



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Professional Career Development Report T3-G2

Institution: University of Wales Trinity Saint David

Student name: Petya Encheva Petrova

Student ID: 2111477

Module: Professional Career Development

Lecturer name: Anita Nan

Table of Contents

- Introduction
- Reflection
- What employers want?
- Self-motivation
- Learning styles
- Personal development
- Employment goals
- Conclusion
- References
- Appendix

Introduction

The purpose of this report is to reflect on my understanding of professional career development and areas for further development. In week 1 my lecturer taught me of the lifeline exercise where I can bring three to four positive aspect and two to three negative aspects which have happened to me and affect my development till now. The lifeline is showed as axis, but I am going to explain mine in the following paragraphs.

Lifeline

My name is Petya, and I am born and raised in Bulgaria. One of my positive aspects in my life is that I moved to UK in the age of 15 for better realisation and future. When I came here, they signed me for a year 11 where in the end of the year I had GCSEs. The good thing was that I passed my exams with average grade, so which made me successfully accepted in one of the most prestige colleges in London which is City of Westminster. I got in the course of Btec Business Level 2 where I study 1 year and after moved to level 3 for a year more. There I met a lot of people and made new friends. The accomplishment of that for me was that I passed all of my exams with double merit and some with distinction which also is another positive aspect of my life. The last year of college which was my most important one graduated with distinction and I applied for university where I got accepted. In addition, with my acceptance to the university it is coming my other positive aspect which is that I moved out from my parents' house and start living independently. From all my positives, this is my greatest accomplishment for me because I managed to study, work and being responsible for my living at the same time till now.

As I have a positive side, I have negative coming with them. Basically, my parents are separated which means that my dad lives in the UK and my mum in Bulgaria. When I moved here, I left her in Bulgaria which made me feel sad. I was under depression and sadness because I was missing not only her but the rest of my family as well. I knew what I am going into, but she knew that I am doing this for my best. Being away of my family will always be my weakness. With that comes the part where I was the new student in different country. My first and last 9 months in year 11 were the worst experience for me because I didn't know anyone, I was the new student and all the pressure for the exams were coming too much for me where I got closed in myself. Of course, I made friends there but was not the same as to be long-term student there. Last but not at least weakness for me was the language. I was studying English language from very little age in Bulgaria, but when I came here the feeling for me was that all these years of private lessons where wasted time because I knew nothing. It was very tough time for me because my English was not good as I also had an accent on the speaking so most of the kids were making jokes with that which brought me down. Overall, that did not stop me to develop myself further.

All these positive and negative impacts in my life made me to be motivated of what I am doing and to keep trying. All negative things which brought me down made me only a stronger person therefore all of that is my big accomplishment.

Reflection

For this part of the report, I will reflect on my role play which was in week 9. I had to play the role as an interviewer for my partner and as an interviewee. My presentation used to be face to face on Thursday but due to the weather condition that time they moved us online. before we started, our lecturer decided to give us another 30 minutes for revision which was very good because I was a bit stressed about how my presentation will go; will I have a good internet etc. During that time, me and my partner were exercising our role play because we wanted everything to be okay. We weren't the first pair the lecturer to start with but last for which that time I was feeling a bit more confident as I had the opportunity to listen my other partners how they are asking their question and how they are leading the whole presentation. When our time for acting came, I started as a interviewer. I tried to make my questions as much easier as possible for my partner so she can understand me due to her lack of language. She had the time to prepare her enough and easily. As a interviewer I started the dialog as the usual things like "Hello, how are you?"; "Are you ready to start our interview?" etc. so I can comfort her and she to feel more confident about it. I started with the simplest question which was about to tell me where she sees herself in 5 years. She started talking, I was feeling so stressed because I was listening her and she was mistaking some words but that did not make me feel that I will fail. The presentation was going well till one time my teacher said to my partner to stop reading from notes. I was shocked, I was sweating all myself because I thought that we are done but my friend managed to explain to the lecturer that she is not reading. Because of that I did the mistake to repeat the same question for my partner two times, but I realised myself too late. When her interview finished came the turn of mine. I was feeling more shaking than ever, but I managed to take a deep breath and calm down. She started the interview the same way as me so she can make me feel comfortable. When she started asking me questions, I completely forgot about my notes before and everything in my head was messed up, so I improvised and so on till the role play finished successfully. I think that the exam went well, because the feedback of the teacher was satisfactory for me. She said on my feedback as a comment on each section that I have good interviewing skills, a good range of soft and hard questions, friendly interview, speaking at length with relevant answers and I have good professional standards which made me confident that I did well.

What employers want?

