

1.

To compare and identify the key skills and key knowledge from two online job adverts. The two adverts chosen are: Event Project Manager versus Managing Director. Both Job roles are focused on large – scale hospitality/venue operations with a strong emphasis on high profile stakeholders' engagement. The Reason behind these specific choices is because both are in a fast-paced environment where the ability to deliver results are essential. This is the future I envision for myself and the sort of work I thrive in.

Key Skills

Managing Director	Event project Manager	Similarities
Leadership	Leadership	Leadership
Strategic planning	Adaptability	Communication Skills
Commercial acumen	Organisational	Organisational skills
Stakeholder relationship management	Cultural awareness and communicational skills	Digital literacy/software proficiency
Team leadership and organisational	Cross functional collaboration skills	Emotional intelligence

Key Knowledge

Managing Director	Event project Manager	Similarities
Senior executive Leader	Senior project leader	Senior Level
Commercial partnership of multi-million-pound food and beverage venue	Third party event planner/Temporary	Food and beverage industry knowledge, tourism and hospitality accreditation
Deep understanding of high volume/high profile guest experiences	5 Years event coordinator experience	Project Management
Full ownership of budget and financial growth strategies.	Budget tracking and reporting to senior management on metrics	Digital Events platforms knowledge and HR standards

Based on the comparisons of both job adverts, I have assessed and therefore determined to focus on how I could use and improve on my organisational skills for future employment opportunities by developing good habits and nurturing already existing strengths. Progress in self-management becomes integral for prospects. (Cottrell, 2021). Being organised in personal development will have a positive impact on day-to-day activities and in employment. It will enable a constructed approach to control macro factors that could disrupt my goals. When applied correctly having a strength in knowing what it exactly means to be organised, I would be in the space of utilising a schedule of systems to lead progress and whilst setting both personal goals and employment goals and making sure these goals are realistic and achievable. Time management and the order of applying consistency could better assist on how I approach tasks. This is repetition. Extremely useful. Having a routine, an order of scheduling deadlines effectively by having a to do list, managing an organised filing system of work-related tasks against personal tasks all contribute to being better organised and confident in organising for future employment.

2.

Over the past year—through work, university, and my move to the London area—I have gone through a period of deep self-reflection. From previous reflection quizzes and my experiences at work, I have identified my key strengths as **communication, creativity and innovation, problem-solving, and adaptability**. I have also recognised three areas I need to develop further: **time management, managing conflicts, and numerical skills** (particularly budgeting). Considering these findings, I am committed to improving them. I will use a **SWOT** analysis to gain a balanced view of where I currently stand and where I could position myself in the future. I have also chosen to include ADHD-related traits, as these can appear as both strengths and weaknesses for me.

My *communication skills* stand out at work. For example, there was a delay in a service standard, I was quickly able to explain to the customer the obstacles that had disrupted the service—obstacles they were unaware of. By clearly articulating the details, I transformed their doubt into understanding.

I must think quickly when faced with unexpected distractions. This is where my *creativity and innovation* have proven especially useful. On one occasion, when my phone holder broke, I quickly improvised a temporary creative solution using a lanyard to hold the phone so I could continue working. The fix held well enough for me to complete the job.

I also drew on my *problem-solving skills* during a work incident when a driver reversed his van over an edge in the dark and got the wheels stuck. Recovery was not expected for hours, yet we still had a route to finish. Rather than wait, I left the office, helped transfer the remaining parcels into my van, and together we completed the deliveries. This allowed us to make up lost time and finish the route. Where I could have simply waited, I recognised the need to resolve the problem before it became too late.

Adaptability as a long-time driver, I was suddenly called into a management role for which I had not received enough formal training. I chose to adapt by collaborating with fellow managers, shadowing them, asking lots of questions, and insisting on doing the work myself while they observed. I quickly adapted to the new surroundings and protocols, developed my own effective systems, and was soon able to work independently with successful results.

At the same time, the impact of my **weaknesses** has sometimes carried a negative connotation. Specifically with *time management*, I am often late for appointments and deadlines, which is embarrassing in a professional context. *Managing conflicts* makes me uncomfortable; I tend to defend my stance without fully thinking through what I say, which can lead me to stutter or trip over my words. I have also made errors with *budget* formulas, overspending or failing to meet payment commitments because I miscalculated my expenditure.

