

Professional Career Development

BMSW4005

2111894

Lizel Johan Cedeno Canas

Soban Sadiq

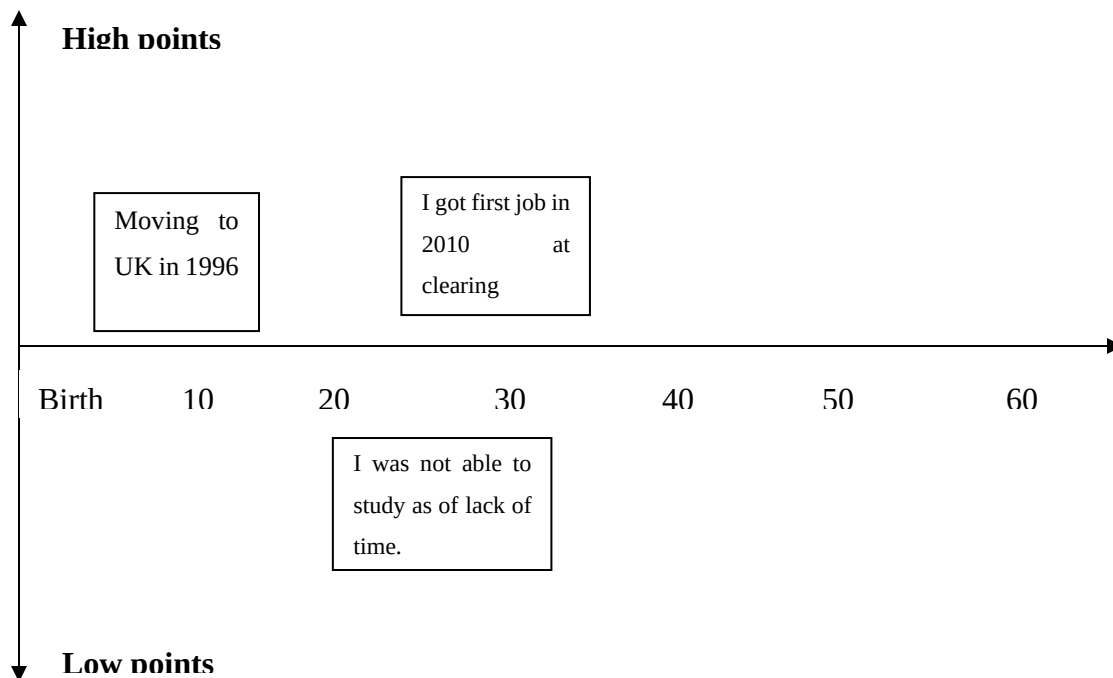
Table of Contents

INTRODUCTION	3
Reflective statement on role played as an interviewee	4
Self evaluation review.....	5
Johari window	6
SMART objectives.....	7
Professional development plan	7
CONCLUSION.....	10
REFERENCES	12

INTRODUCTION

Reflective statement is defined as a statement in which a person reflects upon his experience and performance in some activity or experience. A person states down his learning, understanding and skills, which help them or which doesn't and how they could improve it further (Kennedy, 2019). In this report a reflective statement will be described based upon the role played by a student – myself as an interviewee with the help of Gibbs model. A self evaluation review with the help of SWOT analysis and professional development plan which will elaborate the skills to be developed further by the student.

When I was child I moved to UK for my English education system this was the high point in my life. After completing my college a got job in a cleaning industry and worked there for more than 15 years this was also the high point in my career. After that I became a mother and was unable to concentrate on my studies and this contributed to the low points in my life.



Reflective statement on role played as an interviewee

In this statement I am going to share my experience as an interviewee and how I performed in the play role. I aim to become a business manager in my life and my interview questions were also based on my future goals. I have learned various skills during my play role and I was able to answer the questions raised by the interviewer confidently and adequately. I was asked about myself and my work experience which I described underlining skills and goals. I was asked to give a strategy that I implemented to make my workplace better in which I confidently responded that I set up an efficient system with the help of software. I am sharing my experience with the help of Gibbs reflective model of experience. The six stages of learning are described below:

Description: Recently I have played a role of an interviewee in my college. I started my interview by greeting the interviewer with good morning wish. I was first asked to tell them about myself and my experience. After I introduced myself the interviewer asked me about my core skills for the job I have applied, like my level of knowledge and understanding about the job role. The interviewer asked me about how efficient I am in handling workload, my time management skills, my software skills etc. after that the interviewer gave me the chance to ask the questions related to my job role.

Feelings: I was feeling nervous and at the same time excited for my interview. I was quite confident that I will be able to answer all the questions raised by the interviewer. When the interviewer asked me to introduce myself I was able to do this confidently and passionately. I controlled my emotions and this was seen by the paste, tone of my voice and body language.

