

Professional Career Development Report

BMSW4005

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Lecture -Anita Nan

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Introduction

This report aims to present as detailed and professional as possible the analysis performed on my career path and what I have to improve and achieve to achieve my career goals. At the beginning of the report, I will describe the role play experience and reflect on what it meant for me to work on its preparation and how I managed to assimilate valuable information due to this practical experience. In order to obtain appropriate data on personal traits, career opportunities and threats, how I see myself and how others see me, I applied SWOT analysis and the Johari Window model. In addition, I have broken down my short and long term plans so that I can formulate achievable goals based on the SMART model and criteria. Finally, I will gather all the data to draw up a personal development plan, in which I will present the steps I have thought of.

Lifeline experience

Thinking about my lifeline experience, I see some events that brought me to this point, planning my career the way I planned it. Starting with the major one, when it hit me that in the future, I have to work on finding a job suitable for my studies, is when I worked at Oz Maraton, where I took care of PVC assembly, handling and transport, where at some point I felt the need and desire to evolve from. Because I could not learn new things, it hindered my evaluation (Talaga et al., 2017). Besides that, my colleagues were not that much helpful. As a result, I had to pass a hard time while working there. However, besides those bad experiences, I also have good experiences. The manager of that company was an accommodating and skilled person. He can give guidance easily, which helped me to conduct work efficiently. Besides that, I conducted work with efficiency under the manager's direction.

Reflection on the Role Play

During the process of reflection, students have the chance to take stock of their learning experiences. Observing both the positive and negative aspects of a situation may help students translate their experience or lesson into valuable knowledge. Through this process, students can identify areas for improvement so that they can go on with their goals with confidence. Gibbs' six-phase model of reflection will be used in this section (Open. ac. the UK, 2022). Various questions will help me evaluate and analyse the interviewer's and interviewees' role-play in these phases. A deeper understanding of the experience I experienced can be gained from this. The following figure represents Gibb's reflective cycle:

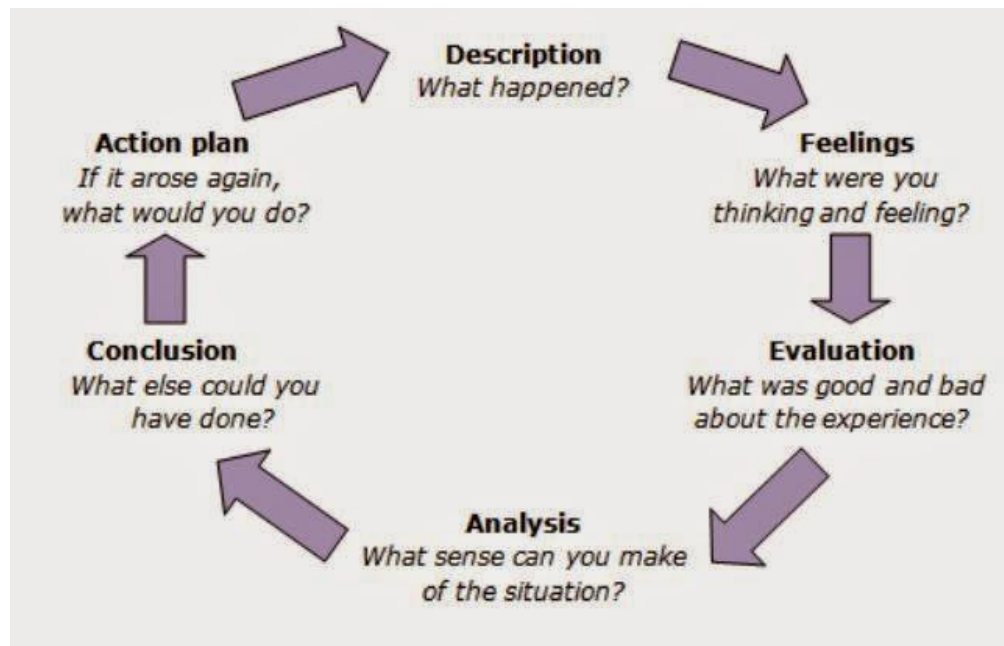


Figure 1:Gibb's reflective cycle

Source: (Adeani, Febriani and Syafradin, 2020)

Description:

An event's full context is provided at this stage, and students are encouraged to reflect on their own experiences to see how they match up to those shown in the model (Williams, 2019). I interviewed PVC for complete assembly, handling, and transportation services. I have finished the section without any problems. I had much self-confidence going into the interview. I was able to provide good replies because of my past expertise in leadership and various other industries. My partner's performance was also excellent. We completed the role-play session in the allotted time.

