

Professional Career Development

**Reflection and
Application**

BMSW4005

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Terms of Reference

This report was requested by my tutor Melanie Squire. The report was requested to introduce students to strategies for personal reflection and career development planning.

Procedure -

The sources I have used to compile my report are :

My personal book that I take notes down in every lecture .

Module

Professional career development module :

How to tutorials

Reading list

Introduction to the module (SWOT POWERPOINT)

Week 1 - panopto - SWOT , SMART , JHOHARI

Personality and profiling and learning styles

Websites

<https://expertprogrammanagement.com/2020/10/kolbs-learning-cycle/>

Model 1 The Kolb Learning cycle (KOLB , 1984)

THE JOHARI WINDOW (LUFT AND INGHAM, 1955)

Introduction -

Self reflection is the main key factor that helps me be aware of how I'm doing . It's very important to me to be self-aware. It allows me to identify my thoughts , feelings and emotions. It is very relevant to my course and my everyday life. Self-reflection is an essential skill for my personal growth. Without it, I can walk around unconscious and often reactive to others and even to my own self.

Professional career development is very important to me and to my career. It's very important to me to increase my motivation. It's very relevant because I need to make sure my professional development knowledge and skills stay relevant and up-to-date. To also build confidence and credibility.

Employability skills are my top priority and my most important skills. We will always need employability skills to make life easier for us, make us become better at our jobs and make us successful. It's the skills that show off your strengths and the ability of working with others. It's gonna show your employees how you're gonna handle other team members and customers.

Main Findings

Johari Window - It's a technique that helps you as an individual to improve your self-awareness. It helps in understanding my relationship with myself and others. Johari Window model can be a useful tool if you want to improve your communication skills

THE JOHARI WINDOW (LUFT AND INGHAM, 1955)

At its most basic, the Johari Window helps people understand their self-perception and the perception others have of them.

Two different point of views

1. What a person knows or doesn't know about themselves
2. What others know or don't know about that person.

Organising information into four areas :

The four areas are:

* Open Area – What a person knows about themselves and is known by others in the team or group

The Open Area is an area of common information known about a team member – their behaviour, feelings, attitudes, emotions, skills, experiences and views – which is understood and accepted by the person and their group.

Successful Open Areas are based on good communications, non-judgmental feedback, and team cooperation. Likewise, successful Open Areas are free from distractions, mistrust, confusion, conflict and misunderstanding.

People in established teams tend to have larger Open Areas than new team members. New team members start with small Open Areas because they probably haven't shared much about themselves and established team members don't fully know the new person.

Blind Spot – What a person does not know about themselves but which others know

The Blind Spot is what is known about a person by others in the team, but is unknown by the person

The Blind Spot may be:

- * Ignorance about oneself
- * Areas where a person's self-perception is deluded, exaggerated or limited, perhaps by a lack of confidence or self-respect, or by ego and false entitlements
- * Areas where others are deliberately withholding information about this person

To improve everyone in the team should seek and listen to feedback from all team members so they better know and understand themselves. Team members can help a new team member expand their Open Area (and reduce their Blind Spot) by offering constructive, discrete feedback.

- * Façade – What a person knows about themselves but others do not know

The Façade is the hidden (or avoided) self, representing information and feelings that a person knows about themselves but does not reveal or is deliberately kept hidden from others. These hidden areas could include sensitivities, fears, hidden agendas, manipulative intentions or secrets that a person does not want to reveal, for whatever reason.

The goal is disclosure by the individual, which moves hidden information into the Open Area. By telling others how one feels as well as sharing other information, the Blind Spot reduces, leading to better understanding, cooperation, trust and higher productivity. Reducing hidden areas also reduces the chance for confusion and misunderstanding. Team leaders and members may also offer feedback, but it must be done to avoid emotional upset.

- * Unknown – What is unknown by the person about themselves and is unknown by others

The Unknown area contains information, feelings, latent abilities, aptitudes and experiences that are unknown to both the person and the team. Large Unknown areas are typically expected in younger team members, or people who lack experience or self-belief. Older or mature people tend to have smaller Unknown areas.

Some of those factors included in the Unknown area may be:

An ability that is underestimated or untried through lack of opportunity, encouragement, confidence or training

- * A natural ability or aptitude that a person

- * doesn't know they possess
- * A fear or aversion that a person doesn't know they have
- * An unknown illness
- * Repressed or subconscious feelings, or conditioned behaviour from childhood

The Open Area can be expanded horizontally into the Blind Spot if the individual seeks and actively listens to constructive feedback from the team members.

The Open Area can be expanded vertically into the Façade if the individual discloses relevant and appropriate information and feelings to their team members, who should be non-judgmental and accepting of this constructive information.

The Open Area can be expanded diagonally into the Unknown by working with the team leader or other team members in shared discovery, looking into new areas of opportunity to try, with little to no pressure to immediately succeed, or to be accepting of mistakes and errors along the way.

