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Professional Career development

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Introduction

Support for an employee's professional growth that is provided by their employer, typically in the form of movement to a new position or project within the same organisation. This is what we mean when we talk about career development. Coaching, mentoring, skill development, networking opportunities, and mapped-out career paths are common components of this support. Most of the time, HR functions (such as learning and development, talent management, or recruiting) and HR business partners or managers in the organisation are the ones who are responsible for facilitating career advancement.

Role Play and career development

Participants in role-play training act out scenarios with the help of a trainer to gain new knowledge and skills. Training in this manner can provide a secure setting in which workers can develop self-assurance in their abilities to do well on the job. By learning the ins and outs of role-play training, you may better prepare your staff to handle challenging or novel circumstances on the job.

During this course, we have been studying what's the importance of Professional Career development, how to set goals, the importance of Self-motivation, skills and setting a development plan.

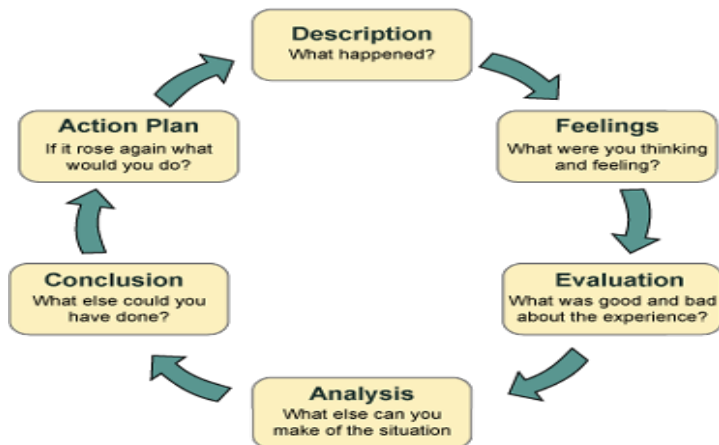
The aim of the role play we simulated in class is to prepare ourselves for an interview with a potential employer, which in this case was my colleague Alin Bariz, where we did exchange the roles with each other and see how it feels to find ourselves on the other side.

It was a great simulation where we generated questions for both candidate and employer quite difficult and as a candidate, I was prepared really well with my answers, another important aspect to consider and learnt in the role play is the importance of how I presented myself in the role play, having an appropriate dressing code, introduce yourself in such clear and formal way, the body language also plays a big role in it, showing excitement by facial expression is a very positive sign but the most important for me it is to show is the self-confidence avoiding stress and anxiety.

During my career, I have jumped into several interviews, which on many occasions it was just for putting down barriers and controlling the stress any time I was going for an interview, building that self-confidence and understanding the key questions and points the employer was looking for from me, therefore the role-play and this course taught me also many other details that I was not aware of such as the importance of raising questions by the candidate, the questions has to show interest, keeping eye contact and be well prepared when the employer asking you how much do you know about the Company, for example, being prepared on a overall understanding of the Company makes also a good point because it shows that I have done research for that and having at least a good 50% knowledge of what the company does and how operates it will be definitely a tip on top which any employers observe.

For reviewing the role play more deeply I will be using the Gibbs reflection model, the Gibbs Reflective Cycle is a tool for self-reflection and management that enables individuals to think clearly and methodically about the various experiences they have gone through during a certain activity or comparable event in order to derive conclusions. The reflective Cycle model is a cyclical model with a framework that puts the focus on experiences that people have had more than once. It has six steps, and each step helps you think about and talk about a different learning experience.

Gibbs Reflective Cycle



1. Description

The class have been divided into groups of 2 people, simulating a job interview with your partner as candidate vs employer and then the other way around, in order to have both students playing both roles preparing 5 questions from the employer to the candidate and then 2 questions by the candidate to the employer.

2. Feelings

I was feeling absolutely comfortable before starting the interview, that's why with my partner Alin Bariz we decided to go as the first group in the class, as soon as the role-play started I had a lot of self-confidence and I answered to the employer in such a clear and analytical way, I have used almost all the available time without ending earlier to make the role play as a real scene.

