

Professional Career Development

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INTRODUCTION

The term professional career development will provide course of services and facilities to individual that will supports them in identifying their career options. It will relates with the life and career selection of fields to evaluate the betterment and advancement of the career ideas of new generations. Professional development will support the individuals in advancing their learning and training programs by attending the seminars, conferences and many other events. As there are various capabilities that are require in development of an effective team that involves several individuals with highly confident to take part in the competitive actions as without self- doubt (Falcone, and Doyle, 2021). An effective and a potential manager will train their workers for future by which they will gain effective skills and abilities in their career field. The following report will cover the personal reflection on the role play of health and social care and career development planning or understanding of the skills and knowledge that contribute towards working effectively or understanding of the personal strength and areas for further development for establishing their business targets, personal action plan or development plan in the management.

TASK 1

Personal reflection on the role play and career development planning

By considering health and social care field in personal reflection that is an important term for me to maintained my functions and operations. I am a well organised hard- working individual with many years of experience in health and social care. I will consider myself a team member and I have the ability of good time management (Fatahi, Galavandi, and Hasani, 2021). As it will assist me in using my existing abilities such as, I have an excellent communication skill that I believe is very important in this industry, as well I speak three different languages that is helpful with non- English speaker patients also. While performing and presenting the key roles and duties in the management it will consider my task for managing my strength and weaknesses. I will follow various sections to enhance my opportunities and performance section in the field of management. I will set my arrangements and schedule for my patients in health and social care field in an organisation. As I arranged a group meeting that will supports me in dealing the complex situations as well discuss solutions to solve issues. I am good in managing the time and perform well under pressure also. For weaknesses I would say that I lean to work and put my efforts into the field until I reach a burnout. Hence, I might frequently crack, become sick and un-energetic while at work. So, I am learning how to enforce healthy limits on myself and to hold at a fixed schedule.

Demonstrating an understanding of the skills and knowledge which contribute toward working effectively

Interpersonal skills and knowledge will allow me to take part in various activities and will satisfy desires to overcome issues and conflicts in the management. I have always take this job as an answer to my career objectives (Fryczyńska, 2021). It would not be wrong to say that I had fixed various targets in past to reach this position at present by my skills and abilities. As there are various sort of interpersonal skills that will contribute toward my working that are as follows -

- **Communication skills** – These are the ability that will transfer from one individual to another. It will covers the verbal communication, non- verbal communication, listening by which message will get

interpret easily and effectively. I am highly focusing on my communication skill to develop my confidence while speaking in front of my executives in the management.

- **Emotional intelligence** – It will deals with the abilities and skills to recognise, understand and maintain the emotions in management. While I studied in university I were managing my heath and social care practices that are presenting my current job role. My seniors will also help me to develop self- confidence and relevancy to maintain various terms of sections in an efficient manner.
- **Team working** – In the team there should be equal managerial sections that will concentrates on various fields to evaluate several course of activities in the management. The health and social care field will also demonstrate various fields in terms of the skills such as communication skills, task management skills, programming skills, budgeting skills, problem solving skills, customer service skills and many more (Hooley, 2021). My team members are more concentrates on such skills to achieve the suitable sections as effectively and efficiently.

An understanding of personal strengths and areas for further development for establishing their employment goals

My strengths and weaknesses will rely on the role of task and experiences. By knowing the strengths and weaknesses of individual that will supports them to realise their effective sections to accomplish significant development (Korotov, 2021). As there are various ways to realise the strengths and weaknesses of the team for further development that are as follows -

- **Listen and Observe** – By listening and observing effectively would help the individual to maintain an efficient working environment in our clinic is very friendly and simultaneously very professional. I will also believe in teamwork by which it will be easy for us to have effective working condition.
- **Past Experience** – It was further experienced by an individual at the time of interview in the management. As I am able in understanding the mode of benefits and drawbacks or failure in the health and social care of management as effectively. By utilising such sort of information or data it will supports me in pushing forward my substantial growth.
- **Ask Directly** – By asking directly with the seniors in clinic to offers an accurate and relevant solution by which individuals will have an effective perceptive of maintaining the key terms. As on the other side, open conversations with my patients that will also support the individuals and candidates to self-reflect on the field of strength and weaknesses of the staff faculty (Munadi, and Umar, 2021). Staff member will understand the manner in which they are good and the areas that will enhance their positions in the business.
- **Show Your Human Side** – By conducting pre-arranged conferencing, meetings and catch- ups it will helps me in identifying my career goals. It will also allow me and other staff members to overcome the mistake and develop approaches. By understanding it, my executives will allow me and other team members to develop and learn new sort of abilities and sense of knowledge.
- **Use Peer Feedback** – By conducting meetings in which executives will provide suitable comments and feedbacks on me and other faculty's strength and weaknesses. It will be termed as the individuals with real

strengths and weaknesses and exact solutions to overcome the weaknesses and will determine accurate solutions as effectively and efficiently.

