

MODULE NAME:PROFESSIONAL CAREER DEVELOPMENT

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Reflective statement: As done and being completed I have felt that I needed to work a bit more in my role of interviewer as when received feedback I realised that in order to have a successful interview ,the interviewer needs to break the ice first and always ask the interviewee if they need to ask any questions . Over all I felt good while being interviewed and I am happy with the feedback received from the teacher .

Task 2

Introduction

Students require proper dedication for their character building enthusiasm and character development. Getting proper satisfaction in professional and personal life requires the students to maintain some rules and regulations. Maintenance of a strict regime of acquiring skills through different approaches can be helpful in the future. Self-management will raise the confidence in an individual and will be helpful for making the person self-directed. The main aim of this particular assignment is to analyse the development regarding professional and personal life linking to the information of students and employees. Gaining knowledge about a particular scenario and implementing it into the process of enhancing skills can be beneficial for achieving goals of a particular institution or organisation along with self-development goals.

Development of self-managed learning

The self-managed development program is a simple manner through which employees gain knowledge of their actual potential in the process of work. This objective of a self-managed program is to provide good comprehension of appropriate potential and capability of taking over allotted work through a constructive way (Howard, 2019). The primary merit associated with a self-managed curriculum in terms of Meta learning skills development for the employee. Competency, abilities, personal features and skills are considered as the primary features that can be established through help of appropriate self-managed programs of knowledge. Crosscheck, attention and personal orientation are considered to be specific measures that are found very utilizable in a manner of managing on the programme of Human Development.

Monitoring: It is the process with the help of which employees can properly supervise their own work in the process of working. It consists of cross checking associated with self-work.

Seminars and coaching centres: Different mediums are there by that a student or employees can invent several manners for utilizable technique for making their process of working or applying knowledge in an enhanced way (Carbonie *et al.*, 2018).

Use of the internet: In this modern era, the environment is enclosed by the internet. Everything can be located with the utilisation of the internet. Google has been recognised as one of the most important programmes of self-development for the employees and through that they can make alterations in the style of working. People in various organisations utilise this method as the community channel for conveying their messages with each other.

Social network: Every employee of the students in today's world is aware of the Social Network Power. They utilise this power for getting contact in relation to mentors and teachers. Therefore, a better style of working can be enriched. Moreover, the results of their work can be better in this regard.

Manner of encouraging life-long learning in the context of professional and personal

In this environment, which is promptly changing and modernizing of origination, the employee needs to keep face with all the activities (Ekaterine and Natalia, 2017). It is their responsibility in terms of adapting to the changing environment for fulfilling the expectation of organisation. The employees can be encouraged for their personal and professional development in the future in various ways. As the manager of Hilton I have tried to evaluate so many manners throughout my time in service of my working in the business firm. I have gained the capability of realising that the employees who are not interested in their career in organisation get disinterested from the space involved in working in the cycle of operation. Employees have the measurement of their procedure of working through evaluation of the manner in which they are contributing in accomplishing ultimate goals and aims of an organisation (Kharadze and Gulua, 2018). Every employee needs to write down their plan of development and with changing time they need to revise it with the alteration of the environment (Frunză, 2017). Secondly, they need to evaluate their performance according to results. Thirdly, they can set their own individual standards with the outcome and evaluation can be done with proper procedure of task. It is stated by some experts that once an individual is successful in identifying their up circle then they will win the half by battle for rectification of the problem out of their professional life cycle. . This overall process age in providing appropriate understanding of shortcomings and drawbacks in the

operations of working. Considering today's modernisation, it is needed by every employee for implementing six policies as strategy, control, action, statistics, situations and objective.

Personal SWOT analysis

Strengths

My profile of working is extremely strong and I have worked as the assistant of the nursery and assistant room where I have gained perspective about learning the ways in which situations can be tackled in a suitable routine. I have learnt that with the help of my own life cycle. The most necessary strength I have or acquired is multitasking. I have also initiated learning for helping my brother to establish his individual business. I am very interesting associated with my work and I have completed my studies from the Oxford University in London 2012-2014. In addition, how to give response in a hypothetical situation is also assessed. My skills of self-managed development are the primary power through my trade of career building.

Weaknesses

I completed my study and I have started working in an organisation simultaneously that may have resulted into a confusing situation. I have some past experiences and through to the help of that I have recognise that I find always myself in the contrary to the others opinion. According to my opinion with my life experience, I have realised that I have become workaholic. I have a quite unpleasant character and personality all the eye sometime gets irritated when someone bothers me in my work. The drawback, which I have felt about my financial condition and family pressure, forced me to do a job and study at the same time. However, while the opinion of others is wrong then I have the nature of ignoring it totally.

