



Prifysgol Cymru Y Drindod Dewi Sant

University OF Wales Trinity saint David

Level 4 Assessment

Module : Professional Career Development

Module Code : BMSW4005

Assignment Title: Career Development Report

Submission Date: 21/02/2020

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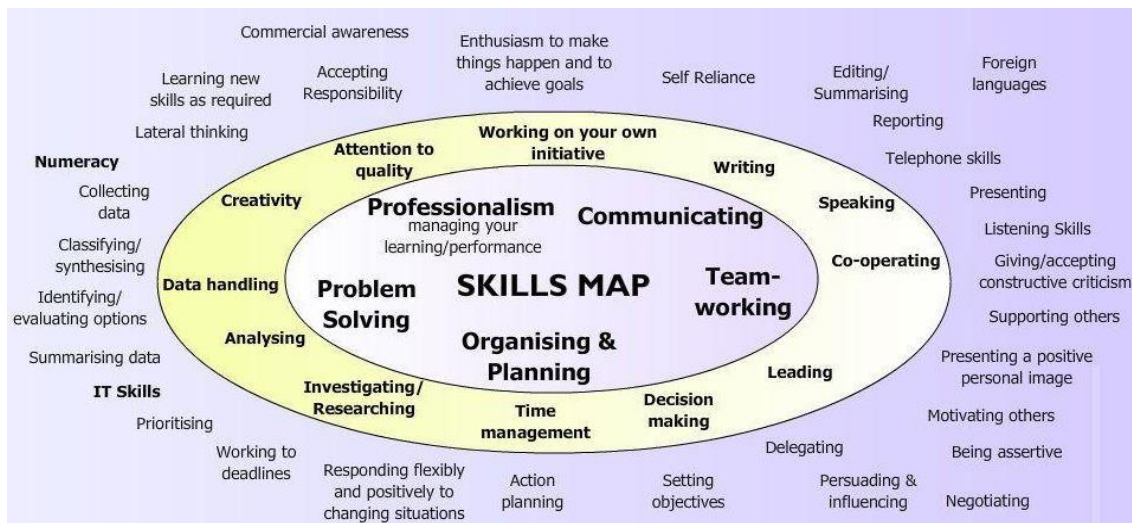
SUMMARY

My name is Ruji Begum. I have just started a course on **skills in the workplace** at the UWTSD in Cardiff. The report I am studying is about my journey on how I will prepare myself to be ready for my new career path and to achieve the goals that I have set my mind on. To do this I will have to learn when and how to use employability skills and learn how the companies are employing, so I can **ready myself** for that perfect job and for that perfect interview.

INTRODUCTION

There are lot of Intelligent and driven individual. They will ensure that they get and stay ahead of the graduates when you are choosing a career. Although having a degree is important and rewarding, is no longer Sufficient to differentiate you from others of getting a job. In a wide range of research, employability skills wanted by employers are almost the same. The basic skills are Communication skills, Teamwork skills, Problem solving, Planning and organizing, Technology skills, Life-long learning skills, Initiative and enterprise skills and time management skills.

EMPLOYABILITY SKILLS



COMMUNICATION SKILL

‘ Sixty-five percent of recruiters and hiring managers say a strong written or spoken communication skills is more important in an entry-level job applicant than their college major’. (Forbes)

Communicating with others is important in professional and personal life. Communication skills allow you to understand by others by involves listening, speaking, observing and empathizing. Communication skills also help to understand the difference in how to communicate face-to-face interactions, phone conversations and digital communications, like email and social media.

