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Professional Career Development

Term 3 (BMSW4005_LON)

REFLECTION ABOUT MY CAREER DEVELOPMENT

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STUDENT IDENTITY NUMBER: 1917101

WORD COUNT: 2113 words

DATE: 07/12/20

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1.- INTRODUCTION

In this assignment I am going to make a deep reflection on my professional development. I will use different tools that will allow me to clarify my current situation in order to have a global vision of my different long-term objectives.

During this reflection, I will use the same framework of reflection that I learned in term 2 of CHE (Skills for the workplace): Gibb's model (University of Edinburgh , 2019). Through this framework I will make a description of my current situation, then I will analyze different options for my professional future and I will draw up a personal development plan for the next 3 years.

2.- BACKGROUND

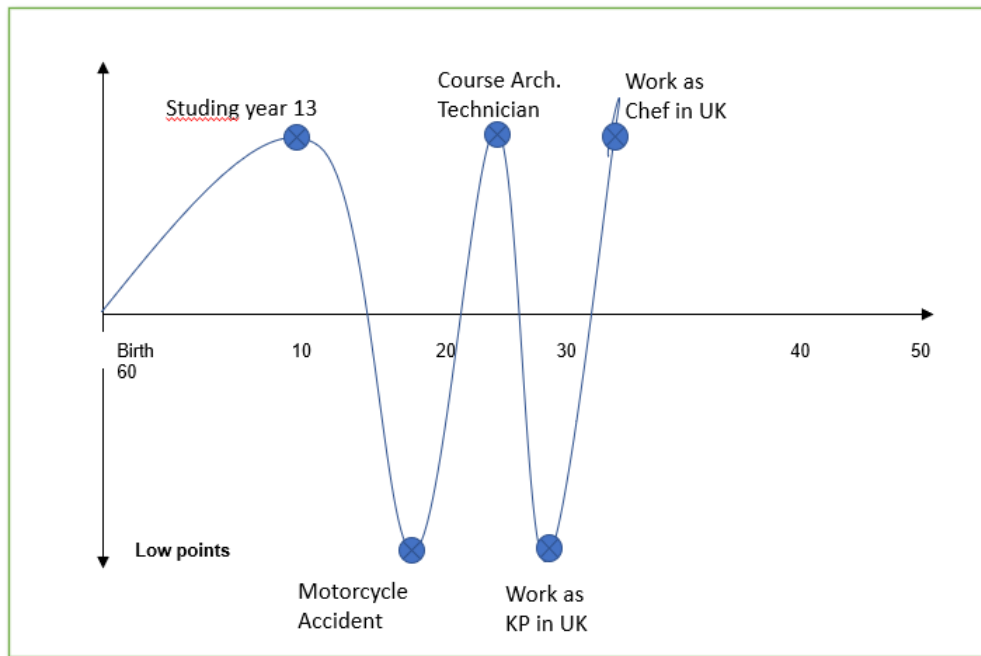
First of all, in order to set goals, I must describe the baggage of professional experiences that I have accumulated during my life.

I have always been good student; I went through all the courses up to year 13 without difficulties. At that point, one of the most important negative aspects that marked my present happened: I had a serious motorcycle accident that kept me focused on recovering my health for about 3 years of my life. Once recovered, at the age of 22, I started a drafting architecture course. I've always been curious about the way buildings are built.

Once I finished that course, I started working as a freelancer. For a year and a half, I got an average of two or three jobs a month. I decided that I had to move to another country. Currently, looking back, I don't think it was a bad start for a young man who didn't have a professional networking. I got clients thanks to the quality of my work. Nowadays, I think it was a wrong professional decision, but the economic conditions of my family forced me to take that step. On the other hand, it was a good experience and it let me to take a first contact with the labor market. I improved my communication, listening, attention to detail and trustworthy skills because customer satisfaction and engagement depended on those skills.

