and to serve solutions then and there. I need to adapt communication skills that will help to get rid of the complex situations that I will be enabling in and to help future employees to work in a positive and fast paced culture of the organisation. Then next I need to get through decision making skills that will recur to uplift the capability to assure to make decisions and help out other further colleagues to come out from complex circumstances. These are the skills that will be helping me to get through every difficulty and to attain a higher state of position in the future (Ertug and Faydali, 2018). These will help me to contribute more within my working role to drive it more efficiently. To add more of the teamwork will also lead to uprise more independent thinkers that are vital to work as part of the team. These will help me to work up with individuals that are much superior to me and get connected to their real experience and ideas. My personal strengths are to organise time more intelligently, which helps me to manage my productive time which will be a benefit of solving issues that are reflecting again and again in the workplace. This focus helps me to manage my time more wisely and to drive a laser focus upon the importance of the business and what will lead them to attain more success and sustainability. The skills that need to be taken care of or to be uplifted are creative thinking skills which tend to balance up the analytical skills with referring to creative solutions. What I got to seek is that these creative thinking skills help to serve more access to the individuals to uncover more progressive and innovative solutions to the issues. This gives more access to new emergent perspectives and drives more imaginative and more experimental solutions to each and every kind of issues. These are also considered to be my employment goals as well.

**“Recruitment and selection”**

Recruitment is the significant part of life and it is the process which helps me to get a pool of potential jobs opportunities from which to select. Before the individual goes for recruitment they

must be prepared and experienced to get selected in the job process (Paillé, 2019). Proper preparation leads the individual towards the overall development and path of success respectively (Eva, 2018). While the **selection** refers to selection of appropriate and potent candidates to fill vacant positions within the organisation respectively. It consists of a wide range of stages a candidate undergoes before being hired by the organisation. It depends on the organisation of the selection process and the basic stages involved in standard selection procedure are.

**Preliminary Interview:** It is the short duration of interaction with the individual. This process aims to get the basic information regarding the candidate and to evaluate whether he/she is appropriate or potent for the job procedure or not (Al-Dubai and Gopalan, 2019). Along with it analyses the skills of the candidate. Accordingly, the individual is accepted or rejected for the next stage.

**Written or Online test:** In this process tests are done to analyse the candidates. The type of test depends on the nature of the jobs and the selection process of the company. Mainly in this stage “Aptitude test, personality test and technical test” are performed to evaluate the appropriate candidate (Chytiri *et al.*, 2018). The score attended by the candidate helps the organisation to know the potential of the individual.

**Final interview:** Depending upon the job it may be a “behavioural or stress interview”. The talents and ability of individuals are measured against particular job necessities (Brown *et al.*, 2019). It remains “two-way communications” as it allows the individual to ask queries about job or organisation. The “rejection or recruitment” of an individual highly depends on the outcome of this interview.

**Selection:** In this stage selection decision is done on the basis of performance of individuals in above approaches (Hardini *et al.*, 2019). If the individual has potential and he performs well in the process he/she will be recruited and the appointment letter with all details like individual “designation, salary and terms and conditions” of the job is given to the candidate and the candidate is hired for the job process.

Selection is a significant process as hiring the best resources can help to enhance the overall performance of an organisation. If there is bad recruitment, then the workforce will be affected, and it will badly affect the overall development of individuals. The objective of the recruitment is to select appropriate and potential candidates that can meet the necessities of the jobs in organisation. To meet the aims and objectives of the organisation it is necessary to analyse the attributes of each individual such as their “qualifications, talents, experience, overall attitude” etc. With selection of the potential candidate the organisation can enjoy the skills and

knowledge of the candidate to meet its aims and objectives. Moreover, the candidate can maintain his financial status for his/her overall development respectively. The companies have to follow an appropriate recruitment process as a huge amount of capital is spent for recruitment of appropriate candidates for specific positions.

## “Deriving a Personal development plan”

What Skills do I need to achieve my goal?

| SKILLS                  | “How Will I get them”                                                                                           | “What resources or support will I need”                                                                                    | “What can prevent me from achieving my goals: (unemployment, illness)”                                                | “How long should it take”                                                |
|-------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>Time management.</b> | I will perform each task punctually and systematically by dividing each task to perform my work efficiently.    | With the help of punctuality, discipline and consistency i can effectively manage my time.                                 | Wide range of factors such as laziness, multitasking, procrastination prevents me in achieving my goals respectively. | By practising consistently for 1 month I can manage my time efficiently. |
| <b>Ethics</b>           | By means of honesty, sincerity and truthfulness towards myself and with others I can develop my ethical skills. | Different factors such as honesty, discipline and introspection allow me to maintain my ethical skills.                    | Lying, anger, hatred and jealousy will keep me away from developing and maintaining such ethical skills.              | It will take more than 3 months to develop my ethical skills.            |
| <b>Communication</b>    | By means of practicing and maintaining my communication process.                                                | By means of active listening, straight talking, emotional control and consciousness I can develop my communication skills. | Laziness, lack of consistency, anger, and hatred will prevent me from developing my communication skills.             | To develop my communication efficiently it will take 6 months.           |

|                               |                                                                                                  |                                                                                          |                                                                                                                           |                                                                      |
|-------------------------------|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <b>Motivator</b>              | By means of consistent learning, personal development process i can develop my motivating skills | It requires consistency, persistence and helping attitude to maintain motivating skills. | Lack of persistence, knowledge, hatred, anger can prevent me from achieving such skills.                                  | It will take 1 year to develop my motivating skills.                 |
| <b>Problem solving skills</b> | By learning the problem-solving skills and by solving own problems and others.                   | By attending seminars, learning and practicing the problem-solving skills.;              | My anger, laziness, lack of appropriate knowledge, lack of problem-solving skills prevents me from attaining such skills. | It may take more than 7 months to develop my problem-solving skills. |

