

Module Title: CERTIFICATE OF
HIGHER EDUCATION IN SKILLS FOR THE WORKPLACE

Student Name: Clara Maria Barna

Student Number: 1908330

Assignment Title:

Professional Career Development (BMSW4005_LON)

Module Lecturer's Name: Malani Gunaratnam

Introduction

I am Clara Maria Barna and I am studying business management as part of developing my career. I find this as a suitable time in my life to further my studies in professional career development. I made this decision since I have plans to explore more in my career by searching for more challenging work. I would also like to further my working skills to handle the experiences I have faced in the past in a better way. I am looking forward to learning more and engage my mind in more challenging situations that will help me instill better-coping skills in the workplace.

Reflection

In my reflection, I would consider the Kolbs reflection cycle. I would like to look back at past experiences and the current situations that I go through each day. With past experiences, I will be interested in the way they affected me and my surrounding. I will look at the outcome of the solution offered to the challenges, find out if the solutions could be modified, and the new expectations.

I would also want to study how to create possible solutions to problems through practically experiencing the problems. Kolb's reflection cycle in its first stage, suggests that once has to have a concrete experience (Dennison, 2010). After having gone through the experience I will examine the feelings I have about the situation. I will make note of my observations in that

situation in terms of what I see and examine my thoughts about the situation. The objective will be to assess my skills and find out how much more do I need to tackle the experience.

I will seek to understand what the situation involves and its possible causes. In this case, I will examine what was done correctly and what was done right and the reasons behind my colleagues and I choose the actions that we chose. After this reflection, I will want to know the actions that could have been performed differently from what was done. Then engage in seeking the ways to make improvements. Conduct research and consult widely on the possible solutions to the problems that arise and get prepared for similar problems in the future.

Finally, Kolb's suggests that we put what we have learned in practice (Dennison, 2010).

Therefore, after gathering enough knowledge I will be putting it into practice at school and work. At this stage, all the new strategies that I will have gained I will put it out there in the real world with an aim of testing. I will be gauging so that works and those that do not work to form the basis of my new search for more knowledge. David Kolb's called this stage active experimentation (Dennison, 2010).

Career plans

I am looking forward to learning more skills and improving my existing skills. Through academic qualifications, I want to be able to win the hearts of more employers. Subsequently, I have plans to excel in academics by making my grades desirable. I will be using the opportunity at school to learn more about my academic weakness and strengths. I will then device ways to improve on those areas.

I plan to become an industry expert in business management. I would want to provide my expertise to many industries as a consultant. In the meantime, I want to engage myself in further learning that I do as I work. I am confident that the knowledge that I will acquire through

learning will not only make me an academic giant in managerial skills but also an all-rounded personal.

Through practical based learning I have expectations to have a good understanding of the working environment and problems that most employees and their employers go through. I intend to enhance my problem-solving skills in preparation to provide such services between employers and employees. Also, I am looking forward to creating a better understanding of the problems faced by most business people so as offer my services more effectively in the future. I am learning all this through my experiences in the workplace and adding more academic skills to the basket of my knowledge.

What employers want

Employers are careful when selecting a group of people they want to work with. The main aim of the employers and especially those who are business persons have am the aim of maximizing their productivity without incurring much cost. For this reason, the quality of labor is an important factor to consider when setting up their expectations on their employees(Adams, 2014).

Subsequently, any individual searching for a job ought to be prepared enough to meet the minimum threshold to atleast be considered as viable employees in any business firm or government posts. One of the main areas the employers concentrate much when interviewing a potential employee is the level of confidence an individual exhibit. An employer would want employees with confidence in themselves and their skills. Having confidence in yourself gives an employer a notion that you are aware of yourself and what you want. These skills can be very constructive to the company since you can also stand for the company when you deem it necessary (Adams, 2014).

Employers will also look for individuals who can easily relate to other people. The importance of team player in any functional business firm cannot be overestimated. Team players are important people since they help in solving problems and decision making in any situation with ease. Team building is crucial in any place of work (Adams, 2014).

Having effective communication skills is another indicator that an individual has good leadership skills. Employers need employees who can effectively express themselves for the sake of themselves and that of the firm. Employers look for people who can lead others in completing tasks with efficiency. Good communicators are considered to have an upper hand in such positions (Adams, 2014).

A person who has great ambitions is seen to possess an inner drive skill that will ensure that they can commit themselves easily. An ambitious person will not be afraid of achieving his goals and the goals of the firm. Employers also look for people who have good organizational skills to manage their projects with little difficulties. Having a great sense of responsibility and discipline is an added advantage when looking for a job. Employers would want employees who can work under minimum supervision to make their work easier (Adams, 2014).

As a person, I am ambitious and have dreams to achieve in life. I have been faced with many challenges in which I exhibited good skills in solving problems and coping with unfriendly experiences. I am assertive and bold in assuming my responsibilities. Self-drive has been my secret weapon in achieving my goals in the past.