Feelings:

In this step, Leaner explains how she felt before, during, and after the encounter. I was both frightened and excited about my performance before the role-playing portion of the course. When I heard my partner's calm voice, it made the interview much more comfortable for me. My performance as an interviewer was excellent, and I was happy to have the opportunity. Rather than a challenge, the questions were straightforward.

Evaluation:

In this phase, the student examines the experience and its success, looking at the event from various angles to determine what worked and what did not throughout the learning process. Role-playing has a lot of significant aspects. Much rehearsal was done before the role, and we discussed various topics. We had beautiful mutual understanding and

communication. Despite our extreme trepidation leading up to the role-play, we both felt we gave our best effort. As an interviewer, I found my partner to be composed and empathetic.

Analysis:

In this section, the student explains what went well, what did not and why certain things occurred. As a result of the encounter, the learner recognises his or her vulnerability. Taking some strategy before the role-play might help me perform better. As I responded to my partner's inquiries with greater precision, I realised that I could communicate more clearly. However, I think our performance was good because we could finish the role play in the allotted time and with the correct outcome.

Conclusion:

It is a given that there is always something to be done better. My partner and I were able to work together to develop the best possible answers to the questions—also, tips on how to conduct oneself more convincingly in an interview.

Action Plan:

It is a given that there is always something to be done better. My partner and I were able to work together to develop the best possible answers to the questions—also, tips on how to conduct yourself more convincingly in an interview.

Self Motivation

My inspiration for choosing that profession is my cousin. He is currently working in a company as PVC complete assembly, handling and transportation executive. He educated me on various information about that position and opportunities in the future. I was inspired to choose that role through those information and career opportunities, and I was inspired to choose that role. In terms of my career, I have some important sources of motivation, both internal and external. The most crucial inner motivation is the desire to perform in line with the studies I pursued in the first faculty, engineering studies. Even though I have been working in other positions in recent years, the inner flame has always burned for the prospect that someday I might be able to reconnect with the field that has given me so much pleasure to explore (Thacker et al., 2019).

On the other hand, I must admit that a substantial effect in stimulating motivation is ensured by an external factor that I think is in each of us. Precisely, the desire and need to overcome me and guarantee myself that I can take care of myself, obtain good financial rewards, support myself and eventually my family, and allow myself to obtain the things that give me psychic pleasure and comfort. However, there are times when I feel overwhelmed by

life, and I lose much of my motivation. In this situation, I try to stay calm and focus on relaxing and taking a break from life to regain new strength.

Learning Styles

Fulfilling a precise goal or passive evolution in life, especially in the profession, involves an implicit learning process. Moreover, if we want fast results, it is in our interest to know ourselves well enough to feed ourselves with information in the most appropriate form.

Many theories are formulated about learning styles, and VAK is one of them. It refers to the fact that there are three predispositions to learn: seeing, listening or touching.

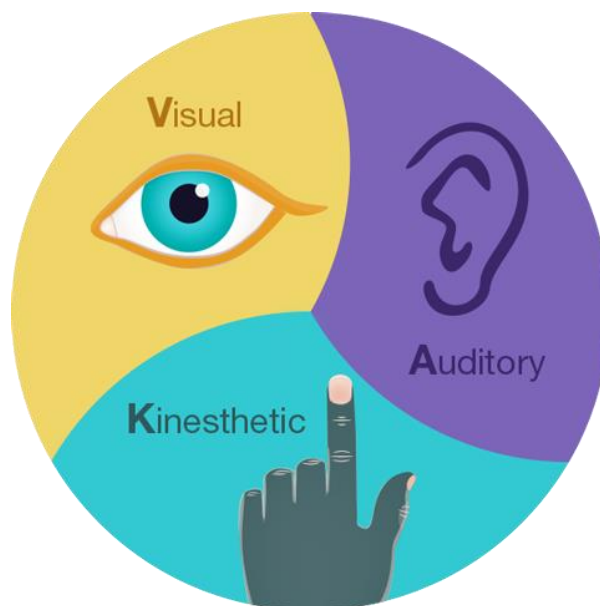


Figure 2:VAK. Learning Styles

Source: (Newton, 2015)

Visual: Learning materials such as graphs, charts, and other visual aids are used in this method of instruction. Visual learners are better able to retain information if it is presented in a visual format.

