

PROFESSIONAL CAREER DEVELOPMENT BMSW4005

HOSSEIN SHOKRI

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PAMELA SANTOS CEPEDA 1916655



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MANAGEMENT CAREER

1. INTRODUCTION

To start with this big assessment that it will be all related to my personal career would want to start by saying that will explain a little about my career and that got planning for the future for now and so on. This want to add the fact that will incorporate in all this, a long summary of all the points which's are:

- What is Management?
- Definition of my carer
- Honey & Mumford (1986) Learning style choose one.
- Personal development planning:
 - Johari Window Questionnaire (ONLINE).
 - objectives and smart goals
 - Swot analysis
- Self-evaluation:
 - Qualifications
 - Timeline
 - Self-motivation
- What is PDP?

I expected that you could understand the way will explain those which's are very important at the main time that you need to deep reflect on what are you going to do in the future and plan short and long-time expectations will help you to develop your career and personal life.

2. WHAT IS MANAGEMENT?

The manager is to work for a company or society in which they work for, in charge of corporate address or executive direction, they have to look after interests of the company, at the same time is in charge of achieve the objectives, get the most out of your team, get to know the mission and values of the brand, supervision of all operations in a shop, ensuring the state of store, reducing costs, in charge to show and to give the best customer services,

3. DEFINITION OF MY CAREER

First of all, to know the policies and procedures for the shop, fallowing the rules of the company. They give support to them team, have to push them and help them when they are struggling. They are in charge of managing, guaranteeing,

performing what is asked of them, maintaining high standards and the targets that are required. This set of maintaining the high level of work of the company, combined with saving and cutting personnel when required, knowing each other and implementing the company policy, sorting problems in the less cost if possible. knowing how to performance the best customer service. Being the bridge between workers and the hight level in charge. (Andras, 2003)

4. HONEY & MUMFORD (1986) LEARNING STYLE

To speak about those two-great artists, we need to focus on the simplicity that they implemented a new style to study and prove of ourselves in a such way that we can understand better which way to choose. They have had created four steps in which you can be one of those ones as: active, theoretical, pragmatism and reflexive.

Activist	They are those people who need to get into the role, to be inside what they are doing for that way, they are the people who if they are not doing things they do not like, they are full of ideas and innovations.
Theorist	They are this type of people who need to know the theory behind what we are talking about, which not only helps them if another person explains the process or what they have to do with a theory that is logic. what most help these types of people are books, statistics, quotes, studies. etc
Pragmatist	They are that type of people who need to put into practice everything they are learning, they are that type of thing that they know they can carry day by day, for this type of people they have to have a wide range of possibilities to be able to put everything into practice. that they are learning, the best way for these individuals to learn is through their practice.
Reflector	As their word indicates, this type of people learns by observing and reflecting on what is happening, they are not very predisposed to get directly into what is happening, but they are better off looking from the bench to be able to capture better visualization what is happening. They learn through questionnaires, observing, receiving feedback from others.

(Mumford, 1992)

5. PERSONAL DEVELOPMENT PLANNING:

- Johari Window Questionnaire (ONLINE).

For this one I just have a done a questionnaire which I had attached in here demonstrating my skills in that area.

<https://kevan.org/johari?view=Pamela%20Santos>

The screenshot displays the 'Pamela Santos's Johari Window' results page. The page is divided into four quadrants: Arena (top-left, blue), Blind Spot (top-right, pink), Façade (bottom-left, green), and Unknown (bottom-right, grey). The Arena quadrant lists traits: brave, complex, energetic, extroverted, friendly, independent, nervous, powerful, sensible, silly, spontaneous. The Blind Spot quadrant lists traits: accepting, adaptable, bold, calm, caring, clever, confident, dependable, dignified, giving, helpful, idealistic, ingenious, intelligent, introverted, kind, knowledgeable, logical, loving, mature, modest, organised, patient, proud, quiet, reflective, relaxed, religious, responsive, searching, self-assertive, shy, sympathetic, tense, trustworthy, warm, wise, witty. The Façade quadrant lists traits: able, cheerful, happy, observant, self-conscious, sentimental. The Unknown quadrant lists traits: accepting, adaptable, bold, calm, caring, clever, confident, dependable, dignified, giving, helpful, idealistic, ingenious, intelligent, introverted, kind, knowledgeable, logical, loving, mature, modest, organised, patient, proud, quiet, reflective, relaxed, religious, responsive, searching, self-assertive, shy, sympathetic, tense, trustworthy, warm, wise, witty.

Pamela Santos's Johari Window

The **Johari Window** was invented by Joseph Luft and Harrington Ingham in the 1950s as a model for mapping personality awareness. By describing yourself from a fixed list of adjectives, then asking your friends and colleagues to describe you from the same list, a grid of overlap and difference can be built up.

You can [get your own Johari Window](#), or [contribute to Pamela Santos's](#).