Upon arriving in England, many challenges began for me. I did not know the language, the culture, the labor system.... it was impossible to continue my professional career in the field of architecture. I had to apply for a job in a hospitality agency. After seven months, I got a permanent job as a kitchen assistant in a Spanish hotel. Five years later, I am chef at the same place. I think that I have been in this place for too long, although it is allowing me to grow up professionally and support the family that I formed about 2 years ago. On the other hand, this job is not allowing me to take advantage of all the opportunities that this city offers.

To summarize the data shown above, I am going to use a life-line. Through this strategy, positive and negative milestones throughout my life can be shown quickly and clearly (Carr & Gramling, 2004). The objective of using this strategy is to know the facts that have marked my professional career in order to develop myself.



3.- DECISION MAKING

Firstly, I want to reflect on the suitability of making a movement on my career, for this reason I am going to carry out a SWOT analysis that allows me to clearly see the positive and negative aspects that both solutions would bring to my life: keep working as a chef or strive to working as an Architectural Drafter.

CHEF WORK:

STRENGTHS	THREATS
- 5 YEARS WORK EXPERIENCE - GOOD WORK ENVIRONMENT - COMPANY KNOWLEGDE	- WEEKLY HOURS > 50H - WEEKENDS WORKING - NOT SPENDING TIME WITH FAMILY - SALARY IS NOT TOO HIGH
WEEKNESSES	OPPORTUNITIES
- LOST INTEREST IN COOKING - SPANISH PLACE (I'M NOT LEARNING ENGLISH)	- I CAN MOVE UP IN POSITION - 25 DAYS OF HOLIDAYS PLUS BH

ARCHITECTURAL DRAFTER:

STRENGTHS	THREATS
- I REALLY LIKE THE JOB - WEEKLY HOURS = 40H - WEEKENDS OFF - MORE TIME FOR FAMILY	- SALARY IS NOT TOO HIGH AT THE BEGINING - I HAVE NOT CONSTRUCTION NETWORK
WEEKNESSES	OPPORTUNITIES
- NOT EXPERIENCE IN UK - ENGLISH LEVEL NOT ENOUGH	- GOOD JOB MARKET IN UK

I am feeling the need to change my profession for the last year and a half. Working in the kitchen no longer motivates me and there are many hours of work a week; also, there is no fixed schedule and I usually work on weekends.

After reflecting a lot on this decision, I have come to the conclusion that two of the most important factors that must be met for me to have a happy life are not met in my current job; by this I mean that I have no interest or motivation for what I am doing and this job does not allow me to enjoy my family.

Currently I am convinced that I want to move my career, but the main feelings that come to me right now are fear and insecurity. I think they are normal feelings that happen once I have decided getting out of my comfort zone. I believe this process will be long, I will need time and I will have to work very hard to be able to combine my current job with training to be able to do the job that I like.

For this reason, I will use this assignment to reflect on the necessary process to retake the professional activity that I was doing in Spain and leave the comfort zone in which I am currently.

4.- JOB POSITION RESEARCH

Firstly, I have to find out the necessary skills that are required for the job I want to apply. I believe this step is essential to know soft and hard skills demanded by the profession of Architectural Drafter. Once I have discovered those skills, I will be able to focus my effort on acquiring or improving them.

My research is based on UK jobs sites. Attending to Monster (Monster, 2020) and Reed (Reed, 2020) and after examining different job offers for the Architectural Drafter position, I can say that the main skills I need to have are:

- *Advanced user of Revit & AutoCAD 2D/3D*
- *Sound understanding of BIM & MPE*
- *Strong understanding of UK buildings regulations*
- *Development of construction drawing packs*
- *Liaising with clients and contractors*
- *Able to work independently and to deadline*
- *Attend site visits*
- *Excellent Technical Abilities*
- *Highly motivated with an excellent work ethic*
- *Very good technical level of spoken and written English*

Another aspect that I would like to point out due to its importance for my future career is LinkedIn (Mind Tools Content Team, 2019). This tool helps me to build a professional network related to the construction field (Monster, 2020). I feel this step is very important to get closer to the real world of work, right now I do not know companies or professionals in the sector that could offer me information about my needs. By creating a profile on this social network, I will be able to obtain information that will help to get some professional knowledge.