Auditory: Learning by hearing is an auditory learning method. Learners can benefit from both the instructor's instruction and their voice through this learning method. Students can learn more quickly and better retain information when they use this method of instruction.

Kinesthetic: Learning can be facilitated by using physically active movements, such as hand gestures (Newton, 2015). This enables a teacher to instruct students so that students learn more effectively.

In general, for me, the suitable way to learn is auditory. Depending on what I have to learn, I prefer, in addition to auditory and visual techniques, to observe, see demonstrations, pictures, films, or see someone else do it first to understand better. Through auditory

techniques, I can learn faster. I can retain information by seeing and hearing most. As a result, those two learning style is mainly preferred by me.

SWOT Analysis

I conducted a SWOT Analysis to discover the traits that could affect my career path and what external influences could affect it (Sarsby, 2016). All I will have to do next is to focus on leveraging strengths and opportunities to overcome weaknesses and threats.

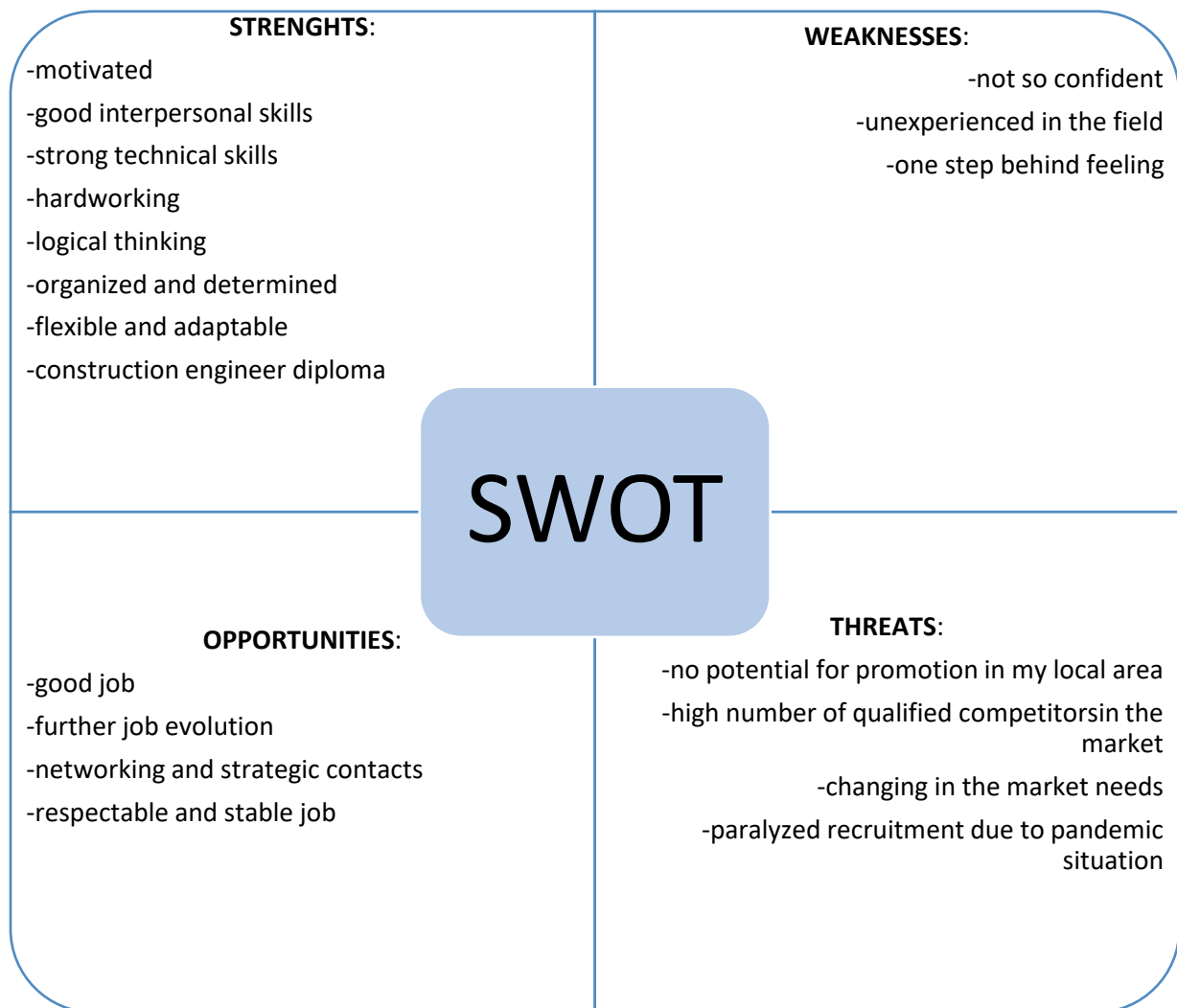


Figure 3: Personal SWOT analysis

Source: (Sarsby, 2016)

The fact that I have put the strengths, weaknesses, opportunities, and threats on paper helps me realise much more clearly which areas I have to work on for improvement.

Johari Window

The Johari window paradigm is a tool for improving how a person sees and interacts with others. By giving personal information about yourself to people and receiving their

responses, one may build trust (Saxena, 2015). The Johari model uses four window panes to represent each individual. From each of the four points of view, the window panes represent different aspects of the subject's personality: thoughts, feelings, and motivations. There are four parts to the Johari window model.

Open Area: Here, both the individual and others can learn about the person's attitudes, behaviours, emotions, feelings, abilities, and viewpoints. This is where most of the interaction occurs, and the larger the arena, the more dynamic and effective the partnership will be (Saxena, 2015).

Blind Area: Information about oneself that others in the group have access to but which individuals are not aware of. Other people's perceptions may be different than what you expect. The blind area is minimised for a compelling conversation by asking for input from others.

Hidden Area: Information that individuals have access to will not be shared with anyone else. Feelings, memories, worries, and other private information are all included.