Known to Self	Not Known to Self
Arena brave complex energetic extroverted friendly independent nervous powerful sensible silly spontaneous	Blind Spot accepting adaptable bold calm caring clever confident dependable dignified giving helpful idealistic ingenious intelligent introverted kind knowledgeable logical loving mature modest organised patient proud quiet reflective relaxed religious responsive searching self-assertive shy sympathetic tense trustworthy warm wise witty
Known to Others	Not Known to Others
Façade able cheerful happy observant self-conscious sentimental	Unknown

Smart Glass for Offices

We improve and enhance any environment by creating incredible ambience.

Dominant Traits

100% of people think that Pamela Santos is **nervous**

All Percentages

able (0%) accepting (0%) adaptable (0%) bold (0%) **brave (50%)** calm (0%) caring (0%) cheerful (0%) clever (0%) **complex (50%)** confident (0%) dependable (0%) dignified (0%) **energetic (50%)** **extroverted (50%)** **friendly (50%)** giving (0%) happy (0%) helpful (0%) idealistic (0%) **independent (50%)** ingenious (0%) intelligent (0%) introverted (0%) kind (0%) knowledgeable (0%) logical (0%) loving (0%) mature (0%) modest (0%) **nervous (100%)** observant (0%) organised (0%) patient (0%) **powerful (50%)** proud (0%) quiet (0%) reflective (0%) relaxed (0%) religious (0%) responsive (0%) searching (0%) self-assertive (0%) self-conscious (0%) **sensible (50%)** sentimental (0%) shy (0%) **silly (50%)** **spontaneous (50%)** sympathetic (0%) tense (0%) trustworthy (0%) warm (0%) wise (0%) witty (0%)

Description Breakdown (2 people)

Loraine Kristel Tabila Eleccio thinks: *powerful, silly, extroverted, spontaneous, friendly, nervous.*
Sora thinks: *brave, complex, independent, nervous, energetic, sensible.*

You can display these results in an email or journal, by cutting and pasting the following HTML:-

```
<table style="text-align:center;border-spacing:5px;border-collapse:collapse;">
<tr><td style="border:1px solid #000;padding:4px;width:50%;vertical-align:top;background:#f0f0f0"><h2 style="margin:0px">Arena</h2><div style="font-size:0.7em"><known to self and other></div></td><td style="border:1px solid #000;padding:4px;width:50%;vertical-align:top;background:#f0f0f0"><h2 style="margin:0px">Blind Spot</h2><div style="font-size:0.7em"><known only to other></div></td></tr></table>
```

The Interactive Johari Window was installed and gouted by Kevan, on the 11th of February 2006.
Questions? Check the FAQ.
If you can take criticism, there's also a darker Johari Window.

- objectives and smart goals

skill or ability area	For that I need to add that my qualities and skills they are such big in this area which is being a manager. As me as such innovator, reliable, observer and self-learning person want to learn from everybody give me de opportunity to grow and more at any area.
specific task (¿what is the skill or ability area task or objective? attach	For me this I am important area that I need to achieve which is to be patient and thick and every that I am doing because sometimes there is a certain thing that needs time patient to be done, because is a slow and complicate problem.
measures (standards and parameters)	For the measures, that I need to achieve they are complicate realistic due such difficult time that is my position now, being in a different country, different language, politics, weather and people those things make me sometimes to leave everything that I am working for. I need to take the measure of be clear and persistent in what I want.
agreed (is it?)	I agree in all that I am saying below, because for everything that are you doing in the life you have to commitment, planning, objective deadline, something that passionate, to improve and get everything that are you search for
realistic (is it?)	To be realistic need to get put in a balance all your thoughts and beliefs, starting from there you need to focus to see I what things you are good at and what are you not.
Timings (start/finish dates)	To do everything that you are planning for you need to have a deadline, you cannot just say that: "I want to this" or "I want to make", it's a not. Need to focus make a such certain time for that if not you going to be failed.
Comments/actions (follow-up notes-attach details if appropriate)	To conclude, I have to say that all this is a very difficult path in which we have to stop to think about what it is that really fills us, or we want to be able to carry it out, at the same time make the appropriate and firm decisions to carry it out, it is no use just talking it without putting too much effort.