5.- LEARNING STYLE

Learning styles can be defined as the optimal individual conditions to obtain knowledge or skill, there is a high range of learning styles (Pashler, 2009). To get an idea of my learning style, I have used the VAK model designed by Walter Burke Barbe (Nidhi & Chinyi, 2017).

After completing a Self-Assessment Questionnaire (it is listed in the appendix), I have obtained some guidance results in which it is indicated that my learning style is a mixture between Visual and Kinaesthetic learning. I agree with the results since I first need to observe a process, but immediately afterwards I feel the need to do it in order to learn it. This fact is innate and I will apply it to the development of my skills.

6.- ANALYSIS OF MY SKILLS

Trough CHE: Skills for the workplace, I have realized that certificates do not matter; what differentiates me from other candidates for a job are the personal and professional skills that I possess. For example, if I compete with another candidate with the same certificates, if the other person has better communication skills in English, I will not be the one selected for the position.

My analysis is based on reflecting about specific skills I need to apply to the architectural drafter position successfully. Prior to this analysis I have developed a professional SWOT analysis that can be found in the appendix.

6.1- Analysis of my hard skills

My knowledge of AutoCAD from a professional point of view is advanced; I know how to use the program in its 2D and 3D variants. I already have skills about interpretation of construction drawings. For that reason, I can digitize the designs. Having not used the software for so long, I must update my knowledge to current techniques.

I never used the Revit and BIM programs, for this reason I have to start developing these skills. Thinking about how to improve them, my decision is that I am going to enrol in an online Revit course. In all the job offers that I found one of the indispensable skills is an advanced use of the program. On the other hand, regarding the use of BIM, companies demand a sound understanding; thus, I am going to investigate on my own with the use of tutorials.

The last hard skill refers to knowledge of building regulations in the UK. Being completely different from those in Spain, I have to invest time to understand them. I think it is key to know them in depth since the constructive limitations are different in both countries. I don't have to learn them, just know them and know how to find out the necessary information within the laws.

6.2- Analysis of my soft skills

After studying the requirements of the job offers, the main soft skills that companies ask for are: communication skills, trustworthy and managing time.

My weakest point is the communication skills. Despite having been in England for almost six years my level of English is medium and I am a very shy person. I feel more comfortable watching and listening to people. For this reason, I have to work hard on this skill. Currently I am trying to have long conversations with English speakers every day at work. In these conversations I apply the techniques I'm learning: body language and the importance of getting the message correctly. At the same time, I try to avoid the most common mistakes in communication (MindTools, 2020). University lessons and assignments are also helping me, since they force me to read, listen and practice English

Regarding managing time, reliability and attention to detail, I think these are skills that I have quite developed. I practice them every day in my work as a chef. During the services I am used to driving time to prepare, meet the required times and get the necessary quality. In my student life I have not had trouble organizing my time

Referring to the reliability I also think it's one of my abilities, for example during this course some of my colleagues think I'm always there for whatever they need and I think I've proven it over the assignments of different terms.

7.- SMART OBJECTIVES

According to K. Blaine Lawlor (Lawlor, 2012), Smart objectives must be: specific, measurable, attainable, realistic and timely; personal development is an ideal application for SMART objectives (Williams, 2012). For these reasons in my development plan my main Smart objective is to work in an UK architecture studio as an architectural drafter within the next three years. As you can see in the appendix, I have made a personal development plan in which the times and resources are detailed (Faith Tucker, 2015). I keep in mind I have to use an important part of my time to continue working in my current job to obtain financial resources, so I have set very realistic objectives in relation to the free time I have. The small sub-objectives that will allow me to complete my final goal are:

During first year:

- ***Updating of my CAD knowledge for 1 year:*** I will dedicate 3 hours a week to an online course that will allow me to speed up my management of the computer program. I will evaluate this objective at the end of stage 1 of my PDP.