Unknown area: Information that neither individuals nor others are aware of. Here we talk about things like knowledge, emotions, abilities, Etc. This might result from long-forgotten or otherwise unrecognised prior trauma or tragedies.

OPEN AREA	BLIND AREA
Friendly Energetic Independent Organised Helpful Adaptable Able Calm	Trustworthy Confident Extroverted Spontaneous Cheerful Clever Accepting Mature
HIDDEN AREA	UNKNOWN AREA

Patient Kind Warm Caring Logical Happy Knowledgeable Intelligent Loving Brave Quiet Nervous Empathetic Self-conscious	Idealistic Wise Reflective Bold Complex Introverted Proud Tense Shy
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Figure 4: Personal Johari Window

Source: (Self-Made)

SMART Objectives

Formulating SMART goals will help me plan, visualise, and track the steps I take to achieve them, and it is an easy way to organise them according to urgency and logic. Setting my goals this way, I can be sure that I will achieve them according to the plan. SMART criteria are met when the objectives are specific, measurable, assignable, relevant and time-based (Bjerke and Renger, 2017).

SPECIFIC	Revise my resume	Search for job opportunities	Getting a construction engineer position
MEASURABLE	Write a detailed job resume for universal use online.	Twice a week, for at least 30 minutes.	Obtaining the job
ATTAINABLE	Creating the resume	Selecting and applying to them	Attending job interviews

RELEVANT	It is the tool with which I will try to get the job.	It will broaden my prospects for success.	I will apply for jobs online, creating a LinkedIn profile for a better view.
TIMELY	This week	Minimum twice a week	Until December 2022

Figure 5: Personal SMART Objectives

Source: (Bjerke and Renger, 2017)

What employers want

Surprisingly, in construction, researching the main recruitment sites, I found out that employers are not particularly concerned about technical skills, even stating that these will be developed once the training begins. So technical knowledge will not get someone a job in the industry without being complemented by other qualities. What interests them to the same extent or maybe, even more is that the future employee has interpersonal qualities with which the employer should not bother to develop them, such as a problem-solving mindset, strong communication skills, relationships building oriented, influencing skills, commercial awareness, organisation and time management, adaptability and flexibility (Smith and Kemmis, 2017). Since most students in a particular field complete similar coursework, employers primarily differentiate job candidates based on the abovementioned skills. So, it can be seen that the employees mainly want communication skills, problem-solving skills, and organisation skills. Therefore, an employee needs to develop those skills to sustain that role.