- Swot analysis

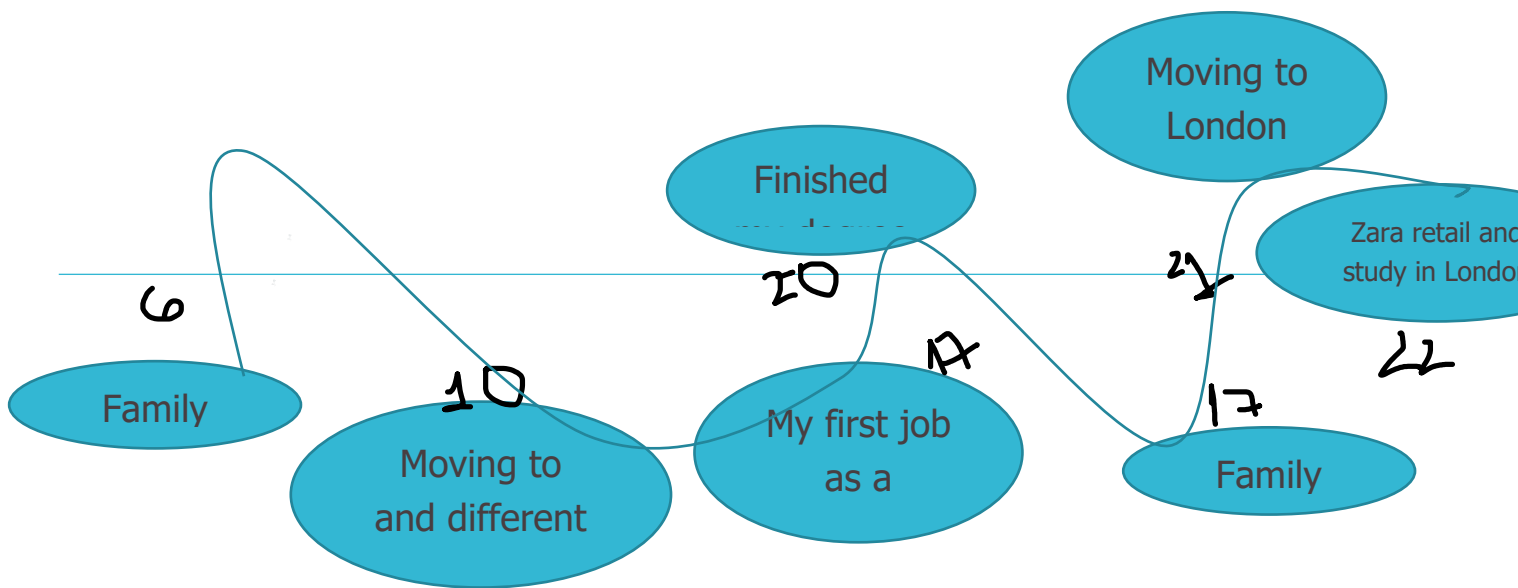
Strengths Strong worker Really leadership skills Really good time management Very consist person Learn quick	Weaknesses I don't have patient, sometimes a I don't finish wherever I proposed to for fear, very nervous person and overthinking to much can carry and affected me badly at time to take a decision.
Opportunities Many universities and courses, many things here which they help the people to get, plenty opportunity of job, and you can apply and is going to be faster and quicker to get the place.	Threats Customer service knowledge, to know the law and the policy of the company to the best, for the company and the costumers

6. SELF-EVALUATION:

- Qualifications

Qualifications are what we acquire through training or work experience, all this refers to all the knowledge and skills that we acquire over the years. we need to be awarded of demonstrate that all those acquire you can demonstrate with exact dates and names, at the same time acquiring our certified degrees, and add everything that we are getting. They have to be part of us, in all the ways that this requires, demonstrating with facts and forcefulness that they are real, and we really acquire them.

- Timeline



- Self-motivation

Self-motivation is It is how you find the skill you need to do what you want to do without depending on someone else's influence. This topic helps us to have the courage to do all the things we set out to do when things are not going as planned or believed they were. This helps us to leave our means and fight for what we want with courage, sometimes it is not only based on intelligence, it is something more related to bravery to do the things, sometimes we fail by means of or because what we are looking for is not given to us, but we put courage into it and you get a lot of sacrifice.

7. WHAT IS PDP?

Professional career and development planning is It is a planning that we carry out in order to elaborate in the short term what we want to do in the future, all this based on reflection, science, on your objectives, all this related to what you are studying that will lead us to improve ourselves (David., 2020). It is a tool that leads us to be able to carry out what you are good at the most in order to take your plans further. it is a very important element for a successful business, in this it makes us look at many factors when preparing it, at the same time we have to take into account three variables such as: training, incentive and promotion. (Webb, 1994)

what do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion?
I need first to be focus on finish my IELTS and my career on business and management level 4&5	Time and focus what I want, don't leave the things for tomorrow, be more creative and read and learn more.	I'll need books, journals, meetings, you need to read some blogs with good information in there too, videos on YouTube, you can get online courses too.	All these tools help us to be able to know more about the subject we are in, allow us to see a wider window of what we are learning, help us expand our knowledge. This form will help us find out what is the easiest way to retain the information we need.	To review how our plan is going we have to do it in a period of one year, let me explain, if our plan is three years, you have to do a review every year of everything you have planned to know if you are meeting your goals or not, because if we do not review, we may be wasting time and not fulfilling anything we have said, wanted to do and finally we abandon our plan.

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