- ***Course of English terms for construction:*** I feel that this is one of the most important points. When having to develop the work in England it is mandatory to know the constructive terms in English. That is why I am going to follow a specific 6-month course to help me to develop this aspect.

During second year:

- ***Strong understanding of the building regulations in the UK with the investment of 2 hours a week for 1 year:*** I will study the laws that apply to installations in buildings and their construction. Through this objective I want to learn to find out the necessary information in them.

- ***Completion of an online Revit Course of 480 h:*** through this course I will get the necessary skills to use the program.

During third year I will focus on preparing myself for job interviews. I have learned a lot during lessons and I have got a lot of academic material that will help me when that time comes. I can't go further on this matter because of the word count.

8.- CONCLUSION

With this reflection I have managed to have a clear vision of how I am going to change my professional field. Before starting this module, I was very lost, I could not have a global vision of how to face this professional change. For this reason, I feel that this subject has been truly useful; providing me with a large number of tools (life-line, Swot analysis, research about job positions, learning styles, PDP, interviews ...) that allow me to objectively analyse my past, present and future to achieve goals that I have set for myself.

By having an understanding of my strengths and weaknesses, my confidence to carry out this process has been reinforced. Thus, what I once saw as an impossible path has now become a possible path on which to focus my efforts.

9.- ROLE PLAY FEEDBACK

In terms of role play, I am happy with the result. I am fully aware that I must improve my pronunciation in English. My greatest handicap is to improve this skill, therefore aspects such as my attendance at university I think will be decisive.

The positive feedbacks in my role play were: knowledge about the position to which I am applying for, good eye contact and a lot of confidence in my presentation.

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11.- APPENDIX

10.1.- In class exercise: development of personal/career vision

It is highly essential for professionals to consider different aspects when aiming to achieve personal or career vision including attainment of knowledge, qualification, and position.

This exercise is requiring you to consider yourself in 5 years (Be realistic here), and answer the questions below:

Question one: where do you see yourself in 5 years? And why?

I HOPE TO BE WORKING IN AN STUDIO, BECAUSE I AM BORED OF WORKING IN KITCHENS AND I WANT TO CHANGE MY CURRENT PROFESSION. I would need to improve my English.

Question two: Where do you want to live?, Are you restricting yourself to a particular geography/place?

I DON'T MIND WHERE I HAVE TO LIVE, I DON'T HAVE ANY PARTICULAR RESTRICTION. I am not able TO BE MOVING AROUND ALL THE TIME.

Question three: Who are you in relation to the below?

Artistic, intellectual, practical, caring, down-to-earth, active, thoughtful, kind.

INTELLECTUAL and thoughtful

And how do you think this can affect your career planning?

I believe they can help me to develop an office work. I have other skills such as time managing, solving problems and analytical thinking

Question five: How many weekly hours do you see yourself working in 5 years? And why?

40 HOURS, IF A CHANGE MY JOB I DON'T WANT TO BE WORKING A MINIMUM OF 50h AS I AM DOING ACTUALLY

Question six: Can you be in leadership position? Or happy to be in a non-leadership/managerial position?

IF I REALLY have the knowledge, I DON'T MIND TO BE IN A LEADERSHIP POSITION

Question seven: Do you want to be working from home? Office? Field? Virtual?...and why?

I WOULD LIKE TO BE WORKING IN AN OFFICE. I PREFER TO HAVE TO GET OUT FROM HOME EVERY DAY and having face to face communication with people

Question eight: what type of organization are aiming to work for?

Public, private, charitable, or own business.

PUBLIC OR PRIVATE

Question nine: Are you planning to change career or grow in your own existing career?

CHANGE CAREER, I did an architectural drafter course in Spain and I want to changing my current career

Question ten: As you are growing in your career: How do you think you can further support your wider community?

