



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Student name: Saleha Begum Shirin

Student ID: 2029506

Professional Career Development BMSW4005, LCHS4005_LON

Lecturer name: Dr Lizeta Demetriou

Assignment 2

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1. INTRODUCTION

Professional career development is associated with development of skills within individuals so that they can perform well in their careers. It is also associated with the process which an individual can undergo to evolve their occupational status at the time of developing career opportunities. In this context, the concerned report is based upon analysing the skills required to become an advanced professional as human resource managers. In this context, personal reflection will be done which will effectively include the skills and knowledge that can be useful for becoming an advanced professional in the future. However a personal development plan will also be used in this assessment and in such a way that it can be beneficial to enhance skills within the individual that can be useful to become a successful individual in future. A proper discussion regarding the SWOT analysis is also going to be done for the purpose of demonstrating strength and weaknesses so that identification of opportunities and threats can be done.

2. Personal Reflection on the role

Gibbs Reflective Cycle



<http://www.crowe-associates.co.uk/coaching-tools/gibbs-reflective-cycle/>

Description:

It can be demonstrated that the role play has provided proper information regarding interview questions that could be asked in my future at the time of appearing in interviews to become a HR manager. It has also been identified that the role-play has provided good information regarding several ideas such as proper management of business that can be done with the help of effective strategic incorporation. I was the interviewee and my partner was the interviewer. We worked as a team.

Feelings:

During the role-play, I felt panicked. It did not go as I planned, but by the end of the role play I felt more relaxed and I was able to answer all of the questions.

I feel that role play has significantly enhanced my skills regarding the learning about business management in a practical manner. This has been illustrated as I used to feel that business management can be effectively done with only the help of analysing the customers and meeting their needs and requirements. However after the role play I analysed that employees also play an important role within the organisation. In this context, the employee's needs and requirements also need to be considered within the organisation in order to enhance the productivity in the organisation.

Evaluation:

I have analysed all the good things in role play in terms of getting a proper idea of human resource management with the help of appropriate strategies. I have also gained knowledge regarding the measurement of performance within the organisation. This has been illustrated as measurement of performance within the organisation has a significant role in terms of enhancing the strategies used as well as development of the product. This can be effectively done with the help of KPI incorporation within the organisation on a regular basis followed by analyzing the financial report of the organisation, identification of the positive and negative aspects of the organisation can be done. This information can be used for enhancing organisational development as well. In this context, it has provided me with accurate information regarding various things that are associated with the growth and development of the organisation. Due to these reasons I feel that I have given all the

positive factors from the role play. I had a good experience completing the role play. However, my performance could have been better and I should have controlled my emotions better.

Analysis:

I believe all the questions that have been asked during the role play have provided me with accurate insights of my knowledge due to which I have analysed each of the questions appropriately and answered the question. In this context, I consider the role play to be very effective in terms of providing me with proper learning regarding business management as well as human resource management within the organisation. However, I have analysed that I am lagging behind with my selection of strategies within the organisation according to the situation. In this context, I need to improve my selection of strategies within my organisation.

Conclusion:

It can be concluded that the role play has been observed to be playing a significant role in terms of providing accurate information regarding the management of business as well as the skills that can be used by me for effective human resource management within the organisation. However, I have found myself to be lagging behind in my selection of strategies according to the situation in the organisation which needs to be enhanced appropriately.

Action plan:

For the purpose of enhancing my selection of strategies I will go through different books in which the experience of good human resource managers is provided. I will also go through the YouTube videos which will help me to analyse the Strategies and

techniques that can be used within the organisation according to the situation. This could be useful for me in strategy selection.

3. Personal development plan

It is crucial to create a personal development plan if you want to achieve a successful career. A personal development plan is the process of creating an action plan based upon the values, awareness and goal set for personal development associated with career development (Lejeune *et al.* 2021). It also includes strengths, educational qualifications, and stages of an individual with the help of which the development is done. There are many benefits to having A PDP. For example, a personal development plan helps to enhance the skills among individuals which can help career establishment be achieved by the individuals (Rimmer, 2018). A proper personal development plan has also been observed to be very significant for individuals in terms of becoming an advanced professional in the future (Bintani, 2020).