Professional Development Plan

I will achieve the skills such as organising, problem-solving and communication skills that the employer needs. Improving those skills will help me to sustain myself in the job role. So, a personal development plan for those three skills is given below:

Skills need to develop	Developing the skills	The impact of the skills	Period
Organising skill	I have to be clear about what I need and then decide what I will do.	This skill will help me to work efficiently in my job role.	Two months

	By that, I can easily organise work. Various reading books describe methods to learn and enhance the organising skill. I have to read and follow those methods (Talaga et al., 2017). Essential works to less important works alignment need to be done, and for this, I have to decide which work is essential most. Through this, I can enhance my organising skill.	I can efficiently organise transportation time and produced products.	
Communication skill	I need to be more patient to pay attention to what others are saying. To improve my communication skills, I have found that I am better able to understand what others are saying by paying attention. Various journals about communication enhancing methods are available, which are needed to be read by me to improve that skill.	I can communicate with employees better. By this, I can easily handle the production process and transportation process. That will increase my work efficiency.	Three months

	I have to interact with more people to improve that skill.		
Problem-solving skill	There are many tutorials to improve problem-solving on youtube. Those methods need to be practised to improve that skill (Sarsby, 2016). Besides that, there are various books on problem-solving and reading those books can help me enhance this skill.	As a PVC complete assembly, handling and transportation executive, I face various problems. Enhancing this skill will enable me to quickly and efficiently mitigate daily issues easily and efficiently.	Two months

Table 1: Personal Development Plan

Source: (Self-Made)

Conclusion

Because the employment world is changing as we look at it at a brisk pace, now more than ever, we must prove that we are in a steady position, we have self-awareness, and we can quickly maximise our employability by identifying and demonstrating our skills, interest, internal motivation. This self-assessment carried out in the context of my personal career development did open my eyes to the progress I have to make by making me discover the opportunities available to me. Moreover, because I can say that now I have a good understanding of the labour market, this assessment will help me get professional satisfaction. All the work on this report made me more capable of transferring my learning into strategic action.

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Appendices

Appendix 1: Application form

Job application form

Application for Construction Engineer at SC PROJECT CON SRL

Your details

Name: Mihai Cosmin Ilie

Education and training

Please give details:

High school diploma

Construction engineer diploma

Qualifications

Please give details:

Public administration technician

PVC worker

Employment history

Your current or most recent employer

Name of employer: Best Cleaning Team Gold Ltd

Job title: Manager

Length of time with employer: 6 years

Reason for leaving: I wanted to work on something different

Duties:

Organising the day to day tasks and duties to maintain the proper functioning of the activity

Permanent collaboration with customers and colleagues

Ensuring the supply of necessary products and materials

Issuing invoices for customers

Previous employers

Please tell us about other jobs you have done and the skills you used or learned in those jobs.

- At Oz Maraton, a construction company and the last company I worked for in Romania, I took care of PVC complete assembly, handling and transport services.
- First, this job helped me develop strong communication skills because I got in touch daily with clients from all categories.
- Secondly, I have developed teamwork skills, and I learned to organise my tasks to meet deadlines. My main job was to guide and lead the team that took care of installing the PVC doors and windows.
- Thirdly, during my experience, I managed to perfect my ability to perform activities that involve a high degree of technical difficulty. I did my job every time with good results.

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

- I applied for this job because I consulted the market, and it could give me the experience I need and the work environment I am looking for.
- I also talked to some people who already work for the company, and they confirmed that there is indeed a pleasant collegiate atmosphere, they work with professionalism, and they are well paid and on time.
- What makes me think I am the best person for this job is the internal drive to work in the same field as the studies I pursued because I am passionate about engineering in the construction field.
- Moreover, I consider that a plus would be the technical skills that I have developed working in previous jobs. I am already familiar with the field.

Right to work in the UK

Do you need a work permit to work in the UK? Yes / **No**

References

Please give the names and contact details of 2 people whom we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

John

Oz Maraton, Company director

Phone: 0123456789

Sonya

Oz Maraton, secretary

Phone: 9876543210

Declaration

I confirm that the information I have provided on this form is correct to the best of my knowledge, and I accept that providing deliberately false information could result in my dismissal.

Name: Mihai Cosmin Ilie

Signature: M. C. I.

Date: December ^{1st}, 2021

Appendix 2: Interview role-play questions

1. Can you please tell me about yourself?
2. Can you please tell me what your strengths and weaknesses are?
3. Please tell me about the duties of your previous job.
4. Could you tell me why you applied for this job and think you are the best for this position?
5. Where do you see yourself professionally in the next few years?