Evaluation: I could evaluate that my starting point interview was good and better. The positive thing in my interview was my confidence in answering the questions and in whole. I reacted open-mindedly and positively to the questions raised by the interviewer. (Markkanen, and et.al., 2020).

Analysis: I was well prepared for the question like my self- introduction, my knowledge of the business management and. I worked hard in going the best of myself and interacting with the interviewer, my aim was to appear confident as well as professional, this was demonstrated in my delivery of the questions.

Conclusion: It has to be concluded, that I would like to work on being more precise and express ideas within a time frame and achieving what I need to say without unnecessary information so future interviewers do not lose the focus about what I intend to say.

Action plan: I will prepare my action plan for how I will improve my performance. I will develop different ways and strategies. I will take training for learning software skills and interpersonal skills. I will also practice mock interviews so that I practice more and give my best in the next interview.

Self evaluation review

I have evaluated my performance and career growth with the help of swot analysis which helped me knowing my strengths and weaknesses and the opportunities and threats available in the external environment. This analysis will help me in succeeding in various aspects of life:

Strengths: The areas in which I am better and successful are; having strong communication skills. In my interview I was able to communicate effectively with the interviewer. I am an active learner and also like to learn new skills and knowledge. I am flexible and adaptable to change as I could easily apply and implement the changes taking place in the external environment (Hofman, 2018). I am good at leading the people in helping them achieve their goals. I work with paying attention to each and every detail vigilantly. Above all I am a fast and quick learner. So these all are my efficient skills that help me in giving the best performance.

Weakness: Our weakness lowers down our morale and performance in various aspects of life. The skills in which I lack and need to work more are my technical and software skills. I will have to learn the how to work in Microsoft word document, excel and power point. I am also weak in report writing skills, I will have to develop this skill as this is more in demand nowadays. I am unorganised in my field of work as I does not manages my time and work effectively and find difficulties in knowing what is important and urgent. I will have to gain knowledge about the business activities in the economy and study various cases on them (Pereira and et.al., 2021).

Opportunities: There are various opportunities available in the external environment that can help me to grow and learn various skills for my career development. The opportunities

available to me are, there are many IT courses available offline as well as online in which I could enrol and learn the skills like Microsoft documents, financial modelling etc. there are many websites like LinkedIn which provide many jobs and internships available worldwide and could help in connecting with them. By learning the skills and constantly applying it to my work I could develop many opportunities to grow in my company. While being a business manager I could also learn the other job roles in the organisation and could help the company in achieving their objectives. By attending conferences and meetings I could increase my knowledge subject to business areas and related fields (Chow and et.al., 2020).

Threats: There are also many threats in the external environment that could hinder my growth and development process. There are many people who are better than me in the field of business manager and competing with them is the biggest challenge and threat that I will have to face. Another threat that I will have to face is my software skills that lower my speed in working. These threats could impact my career growth performance so to survive in the competitive market I will have to develop myself.

Johari window

Johari window helps in improving the communication between the group members. With the help of johari window I was able to analyse my self-awareness and development skills. This model helped me achieving the feedback from others based on my ability to interact and communicate.

Open area: this is the area which is known to self and known to other. The skills of my that are known to me and others are my communication skills, practical learning and problem solving skills and my dedication towards my work.

Blind spot: this is the area that is known to others but not known to self. The skills of my like punctuality, delivering the completed work on time and my expressiveness in the topics and subjects are well known to other but I am unaware of my skills.

Hidden area: this area in the johari window is not known to other but known to oneself. My skills like lower knowledge of IT, my unwillingness to learn and reading and report writing and poor organisation skills are only known to me and hidden from others.

Unknown area: in this area the skills of my that is unknown to me and also to others is the skill of delegation of roles and responsibilities to other in mass.

SMART objectives

- As I observed that I am lacking in technical skills it's my goal to learn this skill in time period of 6 to 12 months so that I could improve my performance in business management.
- Another achievable skill of mine is report writing and I will learn this skill in the time period of 2 months so that I could learn this relevant skill to improve my writing performance.
- It is my objective to learn organisation skill in the period of 3 to 4 months so that I could manage my time and work efficiently.
- To gain the knowledge relating to business cases I will require a time of 6 to 16 months so that I learn about the various practical knowledge relating to different businesses.