FROM MY CURRENT CHEF POSITION I JUST CAN ONLY OFFER I GOOD SERVICE

Question eleven: How do you want to spend your time beyond your professional engagement? Such as certain hobbies or commitments.

I WOULD LIKE TO SPEND MORE TIME ON MYSELF (sport, reading, travelling...)

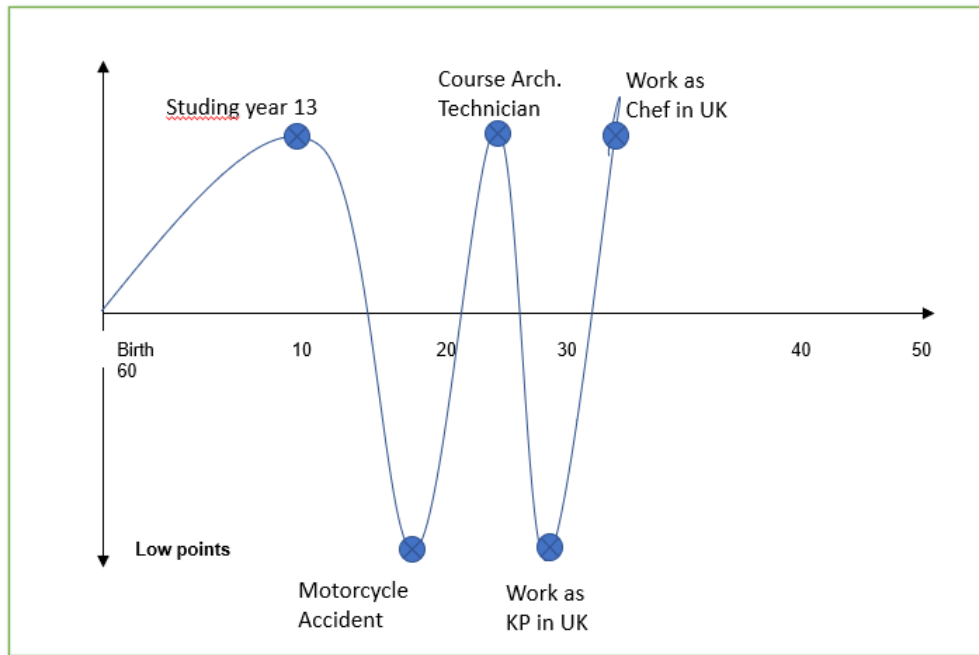
Question twelve: What sort of academic or professional qualifications do you want to achieve? And how this will help you to progress in your career?

I DON'T MIND ABOUT QUALIFICATIONS; I HOPE TO HAVE THE REAL AND PRACTICAL KNOWLEGDE TO CARRY ON WITH MY NEW CAREER.

Based on the answers above: What is your vision in relation to your own personal/professional aspects?

I THINK this course is helping me to have a global vision about skills that I need to develop myself in an office environment. So it is a perfect course to complement my studies.

10.2.- Life-line



10.3.- In Class Exercise: Learning Styles, VAK

VAK Learning Styles Self-Assessment Questionnaire

Circle or tick the answer that most represents how you generally behave.

(It's best to complete the questionnaire before reading the accompanying explanation.)

1. When I operate new equipment I generally:

- a) read the instructions first
- b) listen to an explanation from someone who has used it before
- c) go ahead and have a go, I can figure it out as I use it

2. When I need directions for travelling I usually:

- a) look at a map
- b) ask for spoken directions
- c) follow my nose and maybe use a compass

3. When I cook a new dish, I like to:

- a) follow a written recipe
- b) call a friend for an explanation
- c) follow my instincts, testing as I cook

4. If I am teaching someone something new, I tend to:

- a) write instructions down for them
- b) give them a verbal explanation
- c) demonstrate first and then let them have a go

5. I tend to say:

- a) watch how I do it
- b) listen to me explain
- c) you have a go

6. During my free time I most enjoy:

- a) going to museums and galleries
- b) listening to music and talking to my friends
- c) playing sport or doing DIY

