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PERSONAL MOTIVATION AND DEVELOPING PLAN

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Terms of reference

This report was written for Academic and Employability Skill (ACCC4000_LON) module in BSc Cloud Computing course at the London Campus of University of Wales – Trinity Saint David.

Abstract

This report shows the relevance of Academic and Employability Skills course. The handout based on the course education held in the first term of academic year 2019/2020 at the University of Wales Trinity Saint David, London Campus. Through my personal example this writing presents a motivation and development plan.

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1.Introduction

Most of the students used to think, Academic and Employability Skill or other related modules are not to important during their studies. This is an incorrect attitude. The knowledge, what you could learn in this class, is not in close contact with your other modules, but even it is so important. The relevance of Academic and Employability Skills course will show up, when students finish their studies and enter to the job market. In this module, student could get a clear picture about their personality and about their given skills. They should know, these skills are improvable and learnable. Hopefully, this report will prove that.

2. Introduce me

In this section I give a personal overview with different way. First, I cite my personal statement, what I submitted when applied to this university. After, I place some slides from my PowerPoint presentation, what introduced me.

2.1. Personal statement (at the time of applying to the university)

“Introduction:

My name is Gergely Somogyi. I am from Hungary, I am living in south-east London. I moved to London with my girlfriend in the summer of 2016. My parents still living in Hungary, my younger brother as well. I know myself as a friendly, lively, helpful and reliable individual. My two favourite hobbies are football and Star Wars from my childhood. Nowadays I have played football only one time a week, but I used to watch 2-3 games a week. Besides I have all the Star Wars movies on DVD, I collect about 15 Star Wars t-shirts already. Anyway, I like to read sci-fi books and love to cook to my girlfriend.

School and experience:

I went to primary school in my birth town in Acs in Hungary, it took 8 years long. My secondary school took 4 years in Győr, in Hungary, after finished this I got my certificate of graduation. In the primary school I liked the real subject like Mathematics, Physics, Chemistry, Geography and History. My favourite subject were Mathematics and Computing during the

secondary school. In Hungary I had many roles, but mostly I worked as a customer service representative at different kind of companies.

Current job:

Since I am here in London, I am working in a hotel as a Steward. First, I worked at Stewarding by an agency, in short time I got a casual promotion and couple of months later I got my permanent promotion. As a steward I was responsible for washing plates and pots and cleaning the back areas. By getting the promotion my tasks were changed, recently I am accountable for storing and stocking the incoming goods. Literally my jobs cannot help my studies, my workplace and my manager are able to help me, giving a good timetable for me to study.

About university:

I would like to change my role. I have only this job in England, so I need some new experience. I think to get new skills, the best place a university. For me Computing is best option, because by finished this course I would choose a wide range of workplace, every company need IT expert employee. My goal to get a degree, what gives me enough knowledge and skills to be an IT professional. I hope this course could give me all expectations.

If the university accepted my application, they would get a person, who will do all his best to achieve his goals. I would like to be a good team member and a unique and talented person as well.”

2.2. Introduction myself (PowerPoint presentation at the 8.th week of first term)



Early adulthood

- Big change in my life in 2000, move to Budapest
- Fast-paced life, moved 13 times in first 2 years
- Learn the difficulties of self-subsistence

Time as a customer service representative

In 2003, fairly random I started to work as a CSR and I found it suitable, because I liked to speak, to chat, to talk, to chirp. I worked for this companies:

- § TEVA
- § Vodafone
- § Virgin Media







Shortlist of jobs, what I did in this period:

- § *Swimming pool supervisor*
- § *Gardener*
- § *Vending machine operator*
- § *Football coach*



About recent Gery

In 2016, we had been moved here, to London, ordered suggested by my girlfriend. Firstly I didn't want to move, but after spent here few months, this decision became one of the best in my entire life. Nowadays we are living very happily in south-east London.



Hobbies

Football

- I love to play and watch football.
- I had been playing in my hometown team for 15 years.
- Plan to visit all major London football stadium (I had 3 already)
- Favourite team: AC Milan



Star Wars

- At my age of six watched the original trilogy of Star Wars
- I have a 15 pieces collection of Star Wars T-shirt
- I have a Star Wars "Holy cabinet" at home



2.3. Comparing personal statement and presentation

By comparing these two texts above, get an excellent example to development. When I decided to start a course in a university, I hoped my English oral and written skills would improve. Perhaps this process not seems momentous, but I know, and I feel the differences at all events. I remember, when I wrote the personal statement, I felt this exercise to tough and was a quite big hassle in my head how could I write down my thought. Few month later, when I started to make my introduction presentation, I felt something different. It was a little excitement like before you start an adventure. I really enjoyed it. By this time, I leave behind the pressure, what an English written task can cause. And this change has passed off only in couple of weeks.