Opportunities

I have been working in eternal hospital and I build an understanding about working patterns and procedures of working. I have worked as assistant in my old working profile. In the same time, I am trying to gain knowledge about the studies of business strategy. It would be beneficial for me to get knowledge about working areas and framing of policies. Therefore, I can be deployed in in the departments other than that as well when the hospital is compact. Through the help of my acquired skills and educational qualification, I have gained the capability of performing all tasks

by a smooth way. I have become an employee of this business firm and I have acquired diversification in my knowledge compared to others.

Threats

It can provide me an additional advantage for going to various business fields. Furthermore, the business firm can feel that the qualities, which I have acquired and not according to the needed work profile in the process of job. Threats associated with rapidly changing environment organisation can find me as the employ of non-sustainable category as I am involved in processing future business studies. This is considered as the facts that cause numerous extortions to my acquired job and in terms of overcoming those complexities, I can give proper assurance to the business firm. The hiring of employees by the organisation with long term prospective is valuable although, my past experiences it can be a threat to the job of mine.

Benefits of self-managed learning

Various benefits can be seen to the employees in various ways from the learning of self-managed category. The learning of self-managed category will assist the employees to get proper happiness and satisfaction from the performance of my work. Self-managed learning generally provides help for promoting National Development associated with perseverance ultimate satisfaction initiative and self-confidence (Salter and Rhodes, 2018). Self-management programs have provided me the assistance for eliminating employability who suffers from particular life phones generated commonly with coercive process of working. This particular process generally provide help for providing huge opportunity ranges in the working field as it provide help for generating different styles of working and skills. Learning of self-managed category opens the manner of confident life in different ways and sophisticated manner that will provide help for introducing change in respective intent. According to me, self-managed learning is the only manner by the help of that staffs can properly create fundamental proficiencies or intent, which is hard to copy for the others. This particular advantages provides assistance for getting promotion in the process of working (Frunză, 2017). According to the contacts associated with Hilton Hotel, the self-management program provide help for identifying qualities with in enthusiastic employees like me and minimises the time needed for training imparted program. It is considered

as one of the most determined behind program, and is linked with nothing charged. However, these are recognised as subparts associated with program of self-management category that helps the employees and the business form in other contexts and enhances the effectiveness in different functional areas.

Development plan

Being an employee, I have to proceed with measurement of competency in the working organisation. Development Plan associated with employees need to reflect the following factors such as achievement date learning activities of program personal development plan, aims, objectives, review dates and action plans. Being an employee, I can find many measures although, the most proper measure is identifying phone code intent and the way of reciprocating with the profile of job assigned to us. Development plan it is generally considered with demands of present and future Times and it is competent at both the levels. For accessing this points, I have visited to note down my weakness strengths and qualities. We can properly expose power level of community with the requirement of jobs.

Evidence which has been proved produced during my learning activities- these are considered as the result, which can be seen, heard, read and felt by someone. Evaluation of my problem solving and approaches of decision making.

Training objective	Learning outcomes	Methods	Documentation	Evaluating the data obtained
Total results of the capabilities, which I have hope to attain through implementing the plan of training example passing the qualification test of supervisor.	What I will be able to do as the outcome of learning activities in this particular plan. E.g., exhibiting the needed skills in decision making processes and	What will I do for achieving the objectives of learning? Completing a particular course in general supervision. Addressing a major problem that involves	Evidence which has been proved produced during my learning activities- these are considered as the result, which can be seen, heard, read and felt by someone. Evaluation of	Understanding and giving judgement about the evidence quality for concluding whether I have achieved the aims of learning or not.

	problem solving processes, exhibiting the needed skills in the delegation.	making of major decisions. Dedication to a particular employee for a single month.	my problem solving and approaches of decision making.	
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Table 1: Problem Solving and Decision Making

Career mission statement and objective

Self-management development skill is considered as my core power and has a desire of taking this in direction of next level therefore I can make this strength impactful in nature. I have the Desire of pursuing my studies in future and also want to do a job simultaneously for developing my analytical skills.

I need to enhance my decision-making skills in an effective way. I have nervousness in tackling uncertain situations. I can improve my skills through speaking publicly and taking classes in the stress management system. It will provide me and help to get rid of my fear regarding an emergency or a difficult situation. Quick decision-making is needed nowadays due to the ever changing demands of the market.

Conclusion

Therefore, it can be concluded that self-managed learning has been proven to be the biggest help for both the students and employees. I have been successful in going through the whole project and data gathered from various sources. This has assisted me for building an understanding of the actual outcome gained from self-managed learning. Nowadays, in this type of busy schedule no one is free that will give you knowledge. Therefore, we need to take the initiative of gaining knowledge through making changes in our intent and some skills.

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