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GIBBS' REFLECTION

The skills and knowledge that I have gained during my attendance and participation at the Professional Career Development lectures to date. Reflection on **SWOT, SMART, JOHARI, LEARNING STYLES, AND PDP**, which had the most impact on shaping my future career path.

- 1) SWOT:** short for **strengths, weaknesses, opportunities, and threats.**

Ref: <https://bschool.pepperdine.edu>

SWOT analysis can be used to identify and evaluate one's personal and professional goals. Strengths and weaknesses are considered as internal factors which you can control, but opportunities and threats are considered as external factors which you have no control over. It is extremely useful to be aware of one's strengths, weaknesses, opportunities and threats for personal growth or when you want to explore a new career path. Are you a great team leader, can work under pressure or are you a great listener? One of the most important parts of your analysis is your weaknesses. Assessing one's weaknesses can be motivating and help to improve upon these areas.

Ref: MindTools.com

Looking for Opportunities for something positive to happen in the future and being able to spot these opportunities can make a huge difference for yourself or your organisation. Threats are something

that can negatively affect you or your organisation. It is very important to identify threats and act before it damages your career or company.

1) SMART short for Specific, Measurable, Achievable, Relevant/Realistic, and Time-bound

Ref: clearreview.com 2023

Ref: questionpro.com 2023

Smart objective/goals setting allows managers and employees to accomplish goals short-and-long-term. Using SMART objectives one can have a clear understanding of the goals that needs to be accomplished and how one can go about achieving them. Putting together an action plan to improve performance, increase productivity, and contribute to the organisation goals.

Specific: is the objective clear for employees and individuals to understand what needs to be accomplished and who is responsible for this, how it can be achieved.

Measurable: objective should be measurable and achievable. So, you can monitor progress and success. To achieve this effectively it is necessary to involve some numbers like percentages or exact amount. Using this objective helps keep an eye on deadlines, which should be defined clearly.

Achievable: to know that the objective is achievable. It may be difficult and a challenging task, but you can thrive toward achieving the goals. In the beginning you will need to analysis what you have done and achieved so far.

Relevant/Realistic: you must measure your capacity, qualities, and abilities with those associated with you in your organisation or business. To set up goals, you have right resources to achieve them.

Time-bound: it is an important factor determining if the objective is met. It is also important to have a start date and completion date to achieve the goals.

JOHARI WINDOW

REF: WWW.TSW.CO.UK 2022

REF: ATLIASSIAN.COM copyright 2023

Johari window is a technique used to help improve self-awareness, communication and productivity at work. Mostly used by managers and team leaders. In 1955 two psychologists created a model. Joseph Luft and Harry Ingham. JOHARI is a combination of their first name.

The **JOHARI** window is **4** panes: **OPEN SELF, BLIND SELF, HIDDEN SELF AND UNKNOWN SELF.**

This model helps individuals to better understand themselves and how others see of them. Individuals can improve self-awareness and development in groups. You can make a list of 5 or 6 terms that best describes you. Then you get your colleagues to do the same, choosing the best descriptors they think fits you best.

OPEN SELF: your characteristics known by you and known by your peers. Qualities best describe you, known by you and others.

BLIND SELF: characteristics known by your peers about you, that you may not know about yourself.

HIDDEN SELF: your personal characteristics known by you but not known to others.

UNKNOWN SELF: this is unknown to the participants and to others. You may want to identify them and figure out how you can work toward them.

LEARNING STYLES

Ref: <http://www.structural-learning.com> 2023 created in
Cambridge, uk Gibbs' Reflective Cycle – Structural Learning

Ref: University of Cumbria Skills @Cumbria June 2020

Gibbs' reflective cycle created for improvement for repeated experience. Acknowledgement of the importance of Feeling in reflection is one of the key things about Gibbs. The Gibbs' reflective cycle consists of six stages:

1, Description, start by giving an account of an experience. Ask questions like: what happened, when and where it happened, and who was involved, what was the outcome.

2, Feelings, it is important to acknowledge positive and negative emotions, this will very much affect your interpretation of the event.

3, Evaluation, this way you evaluate the good and the bad, the positive and negative aspects of the experience.

4, Analysis, use your professional knowledge to dig deeper to find out why it turned out the way it did.

5, Conclusion, find out what could have been done differently and what knowledge did you gain from the experience.

6, Action plan, work out a detailed plan for future if the situation arises again.

PDP

Personal Development Plan

Ref: cpdonline.co.uk 2023

Ref: <https://help.open.ac.uk>

Personal Development Plan is used to achieve success and happiness in your education, career, and personal life. PDP is a structured framework you can use to be aware of your skill, identify and develop skill that are needed, and how you can achieve it. You should always improve your knowledge, skill and experience. Personal development is continuous lifelong process.

My future plans are to open a business selling Asian clothing, because we really don't have many in Cardiff. I love working with people and being around people. In the past I have run my own business, but I never did a SWOT, SMART analysis or even a PDP which I think will help me to be successful. Using all these Model it has helped understand how I can go about doing it. It has also helped me to know of my weaknesses and how I can improve them. I definitely need to improve my IT skills. Hopefully I will do a course on IT which I feel will be an advantage for me and my future plans.