
PROFESSIONAL CAREER DEVELOPMENT

REPORT



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

By

Marinela Aleksieva

2110937

University of Wales Trinity Saint David

Lecturer name: Anita Nan

Module name: Professional Career
Development

TABLE OF CONTENTS

- Introduction
- Reflection
- What employers want?
- Self-motivation
- Learning styles
- Personal development
- Employment goals
- Conclusion
- Appendix

INTRODUCTION

In this part of the report, I will provide the information which I got from my lecturer in week 1 about lifeline. I won't make it in axis so I will explain it in the following paragraph.

Lifeline:

My name is Marinela and I am born in Bulgaria. I graduated high school in Bulgaria with a degree for a business manager of tourism. After I finished school, I got married and left for Germany for a better future. I was working as a housemaid in a hotel. The life in Germany was hard for us, so we decided to come to UK. When I came, I start working as a housekeeper and I liked my job. The good thing for me was that I was practicing my language which was an opportunity to me to experience something more in my life. Thanks to my English base, I managed to enrol for a postgraduate degree, and I got in which was the unique moment of my life. With the positive side of my life is coming the negative one which affect myself somehow. The main impact on me was when my mother passed away. I was only 6 years old, and this affect my health and life. Due to the stress of my mother's death, I got an anaemia and problem with the thyroid which affect my body too much as gaining weight. The las problem which brought negativity to my life was the divorce with my ex-husband. The things didn't go so well so we decided to separate which brought me down to a stress and depression again after him leaving me all alone in a country that I don't know. Also, my English language is not good which was a big impact on me as well.

REFLECTION

It was a very hot Thursday when me and my partner used to have a face-to-face exam but due to the high temperature, the school moved us online which was a big plus for me because I have an anxiety. During the presentation, me and my partner decided to be the last pair because we wanted to prepare as much as we can. When our turn came, I was super nervous, especially because it was me the one which had to talk first. I had difficulties during the exam and the teacher understood it as well, but I think I tried my best. Also, I was an interviewer for my partner, I think she was okay as well, so I was not worried that much. After I heard the lecturer to say well done to us, I felt like something heavy from my heart just dropped out and I felt so free of that. After the talk that we had, the lecturer sent to me and my partner our feedback where I saw the comments that the teacher gave to me and the scale from 1-5 how good we performed. To be honest, I was okay with my feedback, but I like always to push myself harder and harder so I can be perfect. I really wanted to be good in my exams because as I said my English is not good and this was an opportunity me to prove myself that I have a progress in my talking and is not scary that much to talk Infront of people. As I said, I am happy with my feedback but always could be better and I can prove that to myself.

WHAT EMPLOYERS WANT?

Most employers are looking for someone who has certain qualities and experience. The main thing an employer wants from his employee is to be able to work in a team. The teamwork is coming along with the good communication which is making you able to get well and understand with other people. In addition, the good time management is also a key requirement for the employer because is showing to them that this person is reliable to his job. Being mature in the work gives a positive attitude at work expressing that you can be a responsible for your duties, approaching the work with energy and expressing yourself clearly so you can be understood by your employer. (*Youth Central, 2022*). Due to research, I did, most of the job posts online, many employers also require technological skills. No doubt, that the technology nowadays is controlling the world, so it is good to have a certain technological skill. An example why should we have these skills is, during COVID 19. We were lockdown and we couldn't work and going face to face classes, so we managed to be online thanks to our technology, we could have a communication and exchange useful information. (*Alison Doyle, Jul.16, 2021*). By my understanding, identifying my best skills, highlighting my experience in the area I am looking for to work will help me to find by right career.

SELF MOTIVATION

The self-motivation for me is the ability to follow a plan for making a positive change in my life without giving up. The motivation is depended on how much we believe in ourselves and to keep going no matter what. Everyone finds change difficult. It takes confidence, dedication, and a long-term commitment to find self-motivation. But that does not imply that it cannot be done. It simply means that you must learn how to encourage yourself when you are down and keep going rather than quitting up. Some ways of which we can stay motivated is to focus on our energy, manage our expectations and to surround with supportive people who we can ask for help. In the book *Burnout* (2020), authors *Emily Nagoski, Ph.D., and Amelia Nagoski, DMA*, call this concept "The Monitor." It's the process in your brain that keeps a running tally of the effort-to-progress ratio in any undertaking. However, if we want to keep our motivation strong, we also need to get enough rest so we can sustain it. After the rest, we can feel more resilient and ready for action. (*Lyn Christian, Sep 30, 2019*).

