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INTRODUCTION

SWOT ANALYSIS: SELF AWARENESS TEMPLATE

Strengths	Weakness
My boss said my verbal communication is exceptional	I have useless written communication skills

I have well-built interview skills according to my recent interviewer I was giving good recommendation for working well in a team by my manager Am always delighted with my job well done	Unable to pay attention to work especially when am working alone I have poor time management to wake up on time for my daily routing as a mum
Opportunities My work department has offer me a package to upgrade my communication and time management skills at the university My team leader is retiring soon and am next in commend I will receive salary increments next month because am promoted	Threats If I did not do well in my communication and time management skills offer for me do at the university, I will not be promoted to the next level or position The new position that will be available soon will be a competition between me and my colleagues at work Managerial position that will be available soon will be lone work

PERSONAL DEVELOPMENT PLAN

OBJECTIVE: I will work on how to improve my written communication skills. I must focus when working alone. I need to improve on my time management skills to wake up on time as a mum.	ACTION: I will be listening very well from good speakers, finding news words from dictionary or reading novels, daily news to find news words to improve my communication skills. I must programme myself well doing my work on time I need to set alarm on my watch or fine a clock that will wake me up at a set time.
RESOURCE: I WILL PAID MY LECTURER FOR EXTRA CLASSES, STUDY CLASS, OR EVEN CLUBS AFTER SCHOOL HOURS TO ENABLE ME TO DO BETTER IN FUTURE.	SUCCESS INDICATOR/TARGET:MY SUCCESS INDICATOR OR TARGET IS TO GRADUATE WITH PHD OR to be a DEGREE HOLDER.

SKILLS NEEDED TO BE An EFFECTIVE MANAGER IN THE CARE HOME ARE FOLLOWS:

- GOOD COMMUNICATION SKILLS
- Leadership and management skills
- CONCEPTUAL SKILLS
- DECISION MAKING SKILLS

- INTERPERSONAL SKILLS

DEFINE AND EXPLAIN THE FIVE DIFFERENT MANAGERIAL SKILLS CHOSEN

GOOD COMMUNICATION: Excellent communication helps managers to carry out their workload and duties easy. It can also serve as a starting point for an organisation to run smoothly. All the important instructions must be disclosed to the managers who sequentially must transmit or transfer the plan of action to carry out or perform them or communication can be the key functions of the company moving fluid or administrative service. Managing director (MD) lead with excellent communication, the means to pay attention to instructions and ask the correct answers to get the button or core of every matter, and the confidence to control tough discussions or dialogue within their team works. Effective communication help managed the studied skill of the groundwork or designing, keeping track of, and boosting communication actions or activities within a team, project, or organisation effective communication teams or members does not only rotate around workers or labourers and inner tasks or estimates.



Baker, T. (no date), defines the effective communication in the workplace and explained the nine barriers to effective workplace communication

LEADERSHIP AND MANAGEMENT SKILLS: Effective management and good leadership skills are prime for the conveying or distributing good health care services to the service users in the care home. Team leader or managers will have an observation of what can be fulfilled or gain and then transmit or transfer the message to others and spread the main plan for perceiving the imagination. They influenced people or workers and are experts to work out for resources and other aid or help to gain their targets. Leadership is a principal function of the operation which aid or assist to expand efficiency and attain administrative plans. Instructions here means or define as directing the supporting the way they must carry out or achieve their labour successfully and expertly. Boss or director are significant to the work or job because they oversee the professional operation of the business or company. They are equipping with these leadership skills, the greatest directors among us energize or move and influence people. A powerful awareness of leadership needs managers to lead by example, move and programme or target beneficially.



Decuyper, A. (2020) defines the leaderships and management as engagement and exploring explanatory mechanisms.

CONCEPTUAL SKILLS: These skills are vital in the place of work or company because they authorized the professionals to anticipate and sort out manifests ideas and produce numerous solutions or blend to complex matters or topics. The means to conceptualize tricky plans and trouble are extremely helpful from a managerial point of view. Conceptual skills are vital for the peak or top managers not so much as condemning for mid-level managers and not essential for the very beginning managers or leaders. As we go from the foundation of the administrative or authoritative ranking to the top, the significance of these skills will get up or

increase. The capability to pick out or recognize and answer issues is also an example of conceptual skills some category of complication or obstacles work out competency include or cover decision making, critical thinking, logical thinking, multi-tasking, and troubleshooting. Conceptual skills involve the potential to overlook or outlook the company or firm as completed, acknowledge how the countless or many parts are interconnected and evaluate how the institution or firm connect with its outside surroundings. These skills authorize managers to rate circumstances and enlarge possibility road of work. Using these steps to upgrade your conceptual throughout the process and expand your workload and commitment are as follows: observe leadership, seek outside knowledge, apply new action, and find a mentor.