3. Evaluation

Considering to the case that has been given and reviewing my performance during the role-play, hearing feedback from the rest of the class and besides the fact that I have been in many interviews and interviewed many people there are still aspects that I need to consider where I need to work on.

The first one is : don't be too friendly with the employer, this cannot be a barrier where you can break at a first meeting, I should maintain the meeting a bit more formal and professional, the employers that I normally face in interviews are CEO's, Directors or Founders and sometimes they like to keep the interview very formal especially if it is at a first stage.

A second aspect which I need to consider is to put more on the table personal experiences, associate the right one to the topic in discussion it shows experience to the employer.

4. Analysis

Analysing the role play I can say that both I and my partner went really well breaking down the barriers and shyness in front of the class and the lecturer, we have played the role a few times before the official role play in the class and we have focused in 2 aspects, the first one

is to make myself confident of the role we were playing and the second one is to deliver a clear message to the lecturer and class.

5. Conclusion

An overall conclusion, I have gained a lot from this role play, having a clear speech in front of 25 classmates plus the lecturer and explaining my concepts, and ideas, sharing my personal experience was something that we do not normally face every day. I do talk a lot in meetings in my actual work but I do not speak to such a wide group of people, I have tried just to focus as this was a real interview between me and the employer for my step into my career.

6. Action plan

The action plan to get that position I am that I have played in the role play is to continue University and next year start a bachelor's course in Business Management Supply chain and Logistic, with that in mind I can already apply for Operation Director in my first or second year based on my long experience in the field from several years, at the moment I currently work as a Head of Operations in a Supplement company, and the course mentioned above will help me to get there as I will have knowledge and experience necessary to cover such a role.

After completing the Bachelor's degree I will continue with a Master's Degree for then aim to work in a position as a COO in the next 4-5 years time from now.

Learning styles

One of the most common ways to think about how people learn is that they are either visual learners, auditory learners, kinesthetics learners or read/write learners. Neil Fleming's VARK model of Student Learning talks about the different ways people learn.

Visual learners

One common way to learn is through seeing things. Some people learn better when they see things like graphic designs, charts, diagrams, images, and anything else that shows how something works.

I'd like to define myself as a visual learner, I do find it quite easy to learn any particular material just by being shown by a trainer or anyone, I am able to sit in meetings for hours looking at charts and draft conclusions based on what has been presented or either learnt such as a new system that has been introduced or so.

Auditory learners

Employees who learn best by hearing things rather than seeing them are said to have an auditory learning style. This way of learning is also called "aural learning," and the course lessons are processed by employees in this category when they are spoken to.

I am absolutely able to follow complicated instructions by just hearing being communicated just by voice, but when it comes to learning I would rather that the new thing is going to be shown even once.

In the Company where I work most of the times improvement are discussed and applied via verbal communication or conferences and therefore a good auditory learning style is beneficial/required.

Read/write learners

People who like to read and write a lot learn best from words. These people may seem like they take a lot of notes or read a lot, and they may be able to put abstract ideas into words and projects.

I am that kind of person that in meetings or during the day at work takes several notes but I do not read a lot, sometimes I do find it slightly difficult to convert a verbal plan discussed into an email or a document or it takes me a more than time than a normal task usually takes.

