

University of Wales Trinity Saint David

Professional Career Development

BMSW4005

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1.Introduction

Employment is the state of having paid work. Also is the relationship between employers and employee based on the contract. Employers expectation are based on employee readiness. This assignment will discuss the employment relationship, the recruitment process and a role play I had to do and different methods on how to manage my self-learning and personal development. I will discuss theories and various ways of achievement in professional and personal development.

2. The Employment Relationship

Hersey and Blanchard (1970) give an idea for leaders to match their behaviours with the presentation needs of the individual or team that they are managing. In my experience, it is all about communication. When you employed by a particular company, they expect people to be positive, team player, result-oriented, trustworthy, and desire to learn and develop. To be an employee to the organisation is essential to have this quality, it will be helped you to learn and develop your career in the future. With this theory, I have learned about employment readiness, on what level you are in your working place, what is your relationship with the employer. Employment is regulated by Statute Law, which means an Act of Parliament. It creates a new law or changes existing law, a Bill that has been approved by both the House of Commons and the House of Lords and been given Royal Assent by the Monarch (U.K. Parliament, 2020).

Some of the most important laws that control employment are Employment Acts, Anti-discrimination, Hand Safety, Health and Safety Acts, Equality and Diversity in the workplace, gender discrimination. That is the fundamental rights given to the United Kingdom employees from national and E.U. regulations. Each employee must have working hours based on their contract, but the employee can work more hours as overtime. U.K. law states that the employee can work maximum forty-eight hours per week, people who are under eighteen are permitted to work only

forty hours, and that law cannot be changed. Its protection for the employer and employee in the workplace.

3. The Recruitment Process

In all companies, advertisement is essential. It is important how you present yourself and to make publicly and generally known your products and facilities. Nowadays, people use social media for advertising their business, native, display, print, broadcast or outdoors. Those are a few ways how to represent your readiness to promote (Goorevich, 2019).

The recruitment team use the job description for advertising the available position, identify a candidate suitable for the part and use as a guide for interview questions. A person specification is also essential for the job. Is describe the personal attribute and desire a potential employee; it is like a job description. In the class activities, our lector explains how to create the structure and write a presentable resume when we are going to apply for a job. I understand how essential CV writing is, and what the employee expected from me, how to separate my experience and provide the information and the structure of the document in an appropriate way. I had some difficulty how to present my experience, during the term I learn in class that the cover letter is also essential as our CV document its show to the employer why did I choose this company and why. When I was applying for jobs, I had to prepare a CV, and I have been wondering why nobody contacts me regardless of my experience. When I verify my CV writing once again, I happen to see that I have made me a few mistakes, I did not formally provide the right information, and I misspell my email address. Everyone can make mistakes, but if I have not learned how to accomplish correctly, almost certainly, I will still be wondering why anyone is communicating me. I am glad that this topic helped me to gain an understanding of how to write a CV. The specification should be dividing from the job description, and it will help with the recruitment process.

After this, applicants are short-listed, and interviews take place.

4. REFLECTION ON INTERVIEW ROLE PLAY

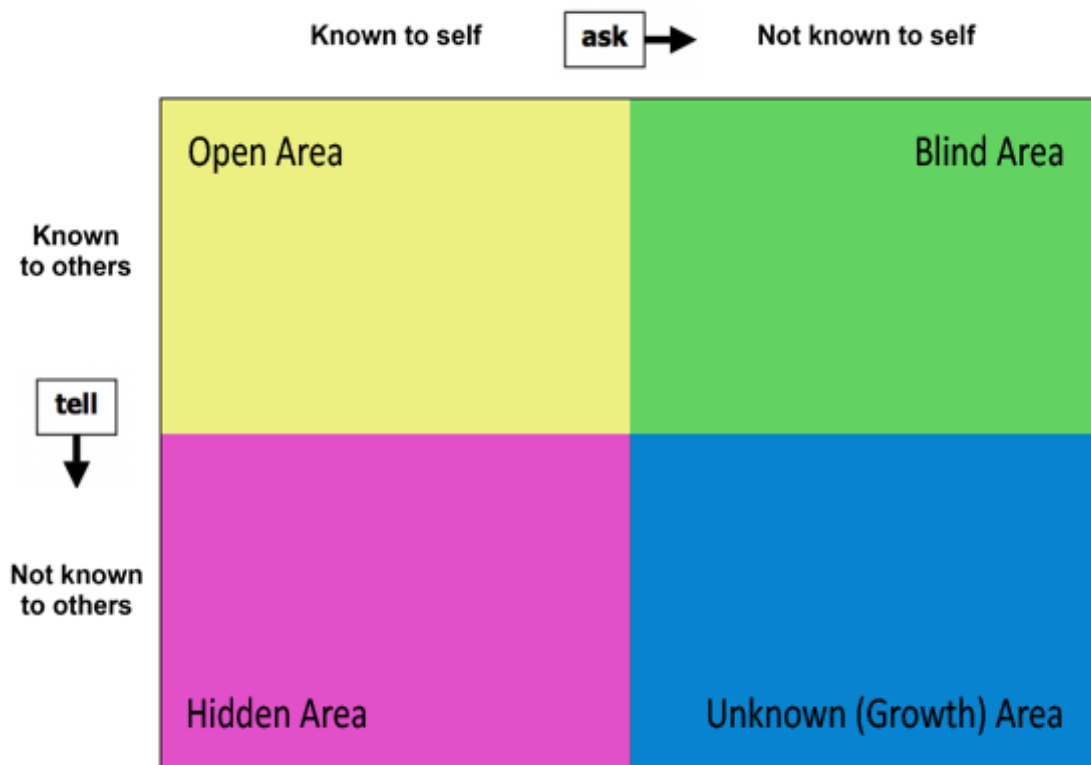
In Professional career development class, we had a role-play task. Me and my partner supposed to create an interview with five questions. I played the role like the interviewer and interviewing, as my partner too. I was applying for a poker dealer position, and my partner was applying for croupier, both works are in a casino environment but different departments. I felt nervous, my partner was less tense, and he said everything is going to be normal. I do not have a lot of confidence to speak in front a lot of people, but I wanted me and my partner to present our work well, we practice a lot, and our results were good. When we present our work, I felt that I am an actual interview. I wanted to speak natural and calm. When I am going on an interview, I always feel nervous, and sometimes I am not getting the job because I was not prepared with my research. I am thankful that I have opportunities to improve and to have more confidence to prepare myself for an interview and to speak in front audience.