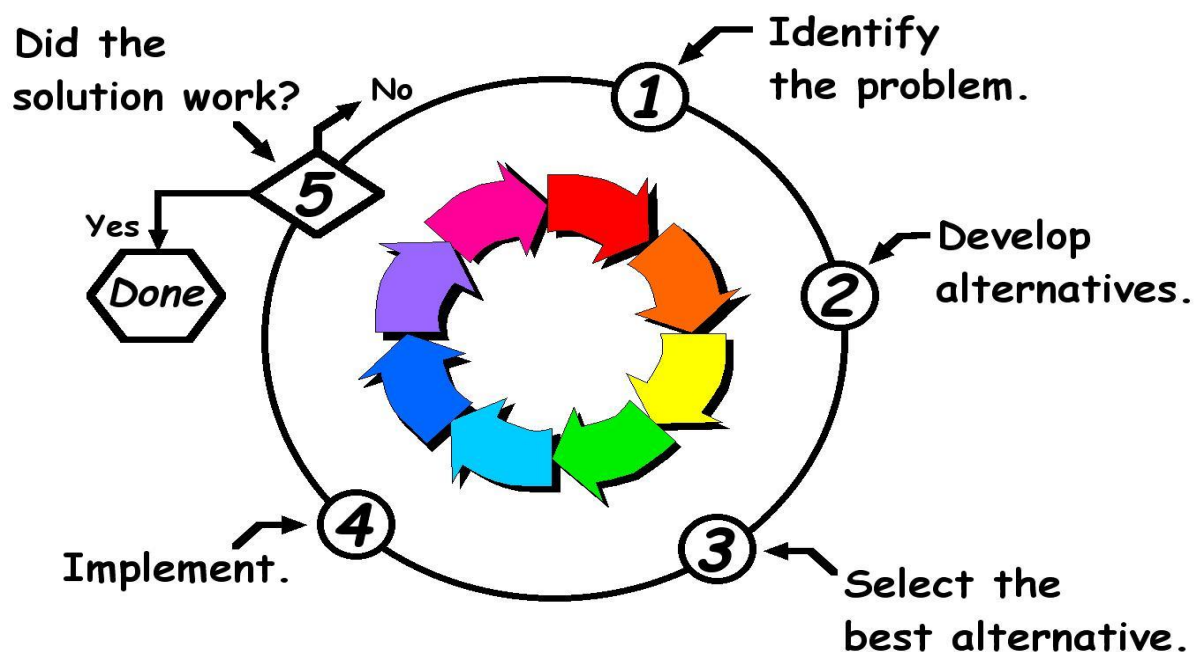
- Active listening- This mean paying close attention to the person who is talking to you. People who are active listeners are high recognized by their coworkers because of the attention and respect they offer others.
- Adapting your communication style to your audience- Different ways of communication are good in different situations. To use your communication the best way, it is important to consider your audience.
- Friendliness- when you are working with others, approach your interaction with positive with positive attitude, keeping open mind in understanding where they’re coming from

- Confidence- confidence is important for communications skill and you will find confidence skill comes in handy not just on the job but during job interviews too.
- Giving and receiving feedback- feedback should answer questions , provide solutions so that this helps to make the project or topic stronger.
- Volume and clarity- It is important to be clear and audible when your speaking. Adjusting your voice to be heard in a range of settings is a skill. Speaking too loudly may also be disrespectful in certain places.

PROBLEM-SOLVING

Many companies will face a lot of obstacles. The ones who are able to cope with challenges will be the ones who thrive. This involves able to use logical process to figure issues out. Then finding solutions on your own or as a team, when faced with difficulties. True problem solvers gather information, analyze, cross-analyze, identify and then find solutions with minimum effort and time spent in process. Problem solving is a challenge and not a burden. It is part of the job.

Steps to solve a problem...



TEAMWORK

Teamwork involves working together with a group of people to achieve a shared goal together. .Business and industry both have realized teams can provide the best answer to meeting market demands. This is because the teams provide perspectives, information, opinions and effort than an individual's alone.

(D Badow-The Journal for quality and participation,2001-search .proquest.com)

Good team member:

- Take on responsibilities
- Do research
- Look at the big picture and how others fit in the project
- Identify problems in the plan
- Observe deadlines
- Support your team members

PLANNING AND ORGANIZING SKILLS

Planning and organizing are the two key skills performed by manager or supervisor. A good planning and organizing skill is an extremely important asset for employability skill.

Key Points:

- Planning and organizing two key functions for a job.
- A successful planning allows you to achieve goals for the results you need.
- Planning helps you to deal with challenges and changes.
- Better organized you are ,the more successful you will be.
- Scheduling- keeping up with deadlines
- Always having a plan B in place if things don't go as planned
- Personal space organization-keep things easy to find

TIME MANAGEMENT SKILLS

Excellent time management skills are often great at self-management. Focusing on the highest priority, highest value work efforts. If you are unable to manage your time efficiently, you will struggle with delivering results.

Key points:

- Goal setting
- Planning
- Prioritize
- Delegation
- Stress-management

INITIATIVE AND ENTERPRISE

This means being able to do things without being asked. Thinking creatively to make improvements and thinking outside the box.

Key points:

- Approach businesses and organizations about work
- Strategic thinking
- Being creative
- Identifying opportunities
- Long term vision
- Making improvements

TECHNOLOGY SKILLS

Technology skills is needed in most profession and jobs. This skill is one of the most progressive area in which to work for both in career opportunities and working environment. Here are few basic technology skills. (Laura Turner 2005)

Key points:

- Word processing skills
- Spreadsheet skills
- Electronic presentation skills
- Computer network knowledge
- File management & windows explorer skills
- Database skills
- E-mail management skills
- Downloading software from web(knowledge including eBooks)
- Computer-related storage devices

SELF -MANAGEMENT

Means the ability to take on responsibility, to plan and execute on project and being responsible for their actions.