Kinesthetics learners

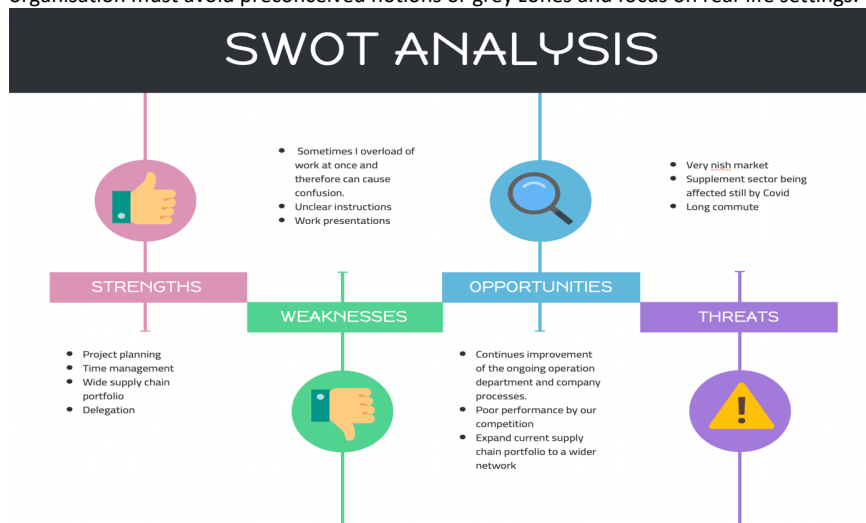
The last kind of learning style is kinesthetic learning, which means using all of your senses to learn. This works best in fields where hands-on lessons are needed to better explain the topic. By getting the learners involved in the process of making, planning, and solving, they can learn more from the experience.

I do find myself pretty much hands-on when it comes to learning, I always try to ask as many possible questions as possible in order to clarify the subject and when it comes to workshops and lab exercises I am always fully immersed.

SWOT Analysis and Personal development plan

Nowadays the word SWOT Analysis is commonly known by any organisation and employees, I am using this example to evaluate myself in a competitive situation and develop a strategic strategy.

SWOT analyses internal and external elements and existing and future possibilities, a SWOT analysis is a fact-based, data-driven look at an organization's strengths and weaknesses. The organisation must avoid preconceived notions or grey zones and focus on real-life settings.



The personal development plan is very beneficial for any employees, I have set a series of benchmarks that I want to achieve during these years for my career, having a clear target and milestones. A personal development plan is an efficient tool to track your progress.

Learning and Development Need Provide a specific description of the desired changes (e.g. skills gained, knowledge acquired, topics/themes/content covered)	Type of development E.g. Course, Workshop, Conference, Self-development (researcher, reading, etc.), Coaching, Mentoring, Job Shadowing, Project work, Committee Membership, etc	Timescales	Who is responsible?	Further Comments E.g. Resource requirements, Additional notes
Bachelor Degree in Business Management Supply Chain and logistic	BA degree	3 years	Myself	Evening-weekend courses
Master Degree	Master course specialised in the field	1	Myself	
Excel skills	Web binary / online courses	12 weeks	Myself	Evening time required
Project Management skills	Courses, reading books	1 year	Myself	Observe senior management and decision-making process
Negotiation	Shadowing higher management	1-2 years	Myself	
Accounting	A base of accounting will be given by the 3 rd year bachelor's degree	3 years	Myself	

Conclusion

In conclusion to the role play and all the material learned in this module, I can say that the role-play in itself has given all the extra tips that we need to know and pay attention to even very little details in an interview. The importance of making a great impression to the interviewer is fundamental at the first stage, so professionalism is the very key point in the interview. The role-play it has helped me a lot giving me the right tools and objectives to focus during an interview, studying the right questions, preparing yourself before doing research for the Company, having the right posture and keeping eye contact shows very interest in the position, which will be absolutely noticeable by the employer. Self-confidence playing also such a big role on this, it shows character which in a Managerial position like mine is very important.

The professional career development requires a lot of sacrifices, and it goes together with SMART goals, in order to reach the position I am aiming for I have a long path ahead but still I have set my benchmarks within a certain timeline, which this commonly influenced by personal strength and tenacity.

SMART is a goal-setting framework. Specific, measurable, achievable, realistic, and time-bound are SMART goals. Setting a goal creates a roadmap for a specific target.