3. Skills evaluation

3.1. Skills on www.mindtools.com

I did a test on this webpage on 01.05. My overall point was 61. My points by skills below:

Leadership and Management - Your score is 13 out of 15

“Whether you're in a formal leadership position or not, you need good leadership and management skills if you're going to make best use of the opportunities open to you. After all, you can get much, much more done when you have the help of other people. Although there is some crossover between leadership and management, they are essentially two different skill sets.”
(www.mindtools.com)

Problem Solving and Decision Making - Your score is 12 out of 15

“Problem solving and decision making are two areas where you'll need to excel to be a success in your career. Together with people skills, they're what make up "good judgment" and "wisdom." Like leadership and management, these two areas are closely related. The first step in effective problem solving is identifying and understanding the cause of the problem. Once you fully understand your problem, you can choose the best option - that is, make the best decision. However, this is harder than it sounds, so you'll need

to arm yourself with a variety of decision-making tools.”
(www.mindtools.com)

Communication Skills - Your score is 10 out of 15

“The ability to communicate clearly is key to your success, whatever role you're in. Active listening is a very important communication skill. This is when you focus on the other person, and you make sure that you understand exactly what he or she is trying to say. Conflict resolution and negotiation are other areas that you'll need to work on to be a great communicator.”
(www.mindtools.com)

Time Management - Your score is 18 out of 20

“Time management is one of the most important career skills areas. Not only does it help you to be more productive; you'll also be much less stressed! It's also important that you avoid procrastination - this is when you put off tasks and activities that you should be focusing on right now.” (www.mindtools.com)

Personal Mastery - Your score is 8 out of 10

“When you know how to "lead yourself" and make good choices for your future, you'll be that much further ahead when it

comes to the other skills areas that we've already looked at. Start by setting personal goals. As part of this exercise, analyse your strengths, and make sure that you understand the values that you hold. No matter how positive you feel now, it's also important to learn how to deal with negative thinking. From there, you can build on your self-confidence and self-esteem until you can achieve goals that really matter.” (www.mindtools.com)

3.2. Comparing two results of same test

On the first lesson of Academic and Employability Skill in this term, we did the same test. I compared the point of skills by dates.

Skill\Test date:	18.02.19	01.05.19
Leadership and Management	10/15	13/15
Problem Solving and Decision Making	8/15	12/15
Communication Skills	11/15	10/15
Time Management	18/20	18/20
Personal Mastery	8/10	8/10
Total points	55/75	61/75

As we see in the table above, now my result is better, than was in the beginning of the term. I resolved some given advice by presentation of Academic Skills lessons and the test`s webpage. Great to see, that development happened at that two sectors, where my results were the lowest.

4. Action Plans

4.1. What are Action Plans and why we need it for?

According www.wikipedia.org, 'Action Plans' is a "personal development planning is the process of creating an action plan based on awareness, values, reflection, goal-setting and planning for personal development within the context of a career, education, relationship or for self-improvement."

These plans could guide your life. If you feel yourself lost and little hopeless in your career, you can check or remember your plans and it will show the way forward. According Larry Winget "Nobody ever wrote down a plan to be broke, fat, lazy, or stupid. Those things are what happen when you don't have a plan!" Great work-outs, big achievements always based on a proper plan!

4.2. My Action Plans

Short-term goals	Long-term goals
Manage work and study together	Graduate at UWTSD
Pass all second term exams and submit in time all assessment	Deep my knowledge in databases designing, maintaining
Go for a beach-close summer holiday	Career as a data analyst or data expert

A to-do list for each goal of action plans, short-term goals are almost accomplished.

4.3. Short-term goals

- **Manage work and study together:** I have a full-time job, so my weekly day-offs are the day, when I go to school. During the first 7 weeks of first term I had not got a free day, this made me so tired and powerless. After this period, I asked holidays to recovery and prepare for exams and assessments. I recognised, I cannot manage my studies with a weekly 40 hours job. I have asked to change my contract to casual, from the second term I going to work only 2-3 days a week, usually weekends. My manager accepted this request and help my studies by provide me more day-offs to learn.
- **Pass all second term exams and submit all assessment in time:** as I mentioned above, I have more free time, what I can expend on my school duties. By the new schedule I have 2 school days, 2 (3) work days, 2 (1) free days, and I have a clear day to learn, to develop my skills, to do homework's. In brief, this extra day for school tasks guarantee persistent following up my studies.
- **Go for a beach-close summer holiday:** who does not want to go for holiday at summer? Honestly, by the end of the term I feel myself tired and overworked. I really need to

charge my batteries up. My girlfriend is walking in the same shoes: started a different course at February, she has a full-time job also. I hardly find time to go to holiday, because the break between the terms not so long, and I have dealt the dates with my managers and with my girlfriend as well (and with her manager`s also).