Self Motivation

Self-motivation is an inner force that pushes one to move on in the right path even in the face of challenges. Self-motivation renews the strength and gives the person energy to complete the

tasks or pursue the set goals with more vigor. It helps the brain to rejuvenate and thinks more clearly to solve the problems by making informed judgments (Provitera, 2013).

I have had a passion for success due to the various challenges I have faced in life in general.

When I reflect on past experiences, my strength to achieve more and seek more knowledge ignites. I seek inspiration mainly from the people who have succeeded in major fields of science and when I read about the great challenges they faced before making such great scientific discoveries, I view my challenges as a stepping stone.

Another source of self-motivation is the desire to turn my weaknesses into opportunities.

When faced with challenges I look forward to improving on my weak areas to handle the situation at hand. In this manner, a challenge that would have made me give up creates a chance for me to overcome a personal weakness that maybe I could not have realized otherwise. While completing my tasks especially hard tasks I feel a sense achievement that boosts the way I feel about myself. Subsequently, I find myself pushing further to complete my projects and learn more to attain self-actualization in my fields.

Learning Styles

VAK is a mode of teaching and learning that comprises of three basic forms of receiving information. The first form is Visual learning that entails learning through what we can be able to see such as materials like writings and videos or people among others. The second form is Audio learning where one can learn through listening to the sounds of people live or recorded without necessarily seeing the source (Walsh, 2011).

Lastly, the kinesthetic is an area where one can learn through physically interacting with materials. One can learn through touching and feeling the materials. When all the three modes of

information transmission are combined they form an effective form of learning. VAK learning style was developed in 1920 by a group of psychologists (Walsh, 2011).

The VAK learning style has been the most applicable form of learning for me in my journey to seek knowledge. I use the method by attending my lectures and online studies. Attending lectures has proven effective since I can listen to lecturers as they teach as well as observe the learning materials they use to teach such presentations on slides and books (Akhmetshin et al, 2019).

During my lessons, there is an active interaction with the lecturers by asking and answering questions. I also participate in constructive discussions and brainstorming on various problems and tasks. Taking clear notes that I use later to revise for exams has been another strategy behind my successful study mission.

Personal Development

Personal development has been an active part of my life both at school and at work. To successfully achieve personal development in my career life I use my study methods to learn more from books and also from other people. At school, we have study groups that help me and others in exam revisions to attain better grades. I have also captivated a lifestyle of asking more questions listening more and talking less unless when am giving my thoughts and teaching on areas that am expert in. this has helped me to gain more insight into areas where I felt weak. It has also helped a lot to come up with a personal schedule that has enabled me to manage my academic work in an orderly manner.

At the workplace, I participate in teamwork. This helps me to interact with my workmates and learn to listen to their constructive criticism, praise, and other opinions about me. This has helped me to learn more about myself in terms of weak areas and strengths in my professional life. I

consider this an effective way of learning about those behaviors in me that hinder me from achieving my dreams in time.

Coming to terms with my strengths and weaknesses I would be able to strike a balance while setting my goals. It would be important in that while aware of what am capable of doing it will be possible to estimate my abilities to take on opportunities available or create opportunities with the confidence of overcoming the threats I face.

Employment Goals

Upon completion of my further studies in business management, I will be looking for opportunities in the job market that will offer more challenging situations. Throughout my journey, I will be looking for ways to improve my skills and be able to offer expert advice on areas such as financial management, communication and negotiation, marketing sales and customer service, networking, project management and planning as well as decision making and problem-solving (Popescu et al., 2020). The aim will be to continue gathering more information in the preparation of putting up my consultation office in business management.

Conclusion

To overcome my weakness, I will be smartly setting goals to ensure that I can manage without overstretching my abilities. I will allocate enough time for my projects and set parameters to measure my expectations. I will ensure that the areas of study and the type of job I do are in line with the ultimate goal in that they can provide a learning field for the experience I am looking for to avoid irrelevance.

APPENDIX

References

- Walsh, B. E. (2011). *VAK self-audit: Visual, auditory, and kinesthetic communication and learning styles: exploring patterns of how you interact and learn*. Victoria, BC: Walsh Seminars
- Provitera, M. (2013). *Mastering self-motivation: Bringing together the academic and popular literature*. New York: Business Expert.
- Popescu, L., Iancu, A., Avram, M., Avram, D., & Popescu, V. (2020). The Role of Managerial Skills in the Sustainable Development of SMEs in Mehedinti County, Romania. *Sustainability*, 12(3), 1119.
- Adams, S. (2014). The 10 skills employers most want in 2015 graduates. *Leadership*, 11, 43AM-84.
- Akhmetshin, E. M., Ibatullin, R. R., Gapsalamov, A. R., Vasilev, V. L., & Bakhvalov, S. Y. (2019). Audiovisual aids application in the secondary-level vocational education establishments. *International Journal of Educational Management*.
- Dennison, P. (2010). Reflective practice: The enduring influence of Kolb's experiential learning theory. *Compass: The Journal of Learning and Teaching at the University of Greenwich*, 9(1), 23-28.,