



PROFESSIONAL CAREER DEVELOPMENT PLAN

BMSW 4005



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Professional career development report

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Introduction

Personal goal development is a process that helps to identify the future goals of a person and helps to achieve them. It helps a person to be more creative, communicative, informative, and efficient. A person who develops his or her skills can shine in life and achieve a goal properly. They can solve critical problems very easily and manage everything professionally which ultimately turn them into a successful leader. However, Personal Development Plan or PDP works scientifically by identifying the strengths and weaknesses of a person. After that, it analyses the threats and opportunities to help them to understand the skills that need focus and time. In this report, the entire process of the method will be discussed by using some theories and frameworks.

1. Understanding the requirement and selection process by the role play.

The requirement and selection part is a very important part of a company because the success of an organisation depends on it. Organisations always try to hire the right person, at right time, in the right place so that they ensure the effectiveness of the HR department. Organisations use different types of techniques to hire the right person for the company and these techniques are highly effective to identify the qualities of a person (Lawanna, 2020). Different companies have different requirements but there are some common requirements that all the companies are looking for. However, some of the common and important skills have been bellowed that I learned from the role play.

1.1 Communication skills

Understanding opponents' thoughts and replying to them effectively and is known as a communication skill. Communicative people are active listeners, and they can react to something very confidently. These people are mostly friendly which helps them to make an effective team. They can show progress in group work and achieve success properly. Organisations always take this skill very seriously and always try to hire a communicative person who will be able to communicate properly with the department (Patel, 2021). These people are very coachable, and they understand the goal of a company very easily.

1.2 Problem-solving skills

Identifying, understanding, analysing a problem, and providing an effective solution for that are known as problem-solving skills. A person who has this skill can handle very difficult problems and provide effective solutions for them. At this present, we are living in a modern society and we face many problems every day (Güleç, 2020). Some of the problems are very difficult to solve because these problems require unique solutions. Without having enough knowledge and problem-solving skill, no one can solve these problems. That is why organisations always look forward to these people and give extra priority to them.

1.3 Negotiation skills

Dealing a conflict or something else very effectively so that an effective connection is developed is known as negotiation skill. It is a highly required skill for the business world because business is very competitive nowadays and effective negotiation with the clients is highly required. Negotiation skills can change the entire game and help a business to be very successful.

Organisations always try to hire some negotiators for their company who will deal with the clients preoperationally (Kidder, 2018). Especially in the sales and marketing department, it is a highly required skill and organisations always prefer those people who have good negotiation skills.



Figure 1: requirement and selection process

Source: (Fukurai, 2019)

1.4 Leadership skills

The ability to handle a group of people properly and help them to achieve the goal is known as leadership skills. This is an important skill that everybody should have to shine in life because it helps a person to achieve a goal properly. A person who has leadership skills can manage and control a tough situation with full confidence (Peck, 2018). These people can give strong mental and physical support to the team. Organisations always try to hire leaders because sooner or later they will guild and lead new employees of the company.

1.5 Honesty and responsibility

Honesty and responsibility are very soft skills that are hard to build within some months or years. These skills grow day by day from a very young age and it guides a person to become a good human being. Every organisation needs a good person as their employee and they always try to

ensure this by analysing the previous records of a person. Moreover, hiring the wrong people can impact the organisation and its culture badly (Jessop, 2019). At this present, organisations are very careful about the issue and try not to hire mentally sick people.

2. Identifying my strenghts and weaknesses to establish a proper career development plan.

Understanding the ability of someone is a very hard task and most people cannot easily figure out their strenghts and weaknesses properly (Opsal, 2020). That is why people should use some frameworks to understand the performance of the gathered experiences by analysing those from multiple sides. In this case, I will try to identify my strengths and weak points as well so that I can develop a perfect plan for my future goal.

2.1 My strengths

Honesty and responsibility

As a person, I am very honest and responsible, and I always try to follow the principles of a good human being. My family members are very religious, and they always guided me to the right path so that I can be a good person from my heart (Hugh-Jones, 2020). As I have got cultural and religious support from a very young age, I have full confidence in my honesty. Moreover, I was taught since young age to respect the value of things and that I need to work for it. This helped me to be a more responsible person in real life.

