

University of Wales Trinity Saint David

Professional Career Development

Term 2 Assignment Rework

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Introduction

At the time of the culmination of our academic and educational preparation career, we are presented below the next stage of growth as professionals, which is our professional career. It is from this moment on that we have to put into practice all the knowledge that we have acquired in order to cope in the most efficient and effective way possible with our performance within our work.

Next, I will begin by making a small paragraph in the role-playing game that I was able to present previously as part of the first component of the assignment, and that is that, although it has not been a very long exercise, you can learn a lot from it and under my point of view Sight was an excellent method to get an idea of how we could act when faced with a real case of the position we aspire to reach. Moreover, I have had the opportunity to witness several professionals exercising their work, which in that case were designers, developing a case together with their supervisor and I can say that I learned a lot from their way of working, all forming a great team collaborating and asking the opinion of each other in order to proceed with the project, meanwhile the supervisor was in charge of checking that everyone was comfortable in their work area, addressing any concerns they might have, emphasizing which were the objectives to be completed according to the client's needs , organizing and distributing the work according to the specialty of each of the members of your team and of course supporting in general with any need that may arise.

This is why the role-playing game, I emphasize, was an excellent exercise since being able to represent my reasoning ability to solve a problem or to be able to cope with a work situation in the most professional way possible is of great help to the moment to take that step to be able to unfold within a real space.

But, just as this practical exercise was of great benefit to me as a student, we cannot ignore the fact that we also need to have a very good theoretical knowledge base that can aid our skills during professional development, such knowledge that in my case as a student I have been able to acquire during the development of this entire course and specifically of this subject. For this reason, in my opinion, maintaining a correct relationship between knowledge and practical application of the same results in a very good way to be quality professionals, without forgetting that all this is also reinforced with another very important aspect. which is the experience.

Body

Next, once I have clarified a little about all these issues that I am going to discuss in more depth throughout this report, I will proceed with the main analysis of this assignment, which aims to clarify the planning I have. personally for my future as a professional, addressing in turn a variety of points to take into account, until concluding with my personal action plan.

Starting then with the first point, I am going to talk about efficiency and effectiveness within the labor field, and it is well known that they are two very important pillars or rather, they are two of the qualities that are most sought after within workers. of any company, and not in vain since any owner, manager, supervisor, manager, etc. ... seeks that each and every one of the members of their work team are able to manage and finish their assignments or projects in the best possible way and in the most efficient way possible, maintaining of course its quality levels and standards as high as possible. But how to achieve or know if at first I am working in the most efficient and effective way possible is what I learned throughout this term, but to start the analysis we must know how to differentiate and take into account that being efficient is not the same as be effective when fulfilling a job or playing a professional role.

This is why I am going to briefly define these two concepts:

First we have efficiency, efficiency according to the author Alejandra López defines this as the quality or ability to achieve the best or best possible results about a procedure, project, work, etc. ... using a minimum investment of resources, practically using only the necessary ones.

While efficiency is defined as the fact of being able to consider completed or finishing a job or project as mentioned above, but having at your disposal and using all the resources and means available to achieve the best possible result.

So this is where the middle point is between these two terms that, when handled in equal measures and knowing how to put them into practice, is that we can be productive, we make our company productive.

As a result of this, we conclude that in order for us to be productive we must manage a harmony between the effectiveness and the efficiency that we offer as professionals, but as well as these two qualities, we must also take into account many other skills that are also vitally important for our professional performance, such as stress control to be able to work under pressure, have a very good level of communication, skills for good teamwork and of course one of the most important to have initiative and know how to make decisions, accompanied of course , for our knowledge acquired either through our entire academic career as well as our experience.

Now, once the first point has been explained, I will continue with the next one, which, like the first, is just as important and necessary from my point of view to be able to have

a better future development within the work environment and it is basically about being able to recognize, analyze and accept what our strengths are both personally and within different work areas, in order to better organize my goals and be clear about where I want to go and how to do it according to my qualities.

