



# **PROFESSIONAL CAREER DEVELOPMENT**

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**Abstract**

**“Education is the most powerful weapon which you can use to change  
the world .”- Nelson Mandela**

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## Introduction

### How did you get to where you are today?

I went to college and after that moved to United Kingdom where I have started English language course and settled into unfulfilling employments. Soon after my twenties I become a mother of two children, in my 30s again and started another unfulfilling employment where after two years I decided to make some life changes. It was not easy, mornings school running, then rushing to my college from there to work and after work to pick up my children from school. But it was worth it because I managed to find new employment and education became part of my life. Education is the key to success; all you need is a good plan and follow it all the way through.

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| Age range | High points                                         | Low points                              |
|-----------|-----------------------------------------------------|-----------------------------------------|
| 20s       | Move to UK, met partner,<br>daughter born, son born |                                         |
| 30s       | Business admin courses,<br>daughter born,           | separation,<br>unfulfilling employments |
| 40s       | Change job career,<br>University,                   | Financial issue                         |
| 50s       | Future                                              | Unknown                                 |

### Reflection on Role Play

Job interviews can be for nearly all of us very stressful event. Me and my partner Gabriella planned to make sure that our role play is authentic and real world based, also we wanted to show how suitable we are for our chosen job position.

Participating in this role play was quite easy as I went through some job interviews myself many times. The only thing I should improve is especially my confidence or communication skills as I struggle with fear of public speaking which makes me very nervous in a class despite my fears, I would say that I have simulated my interview roles quite well. Me and my partner Gabriella had to discuss and decide on what job position and job description we want to prepare our interview upon our role play and each of us selected the questions.

On the day of the presentation, I was quite nervous as always and started the roleplay as interviewee and Gabriella was my interviewer. The interview process was 10 min long and in the first couple of minutes we introduced ourselves and she greeted me with a friendly smile. The discussion started with her questioning me about my administration experience, and I have responded to all questions to show myself as a suitable applicant that should be hired. I have tried to be polite, friendly, and dressed appropriately like in a real job interview even the role play occurred online through Teams, also tried to be friendly with a smile on my face despite my nervousness. At the end of my interview, I have asked my interviewer Gabriella a question as well and received a replay.

As interviewer role play acting, I introduced myself to Gabriella and greeted her. I tried to research and prepare the most important questions for Gabriella's bartender job interview, and I have checked the job description to understand her role to arrange a list of interview questions carefully.

I think that next time I would describe more my role in a company and why I am hiring also a little bit more about the company job requirements and importantly outline the process of the interview. A key skill is to be able help candidates to feel relaxed as everyone is nervous in an interview.

Role play is valuable teaching and training tool where it helps students to make sense of what they learned and turn it into a practical experience which is also a way to make learning memorable. It also helps to move beyond comfort zones as through these exercises needs to apply skills like communication, knowledge and understanding the theory.

**Self evaluation review**

I am self-motivated. Few years ago, I felt that I need to change my life, career, and financial situation so I have decided to complete some courses. As I was always interested in business administration, I enrolled to do Business admin course and office skills course which helped me to find administration employments and to gain experience. While studying those courses my motivation increased to move forward and I have started searching universities and courses. Applied for undergraduate degree even I thought I didn't know what to expect and I had other doubts but when I look back, I realise that this decision getting a degree is one of the most important moment in my life. Another short-term learning goal is to graduate from bachelor's degree. What I realised in this module in terms of motivation, confidence, and self efficacy, is that I need to push myself harder and work more on my confidence.

'It is apparent to many of those who have considered learning, even only in passing, that we learn in different ways from each other, and we often choose to use what has become known as a 'preferred learning style'.

**(Pritchard 2008: 41)**

My learning style is a combination of all learning styles. I tend to learn more by taking notes in class when listening to a lecture and rewriting them later, also prefer to see PowerPoints, reading books, hands-on activity, watching videos. The whole process of learning at university is kind of all learning styles which I do enjoy because it involves all styles of learning experience.

"It can be concluded that learning strategy is a key to job performance, and that informal learning is of particular importance."

**(Christiphe Lejeune, 2021)**

Personal development planning

SWOT ANALYSIS

| Strengths                                                                                                                                    | Weaknesses                           |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| Ability to work in a team<br>Ability to improve<br>Interview skills<br>Attention to detail<br>Enthusiasm<br>Self motivation<br>Office skills | Public speaking<br>Low in confidence |
| Opportunities                                                                                                                                | Threats                              |
| Study a BA (hons)<br>MBA<br>Future opportunities                                                                                             | Competitors<br>My weaknesses         |

SMART OBJECTIVES

|          |                                                                  |
|----------|------------------------------------------------------------------|
| <b>S</b> | I would like to improve presentation/ public speaking skills     |
| <b>M</b> | My next speech will improve by next year                         |
| <b>A</b> | I will practise my speech at least 5-6 times before the deadline |
| <b>R</b> | I will try hard to overcome this fear of public speaking         |
| <b>T</b> | I would like to achieve this goal by next year                   |

JOHARI WINDOW – (ME, MY DAUGHTER AND A FRIEND)

|                   | Known to self                                                                                                                     | Unknown to self                                                                                       |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Known to others   | Friendly<br>Independent<br>Trustworthy<br>Helpful<br>Empathetic<br>Knowledge<br>Organised                                         | Confident<br>Extroverted<br>Able<br>Powerful<br>Dependable<br>Caring<br>Cheerful<br>Clever<br>Patient |
| Unknown to others | Introverted<br>Nervous<br>Self-conscious<br>Sentimental<br>Witty<br>Quiet<br>Listener<br>Adaptable<br>Observant<br>Patient<br>Shy | Modest<br>Proud<br>Responsive<br>Searching<br>Tense<br>Relaxed                                        |

### **Review of your understanding and expectations**

In order to obtain employment, academic skills are essential in the world of employment because these skills include problem solving, critical thinking, collaboration and teamwork, communication, creativity and technology skills. I expect to gain skills and experiences that will propel my goals and look forward to taking the unique classes taught by UWTSD lecturers.