Personal development plan

Name	Saleha Shirin	Target job/career Example: teacher, manager, business person	Human resource manager
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Time period	From: September 2022	To: December 2022
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What skills do I need to achieve my goals

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
Communication skills	By working with others and sharing ideas	Online forums Books Articles	Emotions, nervousness, social distancing	6 months to 1 year
Problem solving and decision making	Making plans leadership/ managment	Timetables Group discusion	Nervousness, lack of confidence and knowledge	6 months to 1 year

SMART GOALS

It is observed to be associated with different goals set by the individual with the help of which it can become easier to become an advanced professional in future. SMART stands for “Specific, Measurable, Achievable, Relevant, and Time-Bound” (Swann *et al.* 2022).

SMART	Objectives	What do you want to achieve?	When do you want to achieve it?
Specific	To enhance my decision-making skill	I will enhance my decision-making skill by working on different projects as per suggestions from my professor and making decisions about project as per myself and showing it to the professor. This will help me to get proper guidance regarding the decision making as well as evaluation of the decisions that I have made for the project	6 months

<i>Measurable</i>	To improve management skills	I will improve my management skills with the help of taking training for 6 months which will allow me to train myself in different manners regarding the management of business and tackling situation in organisation	6 months from now
<i>Attainable</i>	To enhance my problem solving skills	I will work on improving my problem-solving skills with the help of studying books as well as watching YouTube videos that can be useful for me to get an idea regarding problem solving skills and its usage.	4 months from now

<i>Relevant</i>	To improve my organisational skills	I will enhance my organisational skills with the help of organisation methods I have seen in different YouTube videos. This will help me to enhance the concerned skill appropriately. I will also practice my organisational skills daily at my home so that it can be enhanced appropriately.	6 months
<i>Time-based</i>	To enhance negotiation skills	This skill can only be enhanced by myself through practicing in my day to day life, however a proper idea regarding the negotiation is very much needed before practicing it. In this context, I will effectively gain ideas regarding the negotiation skill from books as well as YouTube videos followed by	6 months

		using the idea in my day to day life through practicing it.	
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Table 2: Personal development plan

(Source: Self-created)

Self – Evaluation plan

Main motivation is to become an advanced professional as a human resource manager. In this context, I have a specific learning style that I need to use to my advantage and my job which is associated with constructivism learning style. This learning style has been chosen by myself as it helps to construct all the knowledge and ideas that I have gained in a proper manner and use it appropriately according to the situation within the organisation. In this context, it can be beneficial for me to adapt things within the organisation as well as enhancing organisational sustainability in the future with the help of using the concerned learning approach. I will also use my experience that has been gained during the training sessions at the time of working in my future workplace such as tagline with different situations and problems that have been raised while working with different projects within the university. I remember one thing that has been raised in different discussions by my team members when we were working with the project in my University. This has created an issue within the project completion however I have managed to make my team members understand regarding the situation as well as the solution. In this context, my team members agreed on a point with the help of which there are different differences after the project has been completed.

SWOT ANALYSIS

With the help of Johari windows tools, I have understood that I have proper communication skills that can be useful for me to communicate with each of the stakeholders within the organisation (Self Awareness.org.uk, 2022). However, I have enhanced knowledge regarding business management which can also be useful for me at the time of making decisions within the organisation and working in different situations. Having proper time management and project management skills is still useful for me to complete all the projects within a given time period and in an accurate manner. However there are some weaknesses such as lack of ideas in choosing strategies for concerned situations in the organisation. This can negatively impact myself in terms of becoming an advanced professional. I have several opportunities in terms of becoming an advanced professional in human resource management. I will also be able to complete all the projects within the provided time period that will also improve my career development. However if the weaknesses of myself are not mitigated it can be negatively impacting myself in terms of degrading as a professional.

