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**Business Skills for the International
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Hospitality and Guests Services

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Introduction

The main objective of this assignment is to understand the importance of having a personal development plan, in which you can be honest about yourself , about your aims and goals for a long term or a short term period , within the sector you want to succeed . Analysing my skills and the opportunities that this course is offering but also what are the factors that can affect my path and what areas I should improve, are some more points that I will discuss. I will explain my opinion regarding self-reflection importance, how I started this learning journey, how I am planning to develop my skills, by taking different workshops and more training, so I could become a good employee in the hospitality sector. The way all this information is getting to me and how I am processing it and planning my future is also contributing to my hospitality career development

Personal Development Plan Analysis

Firstly, I will talk about the importance of having a personal development plan. When I am thinking about my career development, I can see its real values as I need to learn and improve myself every day, taking advantages of all the opportunities that this life is offering. In the past work place I had , I was attending few training programs but I was focused on having a place of work so I can survive but I never got the chance to put in practice all these training sessions I had , so with the time I started to lose all these information I had gained . As Kotter (1995) is claiming that “the ability to continue learning is a highly important factor in career success”, I am thinking the same now, so I really want to gain more knowledge and experience in the hospitality and services sector. Since I started creating my plan I am now thinking twice before deciding on my future and it is standing as a career map for me, that I am frequently updating. I consider that is very important to practice self-reflection as it is increasing the mind capacity and after doing the SWOT analysis I could finally see all my strengths and consider the weaknesses that may disappoint me if I don't start working on them .

The hospitality industry is very interesting, and I am the kind of person that enjoys interacting to other people but from my perspective, self-awareness is the most important skill in creating a personal development plan. You need to know who you really are and what are your values, beliefs and main goals before starting to think about your future. I am always thinking about my future and I have different plans for different paths of my life, but our seminar activities helped me discover my skills and realize what are the core skills that I should work on further. So, I consider myself aware of the factors that can affect my career progression.

I think that my abilities and qualities are close to what employers wants because I am very positive, friendly, with a Can-Do attitude, flexible, reliable, adaptable , punctual , organized , with high interpersonal skills and enthusiastic appearance . I like to manage my time and to plan my moves, I am willing to learn and develop myself ,so I can get to that point of my life when I can look backwards and realize how much I progressed in the last years , how much the University courses helped me and how much my job experience really counted . I am motivated and ambitious , I am confident that I will become a successful business person who enjoys her job .

I am a very hard-working person, focused on my tasks and I am really giving my best in everything I am doing. I am currently having two different jobs, I am working as a receptionist for a dental clinic and in a restaurant's kitchen, so every day is very stressful, and I do not have so much time for myself. Therefore, the University is a big opportunity for me as I would like to change my lifestyle, having a higher position and getting more money so it would not be necessary to have two jobs. I am reliable, all my friends can count on me and regarding my work I really want to satisfy every customer. I am a good team-worker with good interpersonal skills, and I am always nice even if I am not in good moods sometimes, I am self-motivated, and I am always trying my best. Even though I may be shy in different

situations I take full responsibility for my job, sometimes I am too focused on getting everything right and I am doing my colleagues tasks just to have good feedback from the clients. I am self-motivated when I really want to obtain something, I am very organized and I like to manage my time in my daily routine, so I could get everything done.

In the last few months I was taking part of different training programs which really helped me develop myself, but I still think that I should work on leadership skills and adaptability as I am unsure sometimes when it comes to leading a team. I am planning to take all the work placements that this course is offering, attending a lot more training programmes, workshops so I could get to the experience level I want as I dream of myself finishing the university , getting a master programme and having a good job in this industry .

My short-term goal is to complete this module but when it comes to long-term goals I am dreaming of having a Hotel Management degree , of applying for master in this sector and having an HR job for Marriot Hotel or for a different well-known hotel , that can satisfy my requirements and get me the experience I need . I am able to realize that I need to keep learning every day, I need to keep improving and that is why I also created a “To Do List “ so I can get used with having daily different tasks so I can develop my ability to continue learning .

The only factors that can affect my path are giving up and not learning enough. I plan of having a bright successful future and reading different materials with the time.

Informing myself about the core skills for a successful business, I discovered that companies like Microsoft , BBC , Target Job created a “Top 10 Employability skills “ report , based on a number of surveys taken from both employers and employees . I consider I already have those employability skills required as I had to work from a young age, I just need to perfect them.

Conclusion

In conclusion, the personal development plan is big opportunity to keep reflecting over my personal skills and I really enjoyed analysing my interpersonal skills , my technic skills and it made realize what I really want for my career , what are my goals and what I should do to get in the place I want . I created my plan and now I just need to strictly follow it so I could get where I want with my life and my career. I should keep reading , learning and developing myself every day so I could become the best version of myself , where I will be confident to apply for different higher positions , knowing as a fact that the company will choose me . Considering every aspect of this plan , I realized that hard-working is the key to success , the key to a bright career , to progression . You need to keep working , learning , improve every single day .

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