4.4. Long-term goals

- **Graduate at UWTSD:** in the next three years my main goal is to pass all the terms and get a degree in this school. All my short-term plans are serving to this main goal. I would like to end the university with the highest grade of degree, what I could reach.
- **Deep my knowledge in databases designing, maintaining:** I have chosen the Cloud Computing, because I want to work with databases. As I checked the module structure, I found many modules, what related to databases. However, we have modules about this theme, I want to develop myself. I plan to ask lecturers to give me extra tasks or recommend me books, online courses or webpages, to dig deeper in databases. In this rapidly growing and changing sector, like databases, essentially need to do extra work to be expert.
- **Career as a data analyst or data expert:** after the third or fourth term I would like to start to work like trainee at

a company. To get a well-paid and interesting job need to get as many experiences as I can. I hope and believe, that I pair the studies with experiences, should give me better chances in the labour market. Generally, I believe, hard learn and hard work pay off.

5. Application

5.1. My “The 3-2-1 backup strategy”

For a long time, I haven't realised, how important to know my important data in safe. As I started this course, I faced the problem, how can I store and carry my files between school and home. The solution for carrying and store is My OneDrive. My OneDrive is one of the most useful application for me, what the university provide for student. I upload all my notes and exercises after the lesson and download at home later to my laptop. But my backup strategy has not finished at this point. After I read Swapna Naraharisetty's journal at <https://www.2brightsparks.com>, I decided to secure my important data's. According Swapna Naraharisetty “3-2-1 Backup Rule: Have 3 copies of your data (3 backup copies of your primary data), Save 2 backup copies at 2 different locations (external drive, NAS/Network drives, FTP, Cloud etc), Keep 1 backup offsite (Cloud, FTP etc).” Following this method, I have a copy on my laptop, in a separated part of hard drive. I have one in a flash drive and one copy is on My OneDrive. I have set a fortnightly reminder to update copies.

5.2. Disaster scenarios

Threatens can turn to disaster. Threatens should avoid by prepare for them. A disaster is unavoidable, I have a positive

attitude, so I rather call Threaten scenarios. These sources of dangers can be hardware or software origin.

Hardware	Software
Device physical damage by user	Malware
Thieving, burglary	Hacking
Parts broken, malfunction	Viruses
Device loss by user	

In case of hardware origin dangers, a cloud service helps us to get back all our data`s. In case of software origin dangers, an offline flash drive saves our files.

5.3. Time management and organisation

At section of Short-term goals (4.3.), I mentioned how I would like to change my life to focus on studies. By less working hours I will have more time and potency to learn. As soon as know exactly my school days, I make a schedule for every week. I mean, I make plans for that days, what I do not spent in university or workplace. These 3 days of every week will be the base of my development. If I use these days wisely, it helps me to reach all my goals. Next figure shows a sample weekly plan.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	University	University	Housework	Study	Housework	Work	Work
Afternoon	University	University	Study	Study	Study	Work	Work
Evening	Rest/Study	Sport	Rest	Sport	Rest	Rest	Rest

As the table shows, I double the time for my studies, and I could afford to do some sport activity twice a week. Sport activity is essential, because a sound mind in a sound body. Anyway, I was playing football for almost 20 years, I really love to play, I am missing to play for a couple of months. By playing football again I can reduce much my stress level as well.

6. Conclusion and Evaluation

6.1. Conclusion

To develop yourself is a long and difficult process. Sometimes the target seems far but need to stick to the goal. Motivation is the key, to reach what you want. A plan or a timetable are a very useful help. The development would have been monitoring by a timetable. When talking about progress, many people does not think of patience. Tolerance to yourself when you face some toughness or feel so tired. Process build up step by step. Like dental care: wash your teeth three times a day, to keep it clean and healthy. Spend time day by day to reach and see the progress.

6.2. Evaluation

To evaluate myself is a hard task. I would like to avoid overrating or underrating my state. I have just taken my first few steps on a long path. I believe this path is the right path for me. Nevertheless, the fact, that I have almost done all my short-term goal, is a very good and joyful feedback. In the second term I want to keep this attitude, what describe me at this moment.

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