ACTION STEPS

I will make a schedule based on which I will effectively work on the areas of improvement. I will also take admission in a course that will be based upon business management. In this regard, proper techniques will be demonstrated to us regarding the selection of the strategies according to the situation within my organisation. This will be helpful for me to enhance my skills and overcome weaknesses and become

an advanced professional. I will also work on different areas of business management such as problem solving, decision making, and strategic thinking so that it can have a positive impact on my future.

Conclusion

It can be demonstrated that a personal development plan is the process of enhancing the skills and knowledge of an individual based upon which the improvement in career and education can be done. It can be effectively done with the help of SMART goals that are associated with a guiding factor that can be used by an individual in order to enhance themselves towards their career. In this context, I have effectively used this method of goal setting in order to become an advanced professional in my future career along with analyzing the strengths and weaknesses that are there within me and can impact my future career.

Reference

<http://www.crowe-associates.co.uk/coaching-tools/gibbs-reflective-cycle/>

APPENDIX

My five questions for my partner will ask me at the role play.

1. What do you understand about management? What are you interested in?
2. Now tell me, how would you get proper identification of the customers' preferences?
3. Can you please explain what you think about skills that will be helpful for you in order to become a good HR manager in the organisation?
4. What do you believe about the approaches to be useful at managing business?
5. Well explained!! What do you think about marketing? What strategies would you have adopted if you have been provided with the role of marketing manager?

Job application form

Application for Human Resource Manager

Name: Saleha Shirin

Date: 6/8/2022

Education and training

Please give details:

Name and location of School/college/ institute	Subjects / Qualifications	Grade	Year
Denbigh High School. Luton	GCSE	Pass	2017-2019
City of London Academy	A level	Pass	2019-2021
Walsh trinity Saint David University London Campus	Managing enterprise in the 21 st century	Pass	2021-2022 Need to put this at the top ...

Qualifications

Please give details:

GCSE Maths, English, Science, History, French,. Pass.

A level -business study. English, sociology. Pass

Degree -Managing enterprise in 21st century . Pass

Employment history

Your current or most recent employer

Name of employer: BPP Company

Job title: HR Administrative

Length of time with employer: 2 years

Reason for leaving: Looking for a closer location

Duties:

- Drafting and issuing offers and contract paper work.
- Adding new employee records to the system
- Implement Contractual Changes and ensure HR systems are updated.

- Administering the leavers process, ensuring records are closed and all paper work finalised.

Previous employers

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

- Conducting exit interview
- Conducting existing HR administration process
- Daily monitoring and maintenance of the HR mailbox
- Provide clear, timely advice in response to queries from employees and line managers. meeting probation and sickness reviews.

Supporting statement

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

While working with the human resources department, I have gained knowledge about administrative support. I was responsible for assisting with the hiring process, helping to create and schedule employee training, and entering employee records into the company data base. As a HR administrator, I organised meetings and taking minutes. I am good at setting up recruitment and training events. I'm good at dealing with employee enquiries. I make sure staff handbooks are easy to understand. I am capable of using my IT skills to update employee holidays and sickness records.

Right to work in the UK

Do you have a work permit to work in the UK?

Yes

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.

References are available on request

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: Saleha Begun Shirin

Signature: S.B.SHIRIN

Date: 6/8/2022

CV:

Education and training

Name and location of School/college/institute	Subjects / Qualifications	Grade	Year
Denbigh High School. Luton	GCSE	Pass	2017-2019
City of London Academy	A level	Pass	2019-2021
Walsh trinity Saint David University London Campus	Managing enterprise in the 21 st century	Pass	2021-2022

Qualifications

GCSE Maths, English, Science, History, French - Pass.

