

University of Wales Trinity Saint David

Professional Career Development

BMSW4005

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Introduction

This study will discuss about the interview season, and reflection process of it. The second section of the assignment is a report; it will discuss a report, which is based upon personal reflection. In this report section, on the role play and career development planning, this report will demonstrate an understanding of the required skills and knowledge, understanding the personal strength and areas for further development, and establishing employment goals, and preparation of personal and professional development plan.

The employment Relationship

Employment relationship are important because are the kye of every organization around the world. Employment Relationship in the United Kingdom is regulated by an Acts of 1999 from the Parliament for regulate in legal way the relationship between a company and employees. It starts when a person signs a contract under certain conditions in a workplace. (J. Buster 2004) It is important for employee rights, for this reason employers must follow some responsibilities. Every organization must provide all the employees with the same treatment and rights. Organization must follow the conditions of the contract. Every employee must work in safety and healthy workplace. (Willis, 2019). In other hand every employee also must provide efficiency and productive performance. Follow the instructions and be present in workplace. (Armstrong, 2016).

The Recruitment Process

Recruitment process is the way how an organization open new position to future candidates. It is important to find the right candidates, so a wide choice it can be helpful to have more people interested in the job. For this reason, advertisement play an important role to make potential candidates know about the job opportunity. Most of the time an advertisement is accompanied with a job description and person specification. Job description is where the recruiter is going to write which responsibilities and which purpose will cover a future member of the company; while person specification are the skills and educations, or previous experience required for cover this position. In some advertise can be found wage and complementary, but most of the company are preferring to do not mention it till the end of the future interview. Usually in the advertisement is indicated how to apply, most of the time the candidate will apply online and the company will call back if interested. At this point the recruiter will have make his decision and will let the candidates if they are shortlist or not. People who have been shortlist will be invite for an interview with the HR manager. (Elearn, 2008).

Reflection role play

It was a great opportunity for me because I had many interviews since I started working four years ago, but it was the first time I was also in the other side. So, I have got the opportunity of learning various new things, which will provide me with benefits for future job opportunity. I have initially learned that how to guide an interview with the potential candidate and consider few aspects like – by staying professional on one hand how to make a relationship with the employees, which will make the candidate comfortable enough with the interview session so that he will not make any mistakes within the interview session due to unnecessary pressure. During the interview session, I have also learned that which are the strategies and questions one HR needs to consider analyzing the candidates. So, this can be helpful for me because now I learned what HR usually are looking from candidates.

Career Development Planning

There are several different stages of the career development plan, which I can adapt during the planning season. The stages for career development planning are as follows:

- Time-Management Skill: Casino dealer position requires to manage their time effectively, because no late are allow. Also, is required to be productive during your permanence on the table and this it is more easy doing work quickly. Also, I need to make sure that I need to maintain my progress to manage my work/life balance. Along with that, with good time management skill, I will be in control of managing my own time and stress, also I will need time to focus on the next year in my university path. The prime stage of developing good time management skills is to understand what the circumstances are beyond my control, and what is in my control (Ryan, 2014).
- Analytical skill: This is important if one day I will cover a position with more responsibilities in my workplace like a manager. Analytical skill helps you to identify a problem and take a decision. (BERRY,2019).
- Problem-Solving Skill: It is highly significant for the Casino Dealer of any organization to have the ability to solve issues easily, and in that context, it can be stated that as the Casino Dealer keep the relationship between the customers and company; henceforth, they need to know how to solve any critical situation within the customer without making any other problems. As a Casino Dealer, I need to help every customer and make them comfortable at all the time because customer service is the kye of the success in this business.

If there is anything wrong, ask them questions about what exactly they are facing due to the on-going situation, after collecting the information, need to analyze the information and pass it to the supervisor and finally, they need to draw a conclusion based upon the outcomes of the situation.

- Communication Skill: While working as a Casino Dealer, it is highly significant for me to work on my communication skill. Being a Casino Dealer, it is highly significant for me to understand and analyze the circumstances where I need to keep the relationship among the customers either verbally, or nonverbally to keep the relationship strong. Effective communication skill makes the customers feel comfortable when they found that they are having a conversation with the person who cares for them, and that makes them feel comfortable,(online.se.edu 2017).
- Dealer skills: While working as a Casino Dealer it is extremely important to improve my cutting skills of the casino chips in an elegant way. Also, it is important to memorize and follow all the procedures, so you can be more professional.
- Organizational Skill: This is another skill that I need to develop within me, as the organizational skill is intricately connected with the time management skill. Through this skill, I can stay motivated, effectively use of mental capacity, physical space, and resources among the others. The organization skills also will assist me in obtaining the probability of getting a job easily and to complete my responsibility with ease (Duszyński 2020).

Personal Development Plan:

This personal development plan will make me understand that how many competencies that I can obtain from the following skills, and furthermore, it can be stated that this PDP plan will showcase the way I can improve myself, and the time frame that will be required.

Skills	Level s	Resources and ways for development	Time Required	End Date
Dealer skills	Hard	Dealing is the most part of the job, provide to the customers an excellent and professional on the table is imperative, so I must keep improve my skills.	2 years	14-06-2023
Time Management	Good	Time management skill is one of the essential skills which need to prioritize, and more improvement should be made in this front. Setting deadlines for the time would help to complete the time on time. Prioritizing the work also	3 months	19-03-2021

		helps to do the work at first and thereby completing it on time or before time. Creating a timetable is also essential to do the work by dividing it into parts which makes it easier to complete the work properly. Concentrating on a single task at a time would also help to do the task properly.		
Communicational Skill	Very Good	Communication skills can be developed by working on body language and posture. Improving the language, one is speaking, and using proper vocabulary would help in better communication. Developing listening skills would also help to communicate properly. Maintaining eye contact with the person also would also help to develop communication skill.	2 months	21-02-2021
Analytical Skill	Good	I must improve the ability to analyze a situation and find a solution as quick as I can. Maybe to cover a manager position in the future.	5 months	30-03-2026

Organizational Skill	Average	To develop organizational skills, being proactive is important. Making a timetable and working accordingly would help to build organizational skill. Also, doing things before time would help to improve this skill and saving time will help in going through the work twice and check it again.	4 months	15-04-2021
Problem-solving Skill	Good	Problem-solving skills can be developed by practicing a habit of focusing on the solutions more than the problem. Further, identification and analyzing the problem within the given deadline need to be done. The ability to decide how to further proceed to solve the solution is also important and needs to be developed. The anticipation of key solutions is also important. Problem-solving skill can be developed by working in a group as exchanging ideas would help to solve the problem. Defining the problem efficiently and actively listening to it	8 months	06-08-2021

		would help to easily find a solution to the problems.		
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Reflection

I have gained some skills which are yet to be improved. Dealing skills are average; I have gained some knowledge, but I still need a span of two years to improve them. Time management skills are good, but I can always improve. My Communication Skills are exceptionally good, but still, I want two months span to work on it. Analytical skill and organisational skills of mine are good and need a time span of 3 months and four months, respectively. My Problem-solving skills are good and need eight more months to develop. To develop all the skills a proper training and guidance is required, but also working experience are helpful.

Conclusion

This study has discussed about the employment relationship, how it is regulated and how it can be helpful to be productive. The second section of the assignment is a report; it has discussed a report, which is based upon personal reflection. In this report section, on the role play and career development planning, this report will demonstrate an understanding of the required skills and knowledge, understanding the personal strength and areas for further development, and establishing employment goals, and preparation of personal and professional development plan.

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