A highly valuable employees with good self-management will be:

- Highly motivated
- They require limited assistance with their initiatives
- Are organized
- Adapt to circumstances
- Respond to constructive criticism

LEARNING SKILLS

The ability to learn fast and effectively is the key to finding a way to adapt in the company, to find a way around rejection and failure, develop new abilities, and ultimately to the success of the organization.

CURIOSITY

Curiosity in the job and organization is a good way to make an impression on your interview. This is because curiosity indicates of future progress of the employee.

Natural curious employees will:

- Go fast through their training
- Develop skills further
- Eye on the big picture in the organization
- Better at research
- More informed during negotiations

FLEXIBILITY

deadlines can be challenge for workers. Companies look for employees who show flexibility and adaptability towards new conditions. Changes to working hours, tasks and

CREATIVITY

It is defined as the ability to come up with unusual or smart ideas about given topic or situation to solve a problem. Creativity is well recognized because it brings unique solutions to long-term issues.

SWOT ANALYSIS

Swot analysis is a strategic planning technique used to help a person or organization identify its STRENGTH, WEAKNESSES, OPPORTUNITIES and THREATS whether related to personal or business planning. Strength and weakness are internally related, while opportunities and threats commonly focus on the external environment.

How to make a SWOT Analysis

	Positive impact	Negative impact
Internal	<u>Strengths</u>	<u>Weaknesses</u>
External	<u>Opportunities</u>	<u>Threats</u>

MY PERSONAL SWOT ANALYSIS

STRENGTH:

- I have patience
- I have communication skills
- I am a qualified makeup-artist
- I am also a qualified Bobbi brown brow threading and tweezing specialist
- My family
- Praying gives me strength
- Quick learner

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WEAKNESSES

- Lack in little confidence in front of group of people
- My Asthma(stops me from taking part in certain sports activities)
- Getting my points cross as I keep them to myself
- Don't know how to drive

OPPORTUNITIES

- I have gradually started to overcome my lack in confidence since I have started my course with UWTSD
- Get help and advice from My lecturers (Melanie & Laura) as they have helped me boost my confidence
- Get involve in group talks and get my points across
- Doing class presentations
- Learn how to drive

THREATS

- Other make-up artists
- Changes to make-up trends
- Competitors with different promotions and offers
- Beauticians home visits(ones with cars)

SMART GOALS

A SMART goal is used to help guide goal setting. SMART is an acronym that stands for

(S) Specific- Being clear, highly- specific endpoint

(M) Measurable – Accurately track your progress

(A) Attainable/Achievable- Realistic and attainable to be successful achievable goal

(R) Relevant- Ensuring that your goals matters to you. Support and assistance in achieving goals

(T) Time-bound- Setting yourself with a target date, so that you have a deadline to focus on



MY PERSONAL SMART GOAL

SPECIFIC – I want to do 60 Bridal make-up this year. Also having advantage of working for the make-up brand Bobbi Brown. I will be satisfied once I achieve my goals.

MEASURABLE – I will do sixty bridal make-ups this year, five weddings a month and one-two bookings per week. I will track my bookings to see how many I have done and how many I need to do at the end of the week/month.

ATTAINABLE/ACHIEVABLE- I will reach out to my past clients(brides) and ask for referral. Advertise on social media Face-book, Instagram and snapchat. Link with bridal shops, wedding planner and attend wedding events.

RELEVANT- I want to achieve this goal because this will be an extra income for me to take my family on a nice holiday. This will also boost my freelance business that will help me in the long run.