Develop a personal action plan or development plan.

Current skills or abilities	Observing	Questioning	Imposing conditions	Developing new variables
<i>Skills to work on</i>	By preparing and training for further career choices	By evaluating effective sections to measure potentiality of individuals.	Listening more and talking less in business	Team work
<i>My objectives and targets</i>	By considering the data and information that I have ascertain in an orientation field.	By concentrating and following an appropriate targets for activating a frequent objectives and targets to determine solutions by various strategies and approaches.	Only talking when it is essential. No aggressive behaviours exist in the management (Ozis, Winfree, and Glass, 2021).	Try not to become leader always in an organisation. Be proactive but take into account of other's thought of opinion.
<i>My resources</i>	Apply proficiency and way that I have learnt in school and university	By practising social activities in an organisation and discussing it with other employees (during debate and conference with friends or colleagues)	Practising the operations and functions in management as it will help in ascertaining key term of opportunities and chances to exercise while discussion (during internship program in the management)	Apply team spirit in increasing manner of team work in the school or university.
<i>Action plan or development plan</i>	I will perform it at next time that I have discuss	It is a daily or regular basis of activity (1 or 2 month)	I need to change my concept and key features (7 months)	Determine the weakest of the group and be cooperative and coordinative with them in the

				management (7 months)
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TASK 2

Recruitment and Selection

Recruitment is the procedure of influencing eligible workers for the job role and selection is termed as the procedure of determining and choosing an adequate workers for the job roles. The relevant procedure will reflects on the managerial section for influencing and hiring an adequate talent in the business (Patton, and McMahon, 2021). Recruiting will include various shareholders that consist senior level of workers in the management and will utilise various sections in terms of time and money. It require to ensure that the procedures is well- defined and will get optimised to satisfy the requirements of all shareholders.

Recruitment and selection

- Should concentrates on influencing and acquiring suitable workers for adequate job role.
- Job description and personnel specification
- Quality of job will enforce various abilities and knowledge
- Selection methods

Gibbs reflective cycle

The term reflective practice can be defined as the capability of an individual of reflecting on their actions to involve in a procedure of continual learning (Pirzada, Muhammad, and Aman, 2021). In addition to it, this process will include the practical theories and values that are responsible for informing the day to day and regular term of activities of an individual by analysing its practice. It will lead to the development of an insight that relates to their own strengths and weaknesses.

- **Description** - I have termed the manner to consider the field in the group of work that are separated in following section as per to the individual's strength. When I tried to parted the field that are mentioned in diverse sections and hence I had conduct some research and I find it interesting that the management will offers suitable training and the opportunities in every 6 months to their staff faculty who is interested in further study (Primeau, and et.al., 2021). I have also experienced that my performance are getting enhanced by maintaining my strengths and setting of various strategies and approaches that linked to it.
- **Feelings** – I was definitely sure that the orientation on the suitable section with other candidates to manage their key relations and it will going to work, and hence I had little motivation to perform the field of area. As it is not an effective section to deal with other individuals and workers as because of their behaviours that doesn't fit with another one and will create conflicts.
- **Evaluation** – The things that are effective and worked well as per to the fact in which all unit member create high quality of work for the agreed deadline. I have got the opportunities to deal with workers as per to the key structures of management (Strauman, 2021). If work will not clearly executed then the overall plan of the group will get failed.

- **Analysis** – I have experienced practising the manner as before in past and analyse that what I determined and when I am performing by myself that I've enjoy in working in the field that will suit my strengths.
- **Conclusion** – It will define the term that what is being concluded from entire section and individuals will self-determine their strengths.
- **Action plan** - As I am confident to manage the strategies and approaches with current set of skills that are sufficient to manage the work conditions (Xiulan Chen, 2021). I will consider Belbin's team roles to divide team work in the future that I have suggest to performing the basic manner that are frequently involved in suitable strategies.

CONCLUSION

From the above mentioned report it has been concluded that, the career development is directly connected with the targets and aims that are phrased by an individual. The candidates will require to get training from their executives to maintained the skills and abilities with suitable career options and chosen career path. They require to perform effective actions and activities that will require to accomplish effective targets and goals. Career development will supports an individual not just professionally but they will also help him as personally. By learning new abilities such as leadership, time management, communication management, team management and many more that will supports the workers to create and form their career.

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