Looking at my personal growth over this past year, I can see clear **opportunities** to overcome these weaknesses, through online training and reading self-help resources.

Calm Mediation(n.d.) and Conflict and Change in London(n.d.) are charities that offer to train volunteers online to act as real mediation workers. This will assist with

conflict management. According to the Open University(n.d.) there is a free course with worksheets to give hands on practical assistance with budgeting, and Money Helper (n.d.) is a free government backed service that offers online tools and courses for managing money.

With a growing demand for workers who can combine creativity with strong interpersonal skills (World economic forum, 2025) there is a diversity of career *opportunities* as these strengths are admirable and sought after.

The main **threats** to be aware of will be from environments that rely heavily on conflict resolution or financial responsibility. In the workplace there is competition amongst applicants, those that are able to demonstrate effective conflict management experience will progress in the recruitment process where I would be overlooked. In any financial role like handling large budgets and independent financial responsibilities will threaten any advancement in my career as I haven't developed or sought training in those areas.

This self-assessment demonstrates my readiness for employability and personal advancement. In this reflection, I have been able to identify at large with real scenarios of my strengths and weaknesses. I have acknowledged that I require a strategic action by means of opportunities that outline practical steps that will necessitate growth. The threats are a realisation what I will fail on if i do not address these areas or weakness.

My academic achievements for this year (with ADHD) I am proud to mention have been that I have was able submit all my assignments on time except for one. By the end of the academic year, September 24, 2026, I will have completed a level 4 certificate in higher education for skills in the workplace with UWTSD, the following year I shall continue to grow with a level 5 BA in leadership and business management with The University of Wales Trinity St Davids. I have remained consistently reliable at work with positive feedback from management that has commented that I work properly and do what is expected well. I score high on performance metrics and telematics software for work. I have also completed business plan ready to be taken for review for possible investment or partnership opportunities.

3.

Short-Term Goals (3–12 months)

These are Important practical, achievable steps that build skills, create evidence, and improve immediate readiness for meaningful roles. I would like to pursue as a CEO for my business, Digit Network

Strengthen time management- Establish a consistent personal system (e.g. weekly planning + daily prioritisation) and successfully meet these obligations for my business goals as a CEO in order to ensure economic viability and growth.

Improve conflict management- Complete a short course or workshop on handling difficult conversations. I will then not be afraid if conflict arises.

Build basic budgeting confidence- Complete an introductory budgeting or personal/workplace finance course and create and track a simple budget (personal or project-related)

Long-Term Goals (1–5 years)

These focus on career progression, deeper capability, and positioning for more senior and strategically meaningful roles.

Secure a meaningful role- Obtain a position that values strategic thinking, organisational effectiveness, communication and problem-solving — ideally one that offers growth into leadership or specialist responsibility. (CEO -Digit Network).

Develop integrated leadership capability- Progress from using my current strengths to demonstrating strategic leadership (Journal of Management Development, 2022) and organisational effectiveness

Master the development areas- Become reliably competent in time management, constructive conflict handling and budgeting so these are no longer limiting factors and can even become supporting strengths.

Build a track record of impact- Accumulate clear examples of delivering results through creativity, problem-solving and adaptability, while also showing how I can manage resources, relationships and priorities effectively.

By thoughtfully integrating these methods committing to continuous improvement I will strengthen a foundation and create lasting advantages across any pursuit and business endeavour- this is important and aligns with my aspirations.

This **Personal Development Plan** provides a clear, practical route from my current strengths and development areas. By systematically improving time management, conflict handling and budgeting while actively using my strengths in communication, creativity, problem-solving and adaptability, I will become better prepared for meaningful roles and long-term career progress.

I commit to reviewing and updating this plan regularly, so it remains relevant and effective.

Goal	Action	Timeline	Resources	Measure
Time Management	Wristwatch, deadlines and to do list	1-3 months	Planner, time management apps	90% completion met for 3 months
Conflict Management	Online workshops/ Recording tools, self help	2-6 months	Online free courses, and a conflict management app	Become a volunteer mediator
Budgeting	Create and track spreadsheets /online free courses	1-4 months	Excell, budget apps free online courses	Save and budget for a personal goal and create financial business budget to show colleagues

References

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