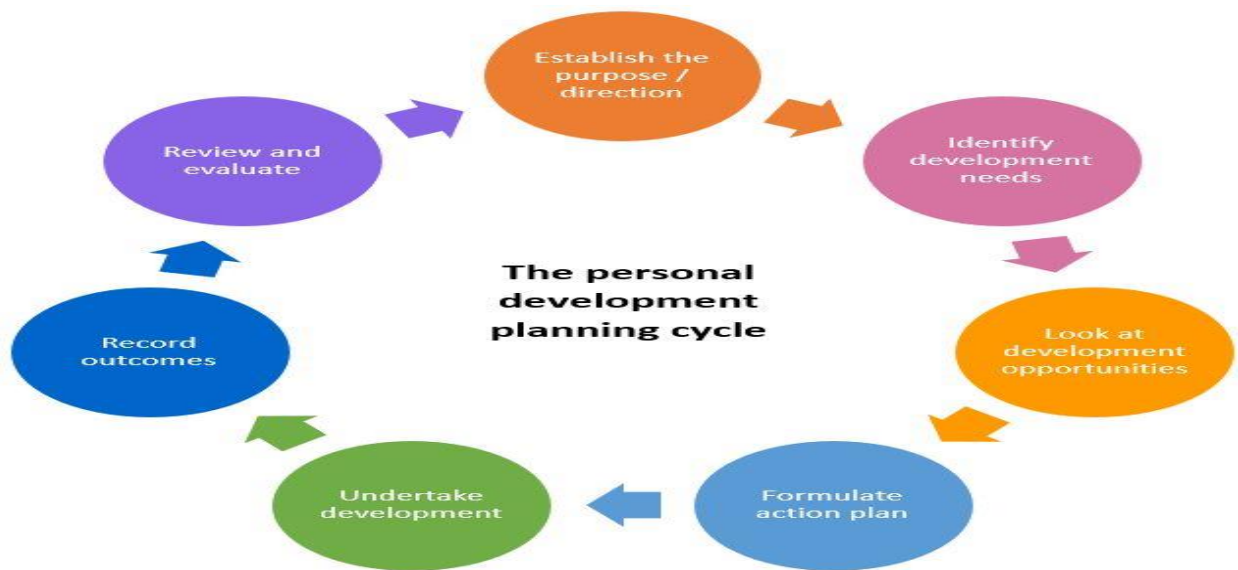
TIME-BOUND- I want to do this and achieve my goal by January 2021!

PERSONAL DEVELOPMENT PLAN (PDP)

This is the process of:

- Goals and objectives what you want to achieve, where you want to go in short or long-term in your career
- Analyzing current realities
- Appropriate development activities to achieve perceived **needs**

PERSONAL DEVELOPMENT CYCLE



MY PERSONAL DEVELOPMENT PLAN (PDP)

I have made my personal development plan to finish my course on Skills in the workplace and improve my skills. The course has already proving affective for me in my personal life and will be affective in my career life in long-term. Getting feedback from my family, friends, colleagues and lecturer, I was able to improve on my weak points. This has helped and I have noticed an improvement in my personal life, at my workplace and at the university. I want to finish this course that I am doing on **Skills at the workplace** at **UWTSD** (Cardiff) and achieve the highest marks on my assessments. This will help me to study further to gain more skills, knowledge and satisfaction and to get a degree and be a graduate student.

HONEY AND MUMFORD

Honey and Mumford is a learning style developed by Peter **Honey** and Alan **Mumford**, based on the work of Kolb (1984) learning style, Honey and Mumford identified four different learning styles : **ACTIVIST, THEORIST, PRAGMATIST AND REFLECTOR**.

- **Activist**- prefers doing, new experience and new problem
- **Reflector**- observes and reflects, thinks deeply on what they are learning
- **Theorist**-wants to understand reasons, concepts to take in information
- **Pragmatist**-Likes to have a go, try new things and see if it works. Learn by practical situation

Based on my personal Honey and Mumford learning, I found out that I am a **Reflector** and a **Theorist**. As a reflector I like to think about what I am learning about . I like to understand things thoroughly before carrying them out. Then as a theorist, I like to understand new ways of learning and fit them into the previous way.

VARK LEARNING STYLE

Learning styles from Kolb (1984) and Honey & Mumford (1986), Neil Fleming's (1987) created another popular learning style called the VARK. This was designed to help students learn about their individual learning preferences.

V- Visual – learning by seeing. Such as charts, diagrams, handouts and videos.

A-Aural- learning by listening, like to hear the information.

R-Read/write- learns by reading and writing. Material that are primarily text-based.

K-Kinesthetic- learn by doing/touching

Undergoing my own personal VARK, I have realized that I am mixture of Visual, Aural and Reading. I learn from seeing, listening and reading things.

CONCLUSION

Employees with a good degree will always have the advantage of getting the good starting point. Having a degree will open the doors to their perfect jobs/career, however having a degree is always not enough. Companies and employers who are employing now are looking at different method on employing. They are looking for what the individual candidate can bring with them apart from their degree. What can they bring to the company? How will they benefit the company? Will they have new ideas and thoughts on how to make the company grow and increase profits. My research from online and business magazines(Forbes) show companies want various **Employability skills**. There are about 9 that seems to stand out with lots of companies/employer. After doing my personal development plan, SMART analysis, SWOT analysis, HONEY & MUMFORD and VARK. I think it covers a lot of my employability skills and I am quite confident that I am in the right direction. I have also overcome some of my weaknesses while doing these plans and analysis. I have plans and target in place and I will achieve them by sticking to my plans.