Leadership skills

I love leading people and managing teams from a very young age. As an open-minded and friendly person, I met many people and worked with them successfully. In my primary and high school functions, I participated happily (Bruce, 2021). I practiced sports and martial arts since a young age and these helped me to build strong leadership skills. Later on, after college I've joined military and served for 10 years, which also contributed substantially to build up my leadership skills and experience. That is why I believe that I can be a good leader in my professional life and achieve success as well.



Figure 2: Career development plan

Source: Author

2.2 My weaknesses

Problem-solving skills

I am a creative person from a young age but do not have enough experience in solving critical problems. I never fell into a tough situation that requires high-level problem-solving skills that is why I am not much confident in this skill (Jackson, 2020). Moreover, this skill requires lots of bookish knowledge and experience as well, unfortunately have none of them. That is why I need development in this skill.

Communication skills

Although I have good leadership skills, I face some problems when I try to ensure effective communication. I sometimes fail to deliver my speech clearly to the audience and it disappoints me very much (Burke, 2021). That is why I feel less confident during any interview or a phone call and try to avoid a large conversation. I think I must focus on developing this skill to become a perfect leader in the future.

Negotiation skill

In my field, negotiation skill is highly required, and I must know how to negotiate well to become a successful employee in the future (Lee, 2018). I have some experience in negotiating with

people, but these are not useful for professional life. In my professional life, I will negotiate with clients and it requires lots of professionalism that I do not have right now.

3. Emerging a personal development plan by using Kolb's learning style framework.

A career development plan is highly required to be successful in the future. It scientifically guides people to understand the lacking and provides useful solutions regarding the issues (Rimmer, 2018). That is why I have developed a career development plan by using Kolb's learning framework and the plan has been given below.

3.1 Concreting experience

Before developing a new skill in one should gather some experiences about the skill so that they can be more familiar with the skill. This is the first step of building a new career plan and in this step, people must identify the relevant skills that will be helpful for a person to achieve the future goal (Tolkachev, 2019). After that people must identify the skills that are required to have further developments. In my case, these are problem-solving, negotiation, and communication skills. I must set a proper plan to learn them effectively and apply them in real life.



Figure 3: Personal development plan

Source: (Bruce, 2021)

3.2 Reflecting observation

In this part, learners demonstrate their concreted experiences in the real world. They start to relate their skills with the real world and try to show some outcomes from that. This part also helps a learner to compare the experience with others. I will use this part to understand the progress of my skills and figure out the challenges I am facing so that I can accelerate the growth of my learning process (Burke, 2021). Therefore, it is a highly important part of developing an effective learning plan and achieving the final goal. Without following this step one will get the proper idea about lacking and it will create many problems.

3.3 Abstracting conceptualism

This is the next step of reflecting observation and this step helps a learner to modify or change their learning style. In this step, learners redesign their strategies based on the previous performance so that learners can improve the quality of learning (Fukurai, 2019). It helps a learner to ensure a better learning experience and to achieve any skill properly. That is why I have included this technique in my developing plan and I will follow this step to improve my learning style. It will help me to achieve communication, negotiation, and problem-solving skill easily.

3.4 Experimenting actively

The last step that I will follow to achieve personal skills is active experimentation because it has long-term effectiveness. In this step, I will try to apply the skills again in real life but this time I will creatively apply these skills. I will try to implement the skills by following some new and unique techniques and measuring the success rate. It will help me to understand the core of the skills and build confidence in me (Hugh-Jones, 2020). It will improve my learning ability and let me achieve my future goal. However, all the steps are an ongoing process and I must repeat the entire process, again and again, to achieve success and adapt to the personal goal properly.

Conclusion

Learning personal skills are a very important part of human life because these skills have lots of advantages. Sadly, institutions cannot provide these skills because of some academic barriers and people should achieve these skills by themselves. To learn these skills everyone should follow some steps and methods. However, before building a method people must identify their strengths and weaknesses themselves. After that, they can apply any learning cycle method to turn their weaknesses into strengths. Otherwise, people won't be able to meet the standards of employment and they will fail to achieve their future goals.

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