7. When I go shopping for clothes, I tend to:

- a) imagine what they would look like on
- b) discuss them with the shop staff
- c) try them on and test them out

8. When I am choosing a holiday I usually:

- a) read lots of brochures
- b) listen to recommendations from friends
- c) imagine what it would be like to be there

9. If I was buying a new car, I would:

- a) read reviews in newspapers and magazines
- b) discuss what I need with my friends
- c) test-drive lots of different types

10. When I am learning a new skill, I am most comfortable:

- a) watching what the teacher is doing
- b) talking through with the teacher exactly what I'm supposed to do
- c) giving it a try myself and work it out as I go

11. If I am choosing food off a menu, I tend to:

- a) imagine what the food will look like
- b) talk through the options in my head or with my partner
- c) imagine what the food will taste like

12. When I listen to a band, I can't help:

- a) watching the band members and other people in the audience
- b) listening to the lyrics and the beats
- c) moving in time with the music

13. When I concentrate, I most often:

- a) focus on the words or the pictures in front of me
- b) discuss the problem and the possible solutions in my head
- c) move around a lot, fiddle with pens and pencils and touch things

14. I choose household furnishings because I like:

- a) their colours and how they look
- b) the descriptions the sales-people give me
- c) their textures and what it feels like to touch them

15. My first memory is of:

- a) looking at something
- b) being spoken to
- c) doing something

16. When I am anxious, I:

- a) visualise the worst-case scenarios
- b) talk over in my head what worries me most
- c) can't sit still, fiddle and move around constantly

17. I feel especially connected to other people because of:

- a) how they look
- b) what they say to me
- c) how they make me feel

18. When I have to revise for an exam, I generally:

- a) write lots of revision notes and diagrams
- b) talk over my notes, alone or with other people
- c) imagine making the movement or creating the formula

19. If I am explaining to someone I tend to:

- a) show them what I mean
- b) explain to them in different ways until they understand
- c) encourage them to try and talk them through my idea as they do it

20. I really love:

- a) watching films, photography, looking at art or people watching
- b) listening to music, the radio or talking to friends
- c) taking part in sporting activities, eating fine foods and wines or dancing

21. Most of my free time is spent:

- a) watching television
- b) talking to friends
- c) doing physical activity or making things

22. When I first contact a new person, I usually:

- a) arrange a face to face meeting
- b) talk to them on the telephone
- c) try to get together whilst doing something else, such as an activity or a meal

23. I first notice how people:

- a) look and dress
- b) sound and speak
- c) stand and move

24. If I am angry, I tend to:

- a) keep replaying in my mind what it is that has upset me
- b) raise my voice and tell people how I feel
- c) stamp about, slam doors and physically demonstrate my anger

25. I find it easiest to remember:

- a) faces
- b) names
- c) things I have done

26. I think that you can tell if someone is lying if:

- a) they avoid looking at you
- b) their voices changes
- c) they give me funny vibes

27. When I meet an old friend:

- a) I say "it's great to see you!"
- b) I say "it's great to hear from you!"
- c) I give them a hug or a handshake

28. I remember things best by:

- a) writing notes or keeping printed details
- b) saying them aloud or repeating words and key points in my head
- c) doing and practising the activity or imagining it being done

29. If I have to complain about faulty goods, I am most comfortable:

- a) writing a letter
- b) complaining over the phone
- c) taking the item back to the store or posting it to head office

30. I tend to say:

- a) I see what you mean
- b) I hear what you are saying
- c) I know how you feel

Now add up how many A's, B's and C's you selected.

A's =14

B's =4

C's =12

If you chose mostly A's you have a **VISUAL** learning style.

If you chose mostly B's you have an **AUDITORY** learning style.

If you chose mostly C's you have a **KINAESTHETIC** learning style.

Some people find that their learning style may be a blend of two or three styles, in this case read about the styles that apply to you in the explanation below.

When you have identified your learning style(s), read the learning styles explanations and consider how this might help you to identify learning and development that best meets your preference(s).

