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KOLB REFLECTION

This assignment is about model covered in my classroom lectures on **SWOT, SMART, JOHARI, LEARNING STYLES AND PDP**. Skills and knowledge that I have gained following my attendance for Professional Career Development.

SWOT (Strengths, Weakness, Opportunities and Threats)

Ref: MindTools Ltd 2023

If a person wants to succeed in life it will help to know what their strengths and weaknesses are and to use their talents to their fullest extent. If you can manage your weakness, you would have less problems in the work you are doing. To identify your strengths, weaknesses, also analysing your opportunities and threats you can use the SWOT method. SWOT Analysis is a technique that helps you do this. SWOT Analysis is used by companies and organisations to improve your strategy. This method can be used for your personal level as well, to spot your strengths and weaknesses, opportunities and threats.

Ref: cipd 19 July 2023

Companies and organisations use SWOT Analysis as a planning tool to understand their strengths, weaknesses, opportunities and threats in a project in their organisation. It can identify the internal and external factors which may be favourable or unfavourable in achieving their goals. SWOT is a planning process used to understand the situation and can help with decision-making in different situation. An effective and meaningful SWOT Analysis can require time and significant resources. Any organisations deciding what their strengths, weaknesses, opportunities and threats isn't an easy job, it is very complex than it appears. It cannot be done effectively by just one person; it requires a team effort. Making incorrect assumption

when assessing SWOT Analysis can frequently resulting in undesirable delays.

SMART (Specific, Measurable, Achievable, Realistic and Time bound)

Ref: study.com

Ref: WWW.SAMHSA.GOV

Nc-smart goals fact sheet

SMART is an acronym that helps people write meaningful and measurable goals in a business and personal use but are most often used in schools for students.

SPECIFIC is when writing goals, it needs to be well defined so that everyone knows what the intended result should be. Projects should be clearly stated for everyone to understand what will be done and who will do it.

MEASURABLE is very important when writing a goal. It means that information can be taken on the goal to provide evidence of it being met or not met. Measuring helps you to determine if you are making progress and as well as keeping you on track and deadline.

ACHIEVABLE means goals set, for someone should be challenging and can be accomplished. Projects should be reasonable, so it helps set the projects in for success.

REALISTIC means it's doable and it's measuring an outcome. Projects makes sense and fits the purpose.

TIME BOUND means it should have a timed deadline for the outcome. Every project should have a specific timeline for completion, so that you can plan your project accordingly.

JOHARI WINDOW

Ref: businessball.com

Ref: 2023 Pelago (www.pelagohealth.com)

Johari window is a model widely used to improving self-awareness and communication. It represents individual's feelings, behaviour, skills, intentions and motivations. The windows are divided into four areas OPEN, BLIND, HIDDEN AND UNKNOWN.

OPEN is what is known by the individual about themselves and known by others.

BLIND is what the person does not know about themselves, but others know.

HIDDEN is what the individual knows about themselves, but others don't know.

UNKNOWN is when the person does not know themselves and it is also unknown to others.

LEARNING STYLES

Ref: <https://maestrolearning.com> 2023 Maestro

Ref: practical.com

Kolb's model (Kolb, 1984) contains of four stages:

- 1, Concrete Experience (Feeling)
- 2, Reflective Observation (Watching)
- 3, Abstract Conceptualization (idea of something) (doing)
- 4, Active Experimentation (Thinking)

Firstly, we learn something new, secondly, we think about what we've learnt and how many ways we can implement it. Then we apply it in the real world. Finally, we reflect on what we have experienced and find out ways we can improve. Applying Kolb's learning theory has benefits for students and employers. When a new experience or interprets previous experience in a new way is Concrete learning. Reflective observation is when the learners reflect on a new experience and thinks of ways that it could be done better. Abstracts Conceptualizations (idea) is based on experience and reflection by learners to construct new ideas. Active Experimentation the learner can apply their ideas to real world situations and see if it works and if any changes need to be made. This process can happen fairly quickly or extended period of time.

PDP (Personal Development Plan)

REF: LANCASTER UNIVERSITY

Personal Development Plan is structured framework one can use to be aware of skills that they have or skills they need. Individuals can reflect on their learning and development needs and how to gain it. It helps you to stay up to date, work effectively and achieve your goals which are important to you and your company and organisation.

Shaping my career path using SWORT is that I can make a list of all my strength e.g. I am a hard-working person, a quick learner, I am a perfectionate because I like to complete my job which I am doing completely and perfectly even if it means giving extra hours. I like trying out new thing, I am not scared of giving it a go. On the other hand my weakness e.g. one is that I am not too good at using computers. I have never used computers in my studies which I did in Bangladesh. The little that I know is because I have practiced by myself at home and now my children help me a lot, they use computers all the time in school. It amazed me to see how much

they know. Hopefully after I complete this course, I will have more opportunities to apply for jobs in different fields, or even open my own business.