Team members can help a new person expand their Open Area by offering constructive, discrete feedback, or by asking questions of the new person. More so, team leaders can play the biggest role by:

- * Promoting a culture and expectation for openness and honesty
- * Encouraging positive and constructive communications and feedback
- * Challenging people with new opportunities to discover their hidden or unknown talents

In the end, a team which understands itself – that is, each person has a strong mutual understanding of themselves and their role with the team – is far more effective than a team which does not understand each other.

I have applied this model to my professional career

development by improving my confidence. It has helped me improve my self-awareness. It helped me understand my relationship with myself and others. I have applied it in my previous lecture and in lectures I had before without knowing. This model it's a very effective and good learning technique.

What Is a SWOT Analysis?

SWOT stands for Strengths, Weaknesses, Opportunities, and Threats.

SWOT analysis is a technique that allows you to identify those four aspects of yourself.

I have used SWOT in my lectures. It's a very effective module. I will use it again in my professional development career.

Strengths

What do you do well?

Listening , problem solving, team work

What advantages do you have that others don't have ?

I can easily get along with others and join a team .

I can speak other languages fluently.

What personal resources can you access?

Weaknesses

What could you improve?

My confidence , my communication

What tasks do you usually avoid ?

Speaking in front of an Audience because I'm worried that others will laugh or judge me on my pronunciation .

What do you and the people around you see as your weaknesses ?

My pronunciation

What are your negative work habits?

I tend to stop listening to the person that gives me bad feedback on my speaking and pronunciation.

Opportunities

What opportunities are open to you?

Learn something new everyday

Improve my skills

Improve my career

What trends could you take advantage of?

All the learning resources

All the modules

All the new skills and models provided

How can you turn your strengths into opportunities?

I can teach others what I know best and give myself new opportunities to explore more opportunities including others

Threats

What can stop you from achieving your goals ?

The fact that I'm always worried that I can get very badly judged because my speaking and pronunciation isn't as good as everyone else's.

Giving up on talking in front of others and losing my confidence completely

What can affect your career ?

Not being able to speak up and get my confidence up . Because it doesn't matter that other people don't like my accent or my pronunciation. At the end of the day my point will be understood and made.

SMART objectives

S = specific

M = Measurable

A = Achievable

R = Realistic

T = Time bound

Specific : your goal should be clear , detailed and exactly what you are going to do and how

My goal is to be more confident and to improve my speaking pronunciation.

Measurable : to help me towards a goal and know how successful I was with my goal

Make sure I know what I am working toward so I can work harder and be very specific with what I have to do

Achievable : it should be something I can do and to make me work harder to be successful .

Unrealistic goals will always put me self down and demotivate me .

I can totally improve my pronunciation and confidence . It is very achievable and I could overcome these two obstacles that I have with time patience and motivation.

Realistic : My goals must be in the same timeline and the same relevance , objective and fit in with all my work .

It will easily fit with all my work because all the lectures consist of speaking and this is what I lack at the moment. I can build my confidence and work on my pronunciation.

Timely : I should set myself a timeline with a specific start and end date .

My start date is from today and the end date of my goal is the end of this course.
Because this is what's important to me and to my career development plan.

Personal Development Plan

Identifying the spaces between my current skills and my desired skills lever

THE JOHARI WINDOW (LUFT AND INGHAM, 1955)

What I need to do to develop of my personal skills

Step 1 : Decide what I need to develop

Subjective information
JOHARI window

Step 2 : Decide how to develop these skills

Model 1 The Kolb Learning cycle

Model 1 The Kolb Learning cycle (KOLB , 1984)

Development objective	Specific actions	Barriers and how they will be removed	Support required	How will i know i have achieved my objective
To be more confident when taking part in class activity	Ask more questions get involved in conversations when possible	Shy self conscious Worried about what others think All this could be removed by getting to know everyone better	Ask Melanie to get me in groups Get to know my colleagues and make that one colleague I'm more confident with to talk to	ask Melanie Ask my colleagues how envolved I am Look at how my confidence raised

Myers

Briggs, VARK, Honey and Mumford

Honey and Mumford

The Honey and Mumford learning styles are four distinct styles of learning. The theory states that each one of us will prefer to learn using one, or at most two, of these different learning styles.

Honey and Mumford's learning styles model identifies four different styles that people use to learn something new:

1. Activist
2. Theorist
3. Pragmatist
4. Reflector

Concrete Experience

Concrete experience means that it's not enough to watch someone else do it or read about it. I have to try it myself.

To achieve it myself, when doing a task or work on an existing task to try in a new way. This way I can experience it myself through actually doing it.

Reflective Observation

The second stage involves reflective observation, which means taking a step back from the act of doing to look at the bigger picture and review what you have experienced.

To achieve reflective observation I had to include in my work : giving my observations and asking questions, such as how could I apply what I've just done to be applied to a different circumstance.

Conclusion

In conclusion Self reflection, professional career development and employability skills are the main points I have to focus on . Self reflection will help me see myself and help myself with the struggles I have through my lectures. It will help me with people too. Professional career development is also important and I have to work on it because there's something new I can learn everyday. There are new things to look forward to and to add to my experience and learning . Employability skills should be my main priority due to this skills being so important to employees and my future career.