Appendix

Job application form

Application for [Operation Director at My Protein] -

Your details

Name: Cavallaro Germano Martino

Education and training

Please give details:

- Certificate in Higher Education and skills for the work place (2022 currently in progress)
- HCCP – Hazard Analysis Critical Control Points(2019)
- Fork lift driving License (2019)
- Artisan Patisserie School certificate – Ecole Boulangerie Paris (2017)
- Driving License (2007)
- Italian Diploma of High School – Computer Expert – ITIS Cannizzaro 2007

Qualifications

Please give details:

- Advanced management programme (2021)
- Food and Safety Level 3 (2020)
- Management Skills Level 2 (2017)
- Food and Safety Level 2 (2016)
- Management Skills Level 1 (2016)
- Food and safety Level 1 (2014)

Employment history

Your current or most recent employer

Name of employer: Black Label Creations Limited

Job title: Head of Operations

Length of time with employer: Employed since 06/2020 till present

Reason for leaving: N/A

Duties:

- Overseeing the operation department, ensuring the department is running smoothly and hitting targets all the time.
- Establishing relationship with new partners and extend suppliers portfolio.
- Negotiating orders with suppliers based on current forecast.
- Reviewing Quality Control alongside Technical Manager and continuously improving processes and procedures.
- Setting up financial budget of the Company and approving all the invoice payments for the entire company related to any departments
- Managing the implementation of business guidelines and strategies throughout the operations.
- Preparing such waste reports for the CEO and reviewing these closely with other departments Heads.
- Reviewing Company's waste and reducing from time to time.
- Managing Logistic and arrange shipping for material required to project such as Ingredients, packaging or final product to go the clients.

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

Name of employer: Doughlicious Limited

Job title: Production and Operation Manager

Length of time with employer: 01/2018 to 05/2020

Reason for leaving: Covid has caused financial problems to the Company which at the time was still a start-up, causing serious cash flow issues and shutting down of the Business

- Responsible for hiring, training of new hires, and providing ongoing support to the production staff.
- Oversee the manufacturing standards have been adhered to at all times, food and safety and health and safety.
- Constantly reviewing team members conducting performance reviews and appraisals for the production staff and managing holidays and time off.
- Responsible for Company accreditations and preparing monthly and yearly manufacturing/quality audits.
- Negotiating with suppliers.
- Organising and planning of the weekly and monthly production correlated with any large orders from customers
- Managing stock inventory and orders with the supply chain.
- Recording on the system and cutting out the wastage related the whole production side of the company, reviewing them weekly and improving them week by week working alongside the operation manager
- Managing rotas for the production staff.

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

Hello Sir/Madame,

I would like to apply for the position of Operation Director at My Protein as advertised in..., I would love to progress in my Operations career and I feel that my skills and work experience make me an ideal candidate for this position, I have 5 years experience on the field, managing large and small teams from Production, warehouse department to purchasing team.

During the years I have achieved multiple sites accreditations such as Salsa and BRC, also building a very wide range of suppliers over EU, USA and China.

I am an energetic and proactive Head of Operations who can produce the desired effect with involving minimum the team effort, reducing expenses, and cutting management waste. I consistently look to identify how I can optimise efficiency and improve staff performance. In my current role as Head of Operations at Black Label Creations, I work closely with all teams and individuals across the company to develop and coordinate the execution of strategies that will lead to an increase in operational efficiency. One of my strongest points is an advanced knowledge of operations/logistic and production processes, laws and regulatory requirements specific to my areas of responsibility. Aside from my leadership skills, I am a professional who champions company culture and employee engagement at every opportunity. At the moment, I am looking for a position with a reputable company within the Nutritional and Supplements sector where I can build a long-term career.

Kind regards

Germano Martino Cavallaro

Commented [lizeta de1]: Please accept the changes.

Right to work in the UK

Do you need a work permit to work in the UK? Yes / **No**

References

Reference 1

Black Label Creations Limited
Contact Person: Chris McDonnell
Mobile contact: 07356789526
Contact email: Chrismcdonnell@blacklabelcreations.com

Reference 2

Doughlicious Limited
Contact person: Kathryn Bricken
Mobile contact: 07467893254

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name: Cavallaro Germano Martino

Signature:

Date: 06/08/2022

Role-play questions:

1. How much do you know about My Protein?
2. Do you feel comfortable to be back managing large teams (30-40 employees)?
3. You have worked around 4-5 years in the field, but in the last 3 years you have worked on pretty much start-ups company, what are your benchmarks in the next 3-4 years?
4. Tell me about yourself and your study course?
5. What's the reason for leaving the company your current company?

References

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