

Professional Career Development Report

Lenia Fuakatinna

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Sylvia Hoffmann

BMSW4005

Write a report containing a personal reflection on the role play and your career development planning, applying an appropriate reflective cycle such as Kolb or Gibbs. Your report must demonstrate an understanding of the skills and knowledge which contribute toward working effectively, your readiness for employment, an understanding of personal strengths and areas for further development, as well as establishing your employment goals and develop a personal action plan/development plan.

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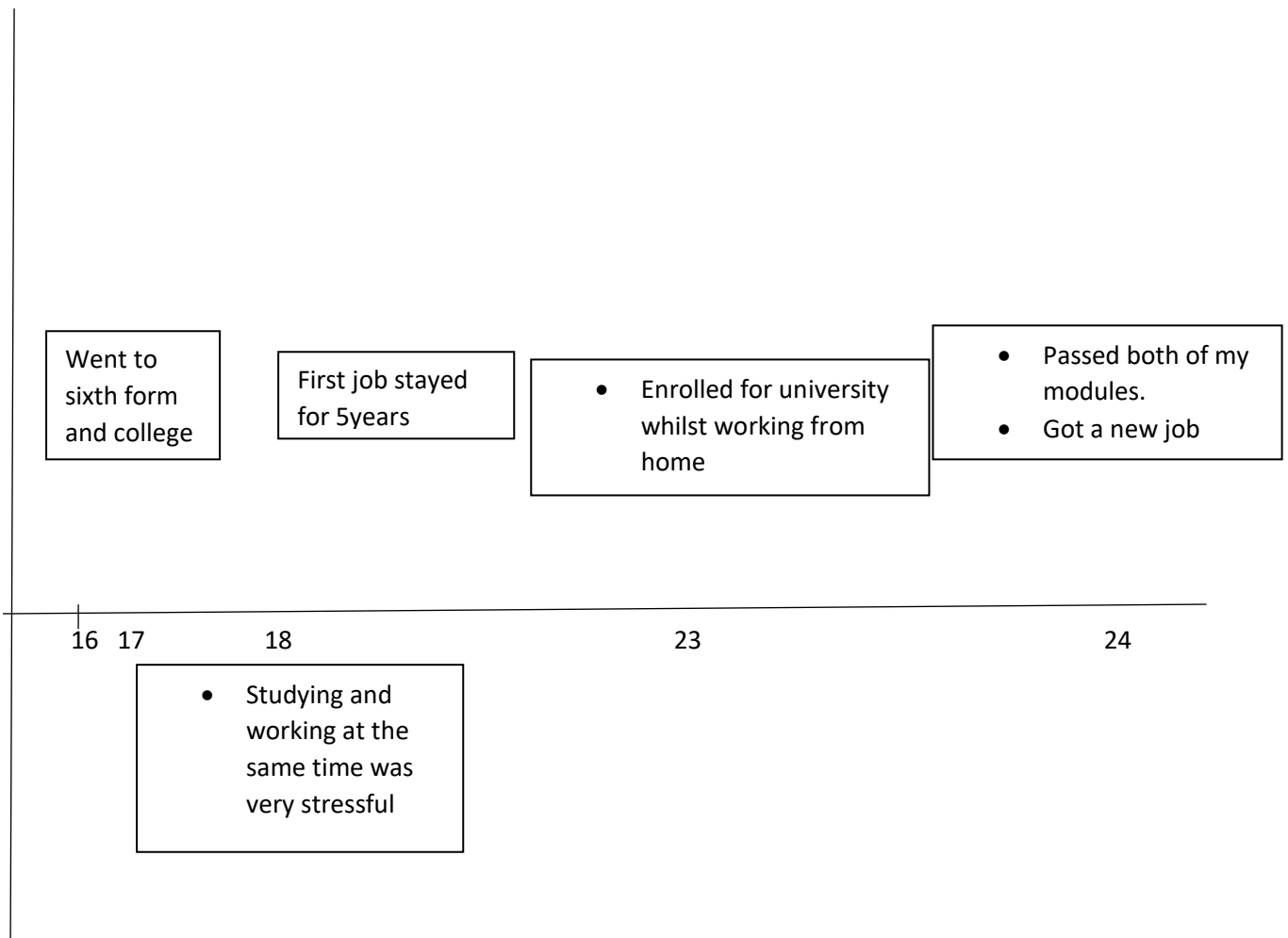
Introduction

In this report I will be showing my understanding of skills and knowledge in regards to employment and I will do this by recognising my strengths and weaknesses which will help me to create a personal development plan. Also, I will be reflecting on my role play by using the 'Gibbs Cycle' method. Lastly, I will evaluate my personal progression by using SWOT analysis and smart goals; as well as, understanding how important my learning style is and how it can be beneficial to me in other areas of my life.

Getting to the position that I am in today was not easy at all, as I decided to get back into education just last year, which was a bit challenging as the last time I studied was about 3 years ago. I was working full time in hospitality but eventually I felt mentally and physically drained due to it feeling like I was repeating the same exact routine every day. One of the reasons I decided to get back into education was because it has been a dream of mine to graduate as no one in my family has graduated before. I know that I'm ready to be truly committed to seeing it through until the end though before I wasn't. I specifically chose to study Professional Career Development because I lacked a lot of understanding about what was required from me when it came to looking for jobs and the skills that was required from me. This is important to me as I know how much it will aid me in the future and also as I navigate life in the outside world.

Lifeline

High points



Low point

Recruitment and selection

Recruitment is a very important business because it helps

distinguish who to hire for the role as it will need to be someone who will benefit the business in regards to growth. It's also a vital process that doesn't cost much, gives people opportunities and makes the company look good and excel as they are vigilant when it comes to finding a talented individual for the role. They do this by taking time to sit down and talk to individuals so they can get an insight of the person and also make sure that they individuals have the right skills, qualifications and experience for the job. A fast method of recruitment is internal recruitment as it reduces cost, time and strengthens employee engagement due to the company providing more opportunities for their current employees. Jobs that are advertised on newspapers, social media or job websites which gives the applicant a breakdown of the job role and what is needed is known to be external recruitment because it allows those who don't already work for the company to have an opportunity for the role that's being advertised. After they decide to proceed with the role they will need to fill in and complete the job application. If they are successful, they will then receive an email or a call for an interview. The selection process has 2 steps, which are shortlisting and going through applicants that are suitable for the job. In order for the company to select a candidate they would need to book an appointment with them so that they are able to get the right documentation; this consists of references from previous managers, personal information such as the legal right to work in the country. In addition to this, they will go through a written contract so that they know what is expected from the employee in the workplace and the significance of the employment law and the rights that have been put in place in the workplace for both employer and employee. There is a law that is put into place so that there is no room for discrimination when selecting applicants for the job when it comes to their age, disability, gender, religion etc 'The Equality Act 2010.

- I was very miserable and hated my job so I left.
- struggled to find one.
- Lost 2 important people to me.
- Lost my job on my birthday.

- I was very frustrated because I couldn't find a job.

process in the companies

Reflection on Role play

Before the role play started, I had many doubts and allowed my nerves to take control as I began to overthink and tell myself that I wasn't prepared enough, even though I spent a lot of time working on it; my partner was aware of how I was feeling and decided to motivate and support me and I felt like I started to believe in myself a bit more. Before the interview began, I made sure I calmed myself down and made sure I was clear about what was expected from me. The interview started by my partner asking me how I was feeling and thanking me for attending the interview which made me feel very comfortable as