To start with this topic, I will make it clear in the first instance which are the ones I have: have very good communication within the work group to which I belong or of which I am part either for a limited time or long term, patience, I am a very good person. patient and I know that within the professional field maintaining a calm, relaxed and understanding position is extremely important if you are working as a team, likewise I am very tolerant and open-minded which allows me to become a person who receives very well any type of criticism or constructive opinion or that contributes to the project, always trying to support those who need it and encouraging them to continue with their idea, complementing it with others, whether they are their own or those of the rest of the team, I have a lot of respect for all people in general, be it my coworkers, my supervisors, my or my bosses, my family, etc ... and it is that respect means a lot to me and in my opinion it is a key value to be able to build a healthy, strong and productive working relationship and last but not least, I am a very creative and innovative person, for me these last two are one of the most important strengths and I would even say that they are the ones that most define my professional and professional profile. Personal, it is for this very reason that continuing with the next aspect of this point I want to focus on the areas in which I would achieve a much more productive performance or development within my company.

The work areas, as well as our skills and strengths, are of vital importance for the correct performance of each of the members of a company or company, and it is that the more comfortable a person feels within their work environment, the better their results will be. in all your tasks in general. Due to this it is that to know which area would be the ideal or the one indicated for us, we must first know each other completely, according to this in my case the area in which I would perform and give my maximum performance would be in the creative and innovation area.

But for this same reason, it is quite difficult to work on knowing that different areas exist or on which to focus more to achieve progress as professionals without knowing exactly how we are, for this same reason is that the UPAD center in Madrid published an article where they explain the 6 different areas of development through which we can cross and that will help us to advance in our search to improve our professional development, which are summarized as follows:

1. Enhancement of personal productivity
2. Planning and time management
3. Stress and anxiety management
4. Communication, persuasion and influence techniques
5. Leadership
6. Managing a job change

Once each of these areas has been analyzed in depth, we will be able to reflect and decide what personal aspects we can improve, that is, we can analyze what our weaknesses may be or at least in what areas, as well as our strengths, which in my case I already mentioned. But in any case, new ones can always be formed or improve on the ones we already have.

Conclusion

This brings us to the last point and conclusion that I have decided to analyze for this report, which is the preparation with which we end our career as students and start a new one as professionals, it is at this point where we propose what our objectives and goals will be. achieve that in my case I have them very clear, since my preparation that I have not finished yet, it has been very broad, from taking lessons, courses to entering universities and managing to finish with a master's degree in the future, all this always accompanied by an ideology, principles and personality willing to give everything to achieve each and every one of those goals, likewise the empirical knowledge acquired throughout this process is of the utmost importance, all this together gives us as a result in my opinion what today Today I am and in the future I want to become both as a person and as a professional, to be a worker at the height of any position from a newly hired to company manager.

Once said I will proceed to leave my personal action plan, which is structurally designed in a template extracted from a template post by Emeline Keundijan:

Personal Action Plan

Current Skills	Respectful	Tolerant	Creative	Innovative	Open minded
Skills to Work On	Communicator with a large audience	Punctuality	Better time management for work and family	Explore more outside my comfort zone	Analysis of possible consequences of certain decisions
My Goals	Manage to give lectures and exhibitions in front of a large group.	Be more and more punctual from getting to work to any casual appointment	To be able to share my time equitably with my family and with my work.	Being able to have different points of view from areas outside the usual.	Better analyze when one decision or another can lead to a successful outcome or failure.
My Resources	Speak more frequently in front of all my colleagues and in subsequent meetings with friends and family as well as professionals.	Better measure my times.	Divide my time with your help.	Do not say no to any activity outside my tastes.	Apply techniques that I learned during my studies and from previous experiences.
Action Plan	I Will do it in my next meeting of any kind.	I would apply it in the next appointment I have.	I need to work a little less time and reserve it for my family.	I will do it in the next proposal I receive.	Ask for help from my colleagues to be able to have their point of view or opinion.

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