Now see the VAK Learning Styles Explanation.

10.4.- Personal development Plan**DEVELOPMENT PLAN**

NAME:	FRANCISCO GONZALEZ CASTILLO	Student NUMBER:	1917101
COVERING THE PERIOD FROM:	OCTOBER 2020	TO:	OCTOBER 2023

Planned outcome

At the end of this period I want to be working as **ARCHITECTURAL DRAFTER**

What do I need to learn/improve?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
I need to refresh 2D & 3D AUTOCAD SKILLS	3 hours a week practicing and solving drawing exercises	I already have Autocad software in my laptop Re-approach through internet tutorials	I am able to make drawings quickly and effectively	OCTOBER 2021
CONSTRUCTION TERMS IN ENGLISH	Course of English professional terms for construction	Teachers support	knowledge of the main construction terms	OCTOBER 2021
REVIT SOFTWARE	480 hours Online course	I will need virtual teachers support	be able to design with this computer program	FROM OCTOBER 2021 TO OCTOBER 2022
Strong understanding of UK BUILDINGS REGULATIONS	find the laws that regulate the building reading and understanding	Internet; if I have questions I need to find out the answer	be able to differentiate the regulations to know where to find the necessary information	OCTOBER 2022

10.5.- In class exercise: Swot Analysis

Situation being analysed: applying for Architectural drafter

criteria examples Advantages of proposition? Capabilities? Competitive advantages? USP's (unique selling points)? Resources, Assets, People? Experience, knowledge, data? Financial reserves, likely returns? Marketing - reach, distribution, awareness? Innovative aspects? Location and geographical? Price, value, quality? Accreditations, qualifications, certifications? Processes, systems, IT, communications? Cultural, attitudinal, behavioural? Management cover, succession? Philosophy and values?	<u>STRENGTHS</u> Architectural Drafter Course Managing time Able to work with deadlines Responsible Working on my own How to interpretate buildings drawings AutoCAD 2d and 3d software Attention to detail Quickly engagement to groups Able to work in teams	<u>WEAKNESSES</u> English Communication Lack of English construction terms Lack of Knowledge of UK buildings regulations Revit software BIM software	criteria examples Disadvantages of proposition? Gaps in capabilities? Lack of competitive strength? Reputation, presence and reach? Financials? Own known vulnerabilities? Timescales, deadlines and pressures? Cashflow, start-up cash-drain? Continuity, supply chain robustness? Effects on core activities, distraction? Reliability of data, plan predictability? Morale, commitment, leadership? Accreditations, etc? Processes and systems, etc? Management cover, succession?
criteria examples Market developments? Competitors' vulnerabilities? Industry or lifestyle trends? Technology development and innovation? Global influences? New markets, vertical, horizontal? Niche target markets? Geographical, export, import? New USP's? Tactics: eg, surprise, major contracts? Business and product development? Information and research? Partnerships, agencies, distribution? Volumes, production, economies? Seasonal, weather, fashion influences?	<u>OPPORTUNITIES</u> Large UK construction market Good salary Experience in new market I speak Spanish and Italian Brexit	<u>THREATS</u> COVID-19 I am not English native Lack of building experience in UK Low salary at the beginning	criteria examples Political effects? Legislative effects? Environmental effects? IT developments? Competitor intentions - various? Market demand? New technologies, services, ideas? Vital contracts and partners? Sustaining internal capabilities? Obstacles faced? Insurmountable weaknesses? Loss of key staff? Sustainable financial backing? Economy - home, abroad? Seasonality, weather effects?

10.6.- Role Play

ROLE PLAY PCD. POSITION Architectural Drafter

- 1.- Please give me your definition of an Architectural Drafter.**
- 2.- Why are you leaving your present job?**
- 3.- If I spoke with your previous boss, what would he say are your greatest strengths and weaknesses?**
- 4.- Where do you see yourself in five years-time?**
- 5.- What are your specific skills to do this job?**