A level -business study. English, sociology - Pass

Degree -Managing enterprise in 21st century - Pass

Employment history

Name of employer: BPP Company

Job title: HR Administrative

Length of time with employer: 2 years

Reason for leaving: Looking for a closer location

Task 1 – Role-play

Selected job- Human Resource Manager

Role play 1- Interview for the role of Human Resource Manager:

Interviewee- (saleha) Good afternoon.

Interviewer- (vaniea) Very good afternoon. Have a seat.

Interviewee- (saleha) Thanks a lot.

Interviewer-(vaniea) Tell me about yourself

Interviewee (saleha)- , My name is Saleha. I will finish my degree soon. I have also participated in different training courses based upon HR management. The training consisted of 1 year that was completed in March 2020. I learnt about conducting exit interviews, daily monitoring and maintenance of the HR mailbox and implementing contractual changes. Now, I am looking for a job where I can continue to expand on my skills and put all the knowledge that I have gained from my courses.

1)Interviewer- (Vaniea) Very good! What do you understand about management? What your interest I in?

Interviewee-(saleha) I like the knowledge gained through proper management in the workplace. This has been shown as management in the organisation enhances the knowledge regarding different aspects such as marketing, Human resources, projects, and many more. It also develops the knowledge regarding business strategy that can be useful for company development along with employee satisfaction.

2)Interviewer- (vaniea) Okay, now can you tell me how to get a proper identification of the customers preferences?

Interviewee-(saleha) I think, nowadays technology has played a vital role through which identification of the customers preferences can become easier and more effective. In this regard, I will use artificial intelligence to analyze the preferences of the customers through which customer reviews on social media platforms such as Google forms and online

surveys, this been can be analyzed which can be useful to provide accurate information regarding their preferences of products.

3)Interviewer(vaniea)- Good approach. Can you please explain what you think about skills that will be helpful for you in order to become a good HR manager in the organisation?

Interviewee(saleha)- As I have already explained, I have experience in HR administration. My experience will help me to become a good HR manager. I was responsible for assisting with the hiring process, helping to create and schedule employee training and entering employee records. I also believe in good communication skills and Good team working skills. Also 'Building trust within the team. And ' improving my skills and confidence. However, a proper usage of problem-solving skills can also be used for the purpose of solving problems in the organisation. I will also use strategic thinking skills so that I can think strategically to enhance the productivity of my workplace. I also motivate my team members so that a high motivation can be provided to them that can reflect upon the product of the organisation.

4)Interviewer- What do you believe about the approaches to be useful at managing business?

Interviewee- (saleha) According to me, the decision-making approach and problem-solving approach can be Highly effective for me at the time of managing an organisation. This has been illustrated as decision-making can be helpful for making such decisions within the organisation that can be highly effective and beneficial to enhance the organisational productivity and profitability. Furthermore, I use self-motivation to help me focus and accomplish all my tasks. Through self-motivation, I am able to learn and use my initiative to continue to challenge myself regardless of the specific situation. Moreover, I also believe SMART goals can help to manage business. Anytime, employees are struggling with their business, they can use the tool - SMART goals. However, the problem-solving approach helps to solve the problems in the organisation and tackle all the situations.

5)Interviewer- (vaniea)Well explained!! What do you think about marketing? What strategies would you have adopted if you have been provided with a role of marketing manager?

Interviewee- According to me selection of platforms for Marketing is the most important factor. Here, I can use different media for marketing purposes as it is one of the most effective things in marketing. Information can also be provided on the organisational website as it is one of the most important factors of an organisation. This has been illustrated as the website of the company leads thousands of customers to visit every day. In this regard, making the website attractive and providing such content that can be attractive enough for the customers can be useful for making more customer value and enhancing productivity. Social media platforms can also be used for attracting more customers. It can also have a positive significant impact on increased productivity of the organisation. It is also important to maintain the corporate social responsibility and get involved in charitable organisations. I'll also research the local competitors and analyse their strengths and weaknesses.