**Table No 1: (Personal development plan)**

Source: (Created by learner)



**Conclusion**

Professional Career development is the most significant part of the individual that helps in the overall development of the individual. It is the most significant strategy to shape one's life and make life meaningful. Wide range of skills is required by the individual to develop one's career and it also depends on the individual which career path he or she chooses to develop one's career respectively. By means of career development one can develop one's hard and soft skills. Hard skills indicate job related knowledge that one receives through means of training or learning while soft skills indicate one's personal character.

## References

- Al-Dubai, M.M. and Gopalan, V., 2019. Mediating role of Leadership styles on the relationship between recruitment and selection and employee satisfaction among telecommunication employees. *Journal of Internet Banking and Commerce*, 24(2), pp.1-11.
- Brown, C., McManus, C., Davison, I., Gill, P. and Lilford, R., 2019. Using recruitment and selection to build a primary care workforce for the future. *Education for Primary Care*, 30(3), pp.128-132.
- Chiu, S.K., 2019. Innovative experiential learning experience: Pedagogical adopting Kolb's learning cycle at higher education in Hong Kong. *Cogent Education*, 6(1), p.1644720.
- Chytiri, A.P., Filippaios, F. and Chytiris, L., 2018. Hotel recruitment and selection practices: The case of the Greek Hotel Industry. *International Journal of Organizational Leadership*, 7, pp.324-339.
- Dawes, J., Barron, D.S. and Lee, L.E., 2021. Capturing learning from public involvement with people experiencing homelessness to help shape new physiotherapy research: Utilizing a reflective model with an under-served, vulnerable population. *Health Expectations*.
- Ertug, N. and Faydali, S., 2018. Investigating the relationship between self-directed learning readiness and time management skills in Turkish undergraduate nursing students. *Nursing education perspectives*, 39(2), pp.E2-E5.
- Eva, T.P., 2018. Recruitment and selection strategies and practices in the private sector commercial banks of Bangladesh: Evidence from human resource practitioners. *European Business & Management*, 4(1), pp.28-38.
- Hardini, T.I., Setyarini, S. and Harto, S., 2019. Indonesian language assistant program in Australian Schools: Recruitment and selection process. *Jurnal Cakrawala Pendidikan*, 38(2), pp.330-342.
- Idkhan, A.M. and Idris, M.M., 2021. Dimensions of students learning styles at the university with the kolb learning model. *International Journal of Environment, Engineering and Education*, 3(2), pp.75-82.
- Idkhan, A.M. and Idris, M.M., 2021. Dimensions of students learning styles at the university with the kolb learning model. *International Journal of Environment, Engineering and Education*, 3(2), pp.75-82.
- Kolb, A. and Kolb, D., 2018. Eight important things to know about the experiential learning cycle. *Australian educational leader*, 40(3), pp.8-14.
- Paillé, P., 2019. Green recruitment and selection: an insight into green patterns. *International journal of manpower*.

## **Appendix**

### **Job application form 1**

Application for - HR Admin assistant

Your details

**Name:** Karolina Adamczuk

Education and training

**Please give details:**

University of Wales Trinity Saint David, London

2021-2022

Certificate in Higher Education, Skills for the workplace.

Costa Coffee Barista Training

2019

Qualifications

**Please give details:**

**IT literate** - Microsoft Office (Power Point, Outlook, Excel, Word)

Knowledge management

Food Safety

Food Handling and Service

Food and Beverage

Supervisor Skills

Customer Service

Teamwork and communication

Sales

Employment history

Your current or most recent employer

**Name of employer:** Compass Group UK & Ireland

**Job title:** Team Supervisor and Coffee Barista

Length of time with employer: Jan 2019 - Present

Reason for leaving: Willing to get new experience in new work environment.

Duties:

Customer Service

Team supervising

Food Safety and Health and Safety paperwork

Managing orders and deliveries

Managing retail stock

Training new staff

Managing ongoing and upcoming retail promotions

Advising and informing retail manager about store stock, staff, promotions, and any other issues due store trading hours.

Previous employers

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

Arveja Café

Feb 2018 – Jan 2019

Coffee barista, cashier, and waitress

Supporting statement

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

I do have four years' experience as a coffee barista and a supervisor. I am friendly and fast working at a busy coffee shop in Uxbridge area.

I have excellent customer service and the ability to make clients feel special.

I can work in stressful situations, and to interact with customers, clients, delivery companies and suppliers.

I am always ready to grow in the workplace and willing to learn new skills, even in different working environments.

I am open to new work challenges and goals, always willing to delivery my best to team members. I do share my knowledge with other team members, always ready to help them, teach new skills, exchange information, receive feedback and talk about doubts and solutions to make workplace friendlier to the staff and customers.

Right to work in the UK

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

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.

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: Karolina Adamczuk

Signature: Adamczuk

Date: 01.05.2022