Employers today look for talents beyond a candidate's "academic qualifications." Many of them think that while academic credentials and professional experience are things that can be discovered with relative ease, the ideal mix of traits that enables a company to make money or save money is difficult to find. (*Barb Miller, 2022.*)

During the lesson our lecturer showed to us what exactly employees expect from their staff. The main thing they require is honesty, trustworthiness, ability to listen and to quickly integrate with others. However, the ability to present ideas, orally and in writing is a big plus because the employees are looking for people who know for what they are here and why exactly are qualified for this job. To be a good employee for my employer, I need to have good communicational skills, to be flexible and also have good time management. Moreover, I need to have the ability to integrate quickly for a certain task and to listen others. I need to prove to my employer that I can meet his requirements by presenting to him examples using the STAR analysis which is consist of Situation, Task,

Action and Result on certain problem. However, the ability to work ethic is also very important which means to be focused on my work.

Self-motivation

You may take charge of many other areas of your life by understanding and strengthening your sense of self-motivation.

One of the three subsets of human abilities that make up the idea of emotional intelligence is motivation. (*Skills you need*, 2022) The motivation for me is the ability to motivate myself by applying a force that helps me to go on with my goals. The self-motivation is very important part of my development as a person. Helps me to create my vision through the future pushing me to fight for it. Even if this goes wrong, I will find another way to complete this goal which I sat for myself in the next five years. For example, my goal is to graduate university and start opening my own business for letting properties as I want to be a broker. The positive thinking is a key part of the motivation. It will make me believe that I will get what I want and achieve more than I ever expected. The attitude and the way I think are expressing a lot about how I feel.

Learning Styles – VAK

The greatest way for a person to learn and absorb knowledge is through their learning style. We don't all learn in the same way because we are all unique individuals with varying capacities. VAK is consist of three styles which are visual, auditory and kinaesthetic learner.

People who are reading and getting the information only by seeing the words on the page are more likely to be visual learners. The ability to "visualise" a word in order to spell it correctly makes visual learners likely to be exceptional spellers. They are also skilled at conjuring up thoughts or scenarios in their minds. Visual learners frequently have writing skills. However, a challenge for a visual learner could be that they get distracted easily. Auditory learning focuses entirely on hearing, just like visual learning does with sight. Information is best absorbed by auditory learners when it is heard. These learners are inclined to like listening to and obeying verbal instructions. They frequently find it difficult to take written notes and would rather record a class or lecture to later listen to. They probably excel in group projects, provide outstanding presentations, and find it simple to vocally communicate ideas to others. People who learn through doing are known as kinaesthetic learners. They are frequently skilled with their hands, have excellent spatial awareness, and favour experimenting to find solutions to issues. A kinaesthetic learner has trouble understanding abstract ideas and would rather have them taught in a concrete fashion. Also, being a kinaesthetic learner do well at practical jobs like cooking, constructing, or engineering. Many athletes and performers who excel in physical performing arts like dance have kinaesthetic learning styles. Being fidgety or restless can be a problem for many kinaesthetic learners. (*Kim Lupton*, 29th March, 2021).

Me, personally, due to a quiz that I took in class I am mixed learner of Authority and Kinaesthetic style. I prefer to listen information because it is easier to remember and to understand it. I would say the information louder and stuck it in my head rather taking

notes and revising. When I'm trying new things, I prefer to do it by myself, rather than reading the instructions because in my head I am doing it quicker and less struggle.

Personal development plan

SWOT Analysis

Strengths

- Qualifications for BTEC business level 2 and 3. Qualification for level B2 English from Cambridge.
- IT skills, good communicational skills, leadership skills.
- Hard working, quickly absorb information.

Weaknesses

- Lack of confidence
- Short temper
- Poor at handling stress

Opportunities

- Able to speak two fluent languages – Bulgarian and English
- I am attending an additional course for leadership skills next month.
- In my current job I will offer my opinion as the manager called me in a meeting this month for arranging the supplier's intake for the customers.

Threats

- Due to the strikes these couple of months, they are affecting my transport which is making me late for work.
- Due to covid, I was without work.
- Due to staff shortage, I am overworking every week.

SMART analysis

Goal: I am going to be a broker.

Specific: I will open my own business for letting properties.

Measurable: I will work on my knowledge for everything I need to know so I can operate it successfully in the next 5 years.

Achievable: I have worked as a manager for 3 years in my family's business for cleaning and I am good at leadership area.

Relevant: I want to join a company with room for me to grow, after to contribute with private customers where will collaborate with other agencies and work on my own.

Time based: My goal is to put a savings in my account for the next 5 years so I can have a start-up cost for my business.

(Leon Ho, June 7, 2022)

Johari window

Open area - Speaking 2 fluent languages (Bulgarian and English) - Hard working - Motivated	Hidden area - Problem with anger - Lack of confidence
Blind area - nervousness - Shaking leg too much while sitting (expressing for anxiety)	Unknown area n/a

Personal development template

Goals	How will I get them	What I need to support them	What can stop me
to graduate university	keep going in lectures	Practice at work and get knowledge	Work (full time)
to open a business	using my knowledge from education and experience	Experience about the specific area of my business	Lack of confidence and finance

Plan for success:

First, my main goal for this period is about to graduate university. The duration of that should take me no more than 3 years. After that, I would open my business for letting properties which is my long-term goal costing me time and my financial status. To make my goals true, I need to balance my life now with my future. For example, now I am working as employee full time, but I am managing to come classes so I can study.