Professional development plan

SKILLS	ACTIVITIES	RESOURCES	EVALUATION	TIMELINE
Technical and software skills	I will have to develop my technical and software skills as they are required in daily aspects of workplace and instil confidence in one self so I will have to find ways for developing this skill. This skill increases our	For developing my technical skills I will take help of online websites like LinkedIn, coursera, udemy, edX, etc as these sites provide a proper training programme for specific period.	It is to be evaluated that while playing my role as an interviewee I observed that I am lacking in technical and software skills. I will have to take steps in developing this skill as it is very important in professional and	Time required 6 to 12 months

	productivity and efficiency in workplace (Di Gregorio and et.al., 2019).		academic field. I have made a plan to learn this skill in the specified time through various sources like LinkedIn, edX etc and I will monitor my performance by giving online assessment tests on these websites. This skill will help in long term also.	
Report writing skills	Report writing skills are required to develop because as a business manager I will have to make various reports and submit them to my seniors. A report helps in knowing the various tasks	For developing my report writing skills I will need help of report writing books and reading various blogs from different websites and I will also enrol in coursera for learning report writing.	It is to be evaluated while doing my swot analysis I found that I do not know the skill of report writing. Report writing skills are require by managers for stating and reporting their daily activities and submit it to top level	Time required 2 months.

	performed during period of time.		managers. So I have taken the help of books and courser for developing this skill and monitored my performance by giving online tests (Hayajneh, Hamada and Aljawarneh, 2020).	
organised skills	Being unorganised and unsystematic at the workplace could severely affect my performance. I could waste my lot of time in finding and searching for important files and documents so I need to develop this skill.	For developing my organised skills I will take help of self help books like “eat that frog” by Brian Tracy. I will also take help of udemy an online learning website for developing this skill.	Being organises in workplace is important for succeeding in all fields. For developing my organised skill I take the help of self-help book and learned many tricks and tactics of organising the work. I monitored my skill by taking feedback from my lecturer.	Time required 3 to 4 months.

Knowledge of business cases	Having business knowledge is most necessary to conduct business activities and learn new business knowledge like what is going on in the economy, how other companies are performing and what new rules and regulations have been developed for businesses. So i will have to develop my knowledge of business.	For developing my business knowledge I will listen to the business news and podcasts. I will also prepare for current affairs and will give online quizzes to monitor my performance.	Working in an highly competitive environment it is very important to gain the business knowledge (Tokarčíková, and et.al., 2020). So for developing this skill i participated in current affair quizzes and monitored my performance with the help of scorecards.	Time required 3 to 6 months.
-----------------------------	---	---	---	------------------------------

CONCLUSION

It is to be concluded that giving and facing an interview requires a lot of practice and preparation to make that interview successful. In the above report a reflective statement was described with the help of Gibbs reflective model in which the interviewee shared his experience of an interview gin the role play. The interviewee describes his feelings, evaluated the things that went well and those that doesn't went well and made an analysis of the skills that need to be developed. A self evaluation review was given on the basis of SWOT analysis

and the interviewee assessed his strengths, weakness, opportunities and threats present in the environment. A professional development plan was prepared that elaborated on the skills to be developed while giving another interview.

REFERENCES

Books and journals

- Adeani, I.S., Febriani, R.B. and Syafryadin, S., 2020. USING GIBBS'REFLECTIVE CYCLE IN MAKING REFLECTIONS OF LITERARY ANALYSIS. *Indonesian EFL Journal*. 6(2). pp.139-148.
- Chow, B.C., and et.al., 2020. Promoting physical activity in group home settings: Staff perspectives through a swot analysis. *International Journal of Environmental Research and Public Health*. 17(16). p.5805.
- Di Gregorio, A., and et.al., 2019. Employability skills for future marketing professionals. *European management journal*. 73 (3). pp.251-258.
- Hayajneh, S., Hamada, M. and Aljawarneh, S., 2020. Project management knowledge areas and skills for managing software and cloud projects: Overcoming challenges. *Recent Advances in Computer Science and Communications (Formerly: Recent Patents on Computer Science)*. 13(3). pp.454-469.
- Hofman, K.M., 2018. A qualitative study into the theoretical and practical side of the SWOT-analysis and scenario planning: an overview of the differences and similarities regarding the techniques and outcomes of both methods.
- Kennedy, C., 2019. Jex-Blake V Senatus Academicus of the University of Edinburgh (1873) and Reflective Statement. *Forthcoming, The Scottish Feminist Judgments Project:(Re) creating Law from the Outside In*, (Hart.
- Markkanen, P., and et.al., 2020. A reflective cycle: Understanding challenging situations in a school setting. *Educational Research*. 62(1). pp.46-62.
- Pereira, L., and et.al., 2021. The new SWOT for a sustainable world. *Journal of Open Innovation: Technology, Market, and Complexity*. 7(1). p.18.
- Tanaka, M., Okamoto, R. and Koide, K., 2018. Relationship between Reflective Practice Skills and Volume of Writing in a Reflective Journal. *Health*. 10(3). pp.283-288.
- Tokarčíková, E., and et.al., 2020. Importance of technical and business skills for future IT professionals. *Amfiteatru Economic*. 22(54). pp.567-578.