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## **INTRODUCTION**

Write a report containing a personal reflection on the role play and your career development planning. You report must demonstrate an understanding of the skills and knowledge which contribute toward working effectively, your readiness for employment, an understanding of personal strengths and areas for further development, as well as establishing your employment goals and develop a personal action plan/development plan.

## **TASK**

During class we talked about skills & knowledge that are useful in a workplace and how to do a proper interview. We also did a job interview as a candidate to apply for a job and an interview as a recruiter who do the interviews.

In my interview as a candidate, I had 4 questions from my classmate which were:

- 1) Tell me about yourself.**
- 2) Tell me about your strengths.**
- 3) Tell me about your weaknesses.**
- 4) Tell me why you applied for this job.**

- 1) I started talking about myself for this question.

My name is Ahmed Atalla, I'm 20 years old, I was born and raised in Italy, but I have Egyptian roots because of my family but I have not been to Egypt since I was a child. I studied until High School in Italy and now I want to finish my studies here in London. In addition to studies, I would like to discover new cultures to learn more about different cultures and to meet new people.

- 2) For this question I answered talking about my strengths and I said what I am good at, why and how I can improve it.

My strengths are: **Organisation, Team Working & Time Management,**

**Organisation:** because I like organisation in my routine life because I am not a person who likes the unexpected very much. I prefer to be organised for everything and I always do a timetable where I put everything I have to do because if I do not do it maybe I will forget something that can be important to do in a certain time. I still want to improve more my organisational skill because it is important to enhance our skills and for me the organisational one is important.

**Team Working:** because I like to work in a team with other people who can help me improve myself in a better way. Also, when you work in a team and all of you work well together you can also “challenge” them to see who do a better job. This type of challenge will let you work better and with more motivation to improve all your skills. But for my team working skills I need to improve more this skill because if I work with people with no motivation at all it affects negatively in my work, and I will lose my motivation and ambition to do better. So, I prefer to always work with people who tend to do better and with more ambition and motivation to do better will let you automatically do better too.

**Time Management:** because it is important in your workplace and in your everyday life. Time management is basically dividing and allocating your time wisely to do important tasks in a day. I am still learning how to use this skill properly because it is not easy to use, you have to use it wisely because at first it will let you feel that you are like a robot if you abuse using it.

- 3) For this question I answered talking about my weaknesses and I said what I still have to improve and how I can improve it.

My weaknesses are: **Shyness, Insecurity & Communication Skills,**

**Shyness:** because since I was a child, I was really shy. Fortunately, I am less shy now than when I was a child, but I need to improve it because it can affect me in my life in a negative way if I am a very shy person. And fortunately, now, if I know someone who I can trust, I will not be shy anymore and act normal.

**Insecurity:** my insecurity is related with my shyness, because if I know something maybe I am afraid to say it because maybe I think it is wrong even if it is correct. I am still learning to deal with my insecurity to be less insecure, because being insecure it affects negatively in my life. I need to be more positive and trust more myself.

**Communication Skills:** the communication skills are also related with shyness and with insecurity. Because when I am with new people that I do not know I am shy, and I am afraid of making mistakes. This mostly happen because I am not fluent in English (I can read, write and understand, but I struggle to speak) so it is not easy to communicate with people, but I try my best to do better every day.

- 4) For this question I answered talking about why I applied for this job and how it will make me improve my skills and how would I benefit the company. This question also allows you to sell yourself to the interviewer by demonstrating your passion for the job, and the competencies you possess. I also said that I do not have any type of experience in this area of work because I never had the possibility to work in this area. But I would love to learn more in this area of work because it will help me understand better the manager work as I am studying Business and Management in the University.

In this interview I felt like it was a real interview to candidate for a job because the questions I received are some of the questions they ask to you during an interview to apply for a job. This type of interview if you do it with someone you do not know you will get the same feelings of a real interview, so you can say that it is like a training for an interview.

In the interview as the recruiter, I had to ask 4 questions to my classmate.

**1) What led you choose this type of work and why?**

For this question my classmate answered with why she wanted to choose this type of work and what led her choose it.

**2) How do you relate your skills within the company?**

For this question my classmate answered by saying the skills that she has and how her skills would benefit the company.

**3) Do you have personal experience in this area of work?**

For this question my classmate answered by saying if she has ever had any type of experience in this area of work.

**4) How would you feel working in this environment?**

For this question my classmate answered by saying how she would feel by working in this type of environment.

In this interview, when I asked to my classmate those questions for the roleplay, it felt like a real interview, and it was really a great experience. Because it makes you understand more about the people you are interviewing, and it let you know that you are not the only one that fears doing something wrong or have some insecurities.

## **CAREER DEVELOPMENT**

What is a career development plan?

A career development plan is a personalized strategy to assist employees in achieving their career goals. A career development plan consists of short-term and long-term goals related to an employee's job, incorporating their strengths and future career aspirations.

For my career development plan, I need to follow some steps which are:

- **The starting point:** Where you are now in your career;
- **The destination:** Where you want to go in your career;
- **The gap:** The obstacles you must overcome to reach the destination;
- **The route:** How to close the gap to reach your intended destination.

For the first step I need to identify my current position and ask myself some questions. Because this step will help me to reflect on my current strengths.

**1) What are my past experiences?**

In this area of work, I do not have experiences yet, because I am still studying to learn more about it. I want to apply for this job to learn more about this job even if I am still studying it.

**2) Do I prefer leading a group, working with peers or working alone?**

I prefer working in a team if I have good people in my team which help other people in difficulty and are ambitious. They will let you work with ambition and with the desire to do better. If the people in my team are not like this, I prefer to work alone instead of working in a team, because they will affect me in a negative way instead of helping me to improve myself. I never leaded a group, so do not know if I like it or not, but it would be good to try it before saying that I do not like it.

### 3) What kinds of natural skills and talents do I have?

I am a polyglot person, I can speak fluently Italian (because I was born and raised in Italy), Arabic (Because my parents are from Egypt, so they taught me the Arabic language), and now I am learning and trying to improve my English.

I also have as a strength the Time Management (still trying to improve it), Organisational Skills (still trying to improve it too), Team Working (if I am with the right people), Communication Skills (if I speak in Italian or Arabic, but not every type of Arabic because some people speak with their own dialect which is not always easy to understand .and in English I still need to improve it to be more confident).

For the second step I need to identify my destination and where I want to go with my career and how I see myself after 5 to 10 years.

In 5 years, I hope to see myself graduated and with a full-time job in a managerial work, start as an assistant manager until I get the experience to work as a manager or as a supervisor after 7 or 8 years. After 10 or 12 years, I would like to work in an international company which will let me travel around the world to discover new and different types of cultures since it is one of my passions that I wish I could do during my life and not just by watching it on the internet.

For the third step I need to measure my progress and be ready to re-evaluate because my career development plan does not end once I have created it. I need to keep track of how my actual implementation aligns with the dates I assigned myself. I need to update goals accordingly because the plan that I decided can change because of a change of job or change of my career in the company I work for. I need to keep my career plan updated every time to adjust it to meet my goals.

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