INTERPERSONAL SKILLS: Interpersonal skills are important or vital serviceable potential. The term "open" or "employability" is a good measure of the price of social skills because livelihood domestic sciences don't want basic skills. Countless work called for well organised, if not constant connection with others. Even for professions that select shy or quiet identity and independent worker types, this is well founded. Smooth if your effort as a program planner author or statistician, you must interconnect and come or get together with your team members or fellow workers. In your cover letter and start again or restart, make sure to high point or spot out your soft skills, and then back up your declaration with proofs. Five social skills for managers are as follows: communication, conflict management, be a leader and motivate, provide honesty feedback, and build trust & honesty.



It permits us to interconnect with and appreciate others in our individual and professional existence. In the place of work, appointing managers often focus for employees with well build interpersonal skills who will come together and talk well with their team members or co-workers. Having good social skills encourages sociability charming and relief. Managers who have powerful fundamental knowledge to inspires their employees to dare their selves and do a greater work. Most significantly, they make employees perceive as if they can go to their directors or leader with any worries, drawbacks, or issues. If you plan to be a boss and not just a managing director, these are the life skills that you should file as communication, active listening, feedback, trust and honesty, selflessness, self-awareness, compassion, and empathy. Live skills are important to moving enterprise administration victory.

Beenen, G .and Pichler, S. (2013). *Explained the need for such a measure, examine the connections between managerial interpersonal skills and other types of leadership behaviours discussed in this book, and present some of our preliminary findings in developing an MIPS measure.*

INTRODUCTION

My Reflection on what I have learn from this module professional career development BMSW 4005

1. Mock interview

- **What have I learned from my mock interview**

I should avoid using images for CV, COVER LETTER AND JD all should be in type format.

I also learned that I should always provide originals copies to the interviewers.

I learned that my references specific items should be intact for the interviewers.

I also learned that my awareness should be very clearly articulated to the specific question asked.

I learned about how interviewers ask lots of questions about skills, check how excellent my communication is.

Now I know how valuable time is when going for an interview meaning I should be ten to twenty minutes early then the interview time that will giving to me.

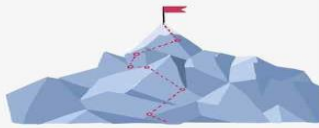
So, what did I feel at the time of the event? I feel excited about the interview because it goes well, and I was extremely nervous about it who to meet as an interviewer whether he or she will be a nice to person.

So, what did it help me to gain from the interview? I learned that I should be using star approach that is answering my question that were asked from the interviewer in a straightforward behavioural. I now know the skills interviewers mostly ask or expect in an interview, some of the tips I learnt from them that is they check on how excellent my communication, understanding of the work task giving or applied for, my adaptability to the chosen duties, how to collaborate with team members, how to prepare myself for an interviewed.

The image of the star approach to an interview I should follow

STAR

The STAR format stands for *Situation, Task, Action, Result*:



SITUATION

An event, project, or challenge faced



TASK

Your responsibilities and assignments for the situation



ACTION

Steps or procedure taken to relieve or rectify situation



RESULT

Results of actions taken

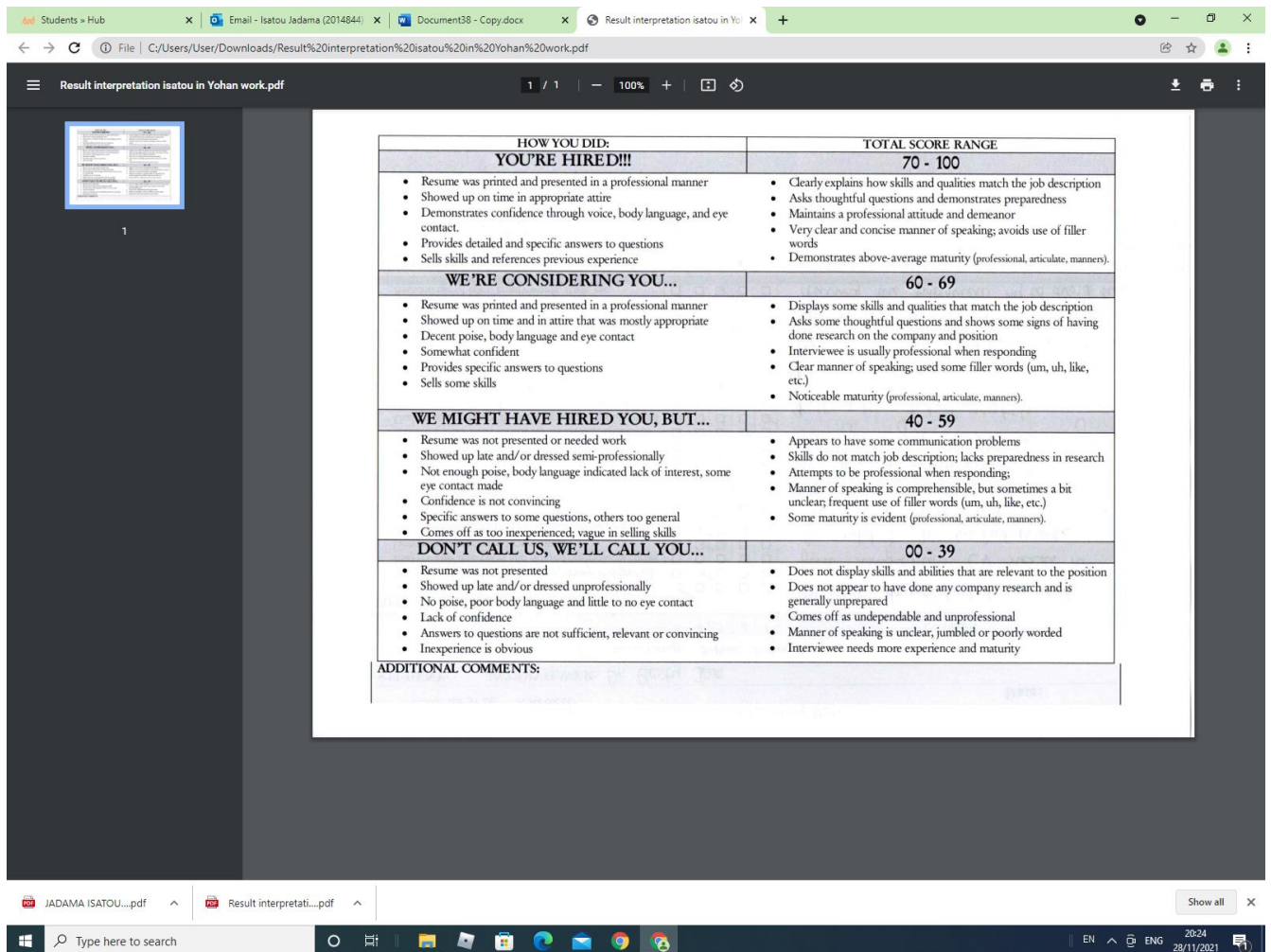
*The STAR interview method is also called the CAR method, which stands for Context/Challenge, Action, Result.

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- **NOW WHAT I HAVE GAIN OUT OF IT**

I know how to use my star approach to the interview, and I also learned how to use them correctly I know how to manage my time before an interview, how to appear before the interviewers, how to express myself with confidently, always I should be always positive at the interview time, I should make eye contact and I should everything I done understand from the interviewers and I know time is important in an interview like coming ten to twenty minutes early, I know about how eye contact is important as well in an interview and asking questions .

These attachments are my interview result



Self-awareness

• What I have learnt about self-awareness

I have learnt that self-awareness is the competence to look after myself and how my actions, thinking, or feelings do or do not line up with my inner quality. Whoever is particularly mindful about himself or herself can always explain or clarify their daily activities, emotions, and ideas without prejudiced.

• SO, WHAT DID IT HELP ME TO GAIN

I know how to be always mindful about myself all the time because the alert in my emotions, thinking, and my feelings will be intact or line up with my inner thoughts to be able achieve my aims or objectives of my tasks. I noticed my behaviours are now always positive with the help of my teacher explaining to me the importance of self-awareness to my daily life.

• NOW WHAT I HAVE GAIN OUT OF IT

Now what I have gained is to be always mindful about myself, the environment or surrounding areas am in and always think positive to achieve my aims and objectives. Self-awareness improved my daily routine because I learnt how to be always focused on positive things.

Sutton, A. (2016), A difference is frequently spent or stressed out, for example between conditional and character or nature self-awareness.

Your personality type is:

Consul

ESFJ-T



Mind

This trait determines how we interact with our environment.

52%

48%

EXTRAVERTED

INTROVERTED

Energy

This trait shows where we direct our mental energy.

48%

52%

INTUITIVE

OBSERVANT

Nature

This trait determines how we make decisions and cope with emotions.

9%

91%

THINKING

FEELING

Tactics

This trait reflects our approach to work, planning and decision-making.

71%

29%

JUDGING

PROSPECTING

Identity

This trait underpins all others, showing how confident we are in our abilities and decisions.

46%

54%

ASSERTIVE

TURBULENT



CONCLUSION

Mock interview helps me because it upgrades my understanding to be prepared for an interview and what to expect from the interviewers like some of the tips, I mentioned early communication my understanding of choosing work or task I have chosen to be applied for and I know how important self-awareness to my daily routine because I should be mindful about myself all the time alerts my emotion, thinking and my feeling line up with my inner thoughts meaning I should focus on positive things than negatives.

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