Employment goals

My goal for the future is to be a broker. A four-year degree in business, economics, finance, or accounting is desired but not specifically necessary. Statistics, mathematics, and quantitative analysis are some of the courses that will be most helpful for this job. Also, I should be sponsored by a company registered with the Financial Industry Regulatory Authority or another regulatory body in order to become a licenced stockbroker. In most cases, becoming a sponsor entail being employed by an investment bank or brokerage. I must have a good knowledge of financial markets, accounting procedures, and regulations in order to become a stockbroker. In order to that, I need to take and pass licensing exams if I want to be on my own with my business. Series 7 is the main license which I need to have for that. There are also other exams such as series 66 and 63 which a stockbroker needs to trade certain things but not necessary. However, there are lots of skills which I need to have such as IT and maths skills, the ability to persuade others, negotiation skills, ability to develop lasting relationships, communicational skills etc. (*Indeed editorial Team, march 18, 2021*)

Conclusion

In conclusion I could say that the personal development plan is helping me to develop a plan for my work and to start accomplishing my goals for improving my life. As *Brian Tracy* (2022) says in his article "Sometimes it's important to alter your direction in the middle of an activity or add a step that you weren't previously aware of. That doesn't imply you should give up on your objective because you're demoralised. It simply means you must adapt, and at this point, a tracker can assist you in deciding whether it's appropriate to pivot".

References

- Miller, B., (2022). *What Today's Employers Expect From Employees - Direct Recruiters Inc.* [online] Direct Recruiters Inc. Available at: <https://www.directrecruiters.com/dri-candidate-advice/what-todays-employers-expect-from-employees/> [Accessed 20 August 2022].

- Skills you need, (2022). *Self-motivation*. [online] Available at: <https://www.skillsyouneed.com/ps/self-motivation.html> [Accessed 20 August 2022].
- Lupton, K., (29.03.2021). *What Are VAK Learning Styles and What Learning Style Suits You?*. [online] Youthemployment.org.uk. Available at: <https://www.youthemployment.org.uk/what-are-vak-learning-styles-and-what-learning-style-suits-you/> [Accessed 20 August 2022].
- Ho, L., (07.06.2022). *20 Personal SMART Goals Examples to Improve Your Life*. [online] Lifehack. Available at: <https://www.lifehack.org/864427/examples-of-personal-smart-goals> [Accessed 22 August 2022].
- Team, I., (08.03.2021). *Everything You Need To Know About Becoming a Stockbroker | Indeed.com*. [online] Indeed Career Guide. Available at: <https://www.indeed.com/career-advice/career-development/how-to-become-a-stockbroker> [Accessed 22 August 2022].
- Tracy, B., 2022. *Personal Development Plan Examples & Templates for Success*. [online] Brian Tracy. Available at: <https://www.briantracy.com/blog/personal-success/personal-development-plan/> [Accessed 27 August 2022].

Appendix

Job application form

Application for supervisor in warehouse-

Your details

Name: Petya Encheva Petrova

Education and training

Please give details:

I graduated primary school in Bulgaria and started high school but I moved in UK where I transferred straight away in year 11. I have training experience in retail shop for organising the store.
I also have a training for a warehouse picker and supervisor. The training of supervisor was about 3 days and I am supervising only when I need to replace someone for couple of days.

Qualifications

Please give details:

I have 4 GCSEs passed with grade 4.
BTEC business studies level 2 certificate.
BTEC business studies level 3 extended diploma.

Employment history

Your current or most recent employer

Name of employer: Pertemps

Job title: Picker in warehouse for M&S

Length of time with employer: 1 year

Reason for leaving: currently working

Duties: picking products and selecting the right store for them. Tidying up the floor where im working.

Previous employers

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

Before I was working for my family's company for cleaning services for more than 2 years as a cleaner and in the sector of human resource. I was able to recruit people, solve problems, keeping records of employees and managing payments by providing invoices.

Supporting statement

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

I applied for this job, because I already have the experience of supervising in my current job. I know already how to manage with people and have the enough knowledge to do this job. Also, my studies till now helped me to gain this knowledge and to adapt quickly to the new task in my workplace. I am hard working, responsible, good time management and communication skills. Moreover, I also have good IT skills which are also important for supervisor when has to do some work according to his duties.

Right to work in the UK

Do you need a work permit to work in the UK? No, I have all my documents needed.

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Mihai ~~christina~~ - 07845678910

Maria ~~Nikolova~~ - 07945456719

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: Petya Petrova

Signature:

Date:

07/07/22

Interview questions:

1. Where do you see yourself in 5 years?
2. As I can see, you have been working as a decorator for parties. Can you tell me how would you solve a problem from unsatisfied customer?
3. What is your biggest strength and weakness and how you can get over the weakness?
4. Tell me about a time you made a mistake and what was the impact on the staff and organisation?
5. What can you offer us that other candidates cannot?