LEARNING STYLES - VAK

The learning styles that I taught in class are Visual, Auditory and Kinaesthetic. Language and spatial are the two subchannels available to visual learners. Visual-linguistic learners prefer to learn through written language, such as reading and writing assignments. Even if they don't read something more than once, they retain what has been written down. They enjoy writing down instructions and find that watching lectures helps them pay attention. Visual-spatial learners typically struggle with written language and perform better with diagrams, examples, movies, and other visual materials. The self-talk of auditory learners is common.

They might also speak aloud while moving their lips. They could struggle with reading and writing assignments. They frequently respond better while speaking with someone else or listening to what was stated on tape. Last but not at least, when touching and moving, kinaesthetic learners learn best. Kinaesthetic (movement) and tactile are two of its additional sub-channels (touch). If there is little or no external stimulation or movement, they frequently become disoriented. They might wish to take notes during lectures so they can move their hands. They prefer to skim the text when reading before focusing on the specific area. They frequently use coloured highlighters and make notes by doodling, sketching, or drawing pictures. (*Maior Themes, 2022*). Overall, during class, I took a quiz about what type of learner am I and I got the result of visual style. I am the type of visual learner who is getting information best when I'm reading or writing down so I can easily remember it. Moreover, my favourite way of getting information is to draw graphs with arrows and highlight my key points so I know which one is the important information I need to remember.

PERSONAL DEVELOPMENT

JOHARY WINDOW

Open area	Blind area
Calm Detailed person Responsible Hardworking	Naive insecure in myself panicky stressed
Hidden area	Unknown area
Too emotional Lack of confidence Weak	n/a

SWOT ANALYSIS

STRENGTHS

- I like trying new skills.
- I used to work as a decorator for weddings.

- I got Business management in the tourism diploma.
- I am excellent at tasks containing too much details in.

WEAKNESSES

- I am struggling with my English language.
- Lack of time management due to stress.
- When I am doing something, I am thinking that I am able to do everything by myself but still need help.
- I am not satisfied with my performance at my current job.

OPPORTUNITIES

- I am multilanguage speaker of Bulgarian, Russian and English.
- Created my own cleaning service company.
- I can see myself working in the travel industry.

THREATS

- The pandemic might come back which can affect my developing in school.
- Covid can affect my financial status because I won't be able to work as much as I am working now.

SMART OBJECTIVES ANALYSIS

GOAL: I will become a florist.

Specific: I will take an additional course for getting experience at decoration.

Measurable: it will take me approx. 6 months to pass the course.

Achievable: I have been working before as a decorator for parties and weddings for 2 years.

Relevant: I want to go in a company where I can grow and develop myself more so I can get better knowledge for my job and take private jobs which will increase my financial status.

Time based: I will achieve this goal in the next 3 years by passing successfully my additional course.

PERSONAL DEVELOPMENT PLAN

GOALS	How will I get them?	What I need to support them?	What can stop me?
To become a florist.	Take additional course	Practice so I can get as much experience as I can.	Pandemic lockdown.

PLAN FOR SUCCESS

Currently now I am a student in a university. My plan is first to finish my postgraduate degree as in the meantime I will take an additional course for art and design. After that, I would join a company where I can practice my skills and show my knowledge to the employers and customers with the hope, I can progress to something better and develop myself in new areas such as tourism.