Setting goals motivates me to want myself to push forward and grow. All workers would like to be successful at work and this can be accomplished if we know what is expected of us. Employers value employees who come to work on time and take responsibility for their actions and performances, are respectful, hardworking and a team player. Meeting employer expectations can lead to career progression. To do extremely well in the workplace, the expectations of an employee include more than what they do physically.

The following expectations of employee from employer which are not only essential but also required by law

- Proper training
- Timely and accurate wages
- Safe and healthy working environment
- Full disclosure and explanation of the job responsibilities, company policies and procedures
- Regular feedback on performance from supervisors or managers

I believe in a teamwork and collaboration to overcome problems. I also value respect between managers and employees. All types of individuals seek out employment and discrimination are intolerable in the workplace because all people deserve an opportunity to work.

“Academic self -concept and outcome expectations is the framework for the student analysis on motivation and learning behaviours.”

**(Rodriguez, n.d.)**

### Career ambitions

Over the next few years, I want to develop skills in leadership and management and to be graduated. My plan is to change a career and university education could be very beneficial to my career. In terms of specialized career growth, I desire to enter a managerial role. Most management roles expect bachelor's degree and usually the working hours are similar to those for any office-based jobs. I would like to have work-life balance and spend time with family, friends and other interests. I would prefer working from home and use all my available time to focus on my job, also working from an office have its advantages like to easier build office relationships and traditional working hours.

I would like to continue improving my weaknesses, presentation, and public speaking skills.

## PERSONAL DEVELOPMENT PLAN

|      |                   |                                                                                           |         |          |
|------|-------------------|-------------------------------------------------------------------------------------------|---------|----------|
| NAME | Gabriela Bikarova | Target Job/career<br>Example: <b>Teacher,</b><br><b>Manager,</b><br><b>Businessperson</b> | Manager | Page   9 |
|------|-------------------|-------------------------------------------------------------------------------------------|---------|----------|

|             |            |          |
|-------------|------------|----------|
| TIME PERIOD | From: 2022 | To: 2025 |
|-------------|------------|----------|

What Skills do I need to achieve my goal?

| SKILLS            | How Will I get them                                                                                                                                                                  | What resources or support will I need?                                                                                      | What can prevent me from achieving my goals: (unemployment, illness) | How long should it take |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-------------------------|
| Public speaking   | <ul style="list-style-type: none"> <li>Prepare</li> <li>practise</li> <li>allowing myself enough time</li> </ul>                                                                     | University presentations/ role play                                                                                         | Anxiety                                                              | 2022                    |
| Problem solving   | Following basic stages <ul style="list-style-type: none"> <li>identify</li> <li>research</li> <li>alternatives</li> <li>make decision</li> <li>implement</li> <li>measure</li> </ul> | <ul style="list-style-type: none"> <li>Books, articles, statistics</li> <li>News</li> <li>Blogs</li> <li>Reports</li> </ul> | Illness                                                              | 2023                    |
| Leadership Skills | <ul style="list-style-type: none"> <li>participate in activities</li> <li>group projects</li> </ul>                                                                                  | <ul style="list-style-type: none"> <li>Learning</li> <li>Build network</li> <li>Build trust</li> </ul>                      | Excuses<br>Procrastination                                           | 2023                    |

|                              |                    |                  |         |      |
|------------------------------|--------------------|------------------|---------|------|
| Completing bachelor's degree | Enrol in BA course | Lecturer support | Illness | 2023 |
|------------------------------|--------------------|------------------|---------|------|

## Conclusion

In conclusion the personal development plan is important in the tracking of developmental changes that are necessary for the goals achievement.

## References

Marcia Mascolini, R. S., 1993. *Sage Journals* , Issue October 1, 1993.

(Lisa Eisele, 2013)

(Christiphe Lejeune, 2021)

## APPENDIX A

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[pcd job application appendix.docx](#)

## APPENDIX B

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### interview

1. I am friendly, enthusiastic and hard working person who will always go above and beyond what is required. I am also passionate about learning and developing new skills. I have completed a number of training courses related to administration. Currently I am studying a course Skills for the workplace University of Wales Sant Trinity David.
2. The job description aligns perfectly with my work experience. I have been working as admin assistant for more then two years where I have gained a lots of experience. I was required to answer the telephone and deal with enquiries, taking messages for the staff and transferring calls. I was also responsible for entering data onto internal IT systems and list of task that needed to be completed on daily bases.
3. I would like the opportunity to work four days a week, full time and normal office hours nine to five.
4. I have no preference as I think that both work situations comes with their advantages and disadvantages .
5. What are the next steps in the interview process and when can I expect to hear from you?

## Appendix A

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## Appendix B