5.0 Career Development

In-class exercise I had the opportunity to gain knowledge about the Johari Window model. The theory created by Luft and Ingram in 1955 helped to increase self-awareness and self-perception; it is mainly useful to build a relationship with others and personal Growth (Kerr, 2019). Is described that each of us has four elements in developing: Open element, Blind element, Hidden element and growth element. I am going to use this model as a tool for self-awareness.

The first element of the Johari window model is Open area, for example, everybody who knows me, even for a little while sees that I am a quiet and shy person. I am willing to engage in conversation with the right people, I

am optimistic, and bubble person and I love my family. The second element is the Blind area, this is when the people know something about you, but you do not, it could be positive or negative. When I moved to live in England a few years ago I become a nervous and angry person, my behaviour affects my friends, but I did not realise this about myself, and they helped me to understand that I must learn to be calm. The third element is the Hidden area; in this part is described that I would rather not to talk about it. My parents' divorce, I was five years old and is not a subject that I want to discuss with everyone. The fourth element is growth remains something that nobody knows, at least not yet. We see this information waiting to be discovered, because in the past when we have a new experience, we have learned about ourselves the previously we did not know. For example, if someone asks me if I like lasagne, I would say that I don't know because I have never tried, so it turns out I love vegetable and traditional lasagne, and that was unknown to me and others. This element teaches me thinks that I did not know about myself, and nobody know.



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The other activities I have learned in class is to create a personal development plan. With time management, I will plan the goals that I want to achieve. My strengths are that I have the desire to learn and develop, I could say about myself that I am hard work and trustworthy, I pay attention to the details, and I want to do the tasks that the employer was giving me correctly. About my weakness, I honestly could say that I do not have a lot of confidence about myself, and I need a little bit more time than usual to adapt with my co-workers or a specific job. When I start in a casino environment, I was utterly misplaced, and there were rules, math and complicated costumers. In this experience, I have learned how to be patient and learn quickly. When I move to London I continue to work in a casino, but there was a time that I felt comfortable in what I was doing, and I knew it was a matter of time to start to do something new, and I begin to think about my career development. I have always been a passion for becoming a cashier; it is a challenging job with more

responsibilities and opportunity to learn. I believe that I have potential, but if I must be honest with myself, I need more time to gain more skills like counting, focusing and knowledge about the job. In my personal life, I have always been on time, and I do not really like to be late, especially at work, I am still arriving fifteen-minute earlier. When I start University, I did not realise that I do not have much time, especially for the assignments. It turns out that I needed to plan my time, to combine work and study. Time management helped me to establish, prioritise my activities.

What do I need to learn?	Priority	What steps will I take to get there?	What resources or support do I need?	Actual day to achieve my subjects?
Developing I.T. skills	University lectures	Showing enthusiasm about the job	More hours of training	March 2021
Counting money procedure	Assignments	Asking questions about the role	Responsibilities Description of the job	
Learning to use the money laundering machines		Developing costumers service skills		
Improve the speed of money counting				
Improving customer service and communication				

6.0 Conclusion

Of all those work experience, I have learned that it depended on how you perform. To achieve your job target, vary on how much you are willing to learn and follow the steps to get there. We all know by experience. I am very thankful that I had opportunities to gain knowledge about theory, personal development plan. I feel more confident about self-awareness and developing.

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