EMPLOYEMENT GOALS

My goal is to be a florist. As I did some research about what the requirements for a florist are, most of the job lists say that there are not any formal qualifications but only from college. As I was not here in college, I will take an additional course for a floral design and art. However, I need to have a good knowledge about flowers such as their names, how to take care of them, where they are available, how long they live etc. Overall, flowers need a lot of care. For making floral decorations, I need a lot of floristry tools such as strings and wires for binding, decorative and aluminium wires, floral trays, bowls tubes, phials etc. I will get to design and build floral arrangements as a florist, including bouquets, table centrepieces, corsages, wreaths, and other structures that the clients may require. To create stunning flower arrangements, I will get to clean, prepare, cut, and arrange flowers, foliage, and accents. However, working with flowers is only a small part of the job. Like any other company, floristry is a profession. My day will be filled with work as a florist, including sourcing flowers, receiving orders, billing and invoicing, inventory management, client meetings, and many other responsibilities. (*One Education, Jan 27, 2022*).

CONCLUSION

In conclusion I will say that a professional development plan boosts employees' aspirations, dedication, and output because it helps them set short-term, attainable goals that will raise their motivation and sense of worth. It is also encouraged to acknowledge the employee's and the company's contributions. Additionally, the employee travels via active learning and continuous effort as part of this growth plan, which results in an improvement in work performance, professional development, and, consequently, greater readiness to meet their goals. This improvement in employee performance leads to a rise in business productivity.

REFERENCES

Central, Y., (2022). *What employers want | Skills employers look for | Youth Central*. [online] Youthcentral.vic.gov.au. Available at: <https://www.youthcentral.vic.gov.au/jobs-and-careers/applying-for-a-job/what-do-employers-want> [Accessed 10 August 2022].

Doyle, A., (Jul 16, 2021). *What Skills Do Employers Look For?*. [online] The Balance Careers. Available at: <https://www.thebalancecareers.com/top-skills-employers-want-2062481> [Accessed 12 August 2022].

Christian, L., (Sep 30, 2019). *Self Motivation: Staying Motivated to Reach Your Goals*. [online] SoulSalt. Available at: <https://soulsalt.com/self-motivation/> [Accessed 12 August 2022].

Themes, M., (2022). *Visual, Auditory, and Kinesthetic Learning Styles (VAK)*. [online] Nwlink.com. Available at: <http://www.nwlink.com/~donclark/hrd/styles/vakt.html> [Accessed 20 August 2022].

Education, O., (Jan 27, 2022). *How to Become a Florist? Everything You Need to Know – One Education*. [online] One Education. Available at: <https://www.oneeducation.org.uk/how-to-become-a-florist/> [Accessed 3 September 2022].

Nagoski, PHD, E. and Nagoski DMA, A., (2020). *by | Penguin Random House Canada*. [online] Penguin Random House Canada. Available at: <https://www.penguinrandomhouse.ca/books/592377/burnout-by-emily-nagoski-phd-and-amelia-nagoski-dma/9781984817068> [Accessed 22 August 2022].

Job application form

Application for [job title] – florist

Your details

Name: Marinela Aleksieva

Education and training

Please give details:

I have a training and education for chef cook, hotel management, finance and accounting and restaurant management.

Qualifications

Please give details:

I graduated high school in Bulgaria.
I have a diploma of Business management and management in the tourism.

Employment history

Your current or most recent employer

Name of employer: Self Employed

Job title: housekeeper

Length of time with employer: 3 years

Reason for leaving: currently working

Duties: cleaning services

Previous employers

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

Child animator where I am looking after the children and also organising parties for children.

Another job which I have done before is to work in wedding agency where I am organising wedding and similar to this parties.

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 the flowers and the work with the flowers bring me always joy and patience. I am hard working and very focused on the details. I also have a good communication, IT and written skills. I already have the experience of decorating from my previous job where I used to have a work with flowers and other decorations, so I have an idea of that. I also know everything for the flowers like how to grow them, water them and everything for their life.

Right to work in the UK

Do you need a work permit to work in the UK? Yes / No, I have the right to stay and work in the UK. I have all documents needed.

References

Please give the names and contact details of 2 people who 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.

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.

Declaration

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

Name: Marinela aleskieva

Signature: Marinelaaaaaaaaaaaaaaaaa

Date: 14/07/22

Interview questions:

1. How can you build a strong relationship with others?
2. How can you prevent a conflict with a co-worker?
3. How has your experience prepared you for this job?
4. Do you like the responsibility of decision-making, or would you prefer to leave it to someone else?
5. Can you tell me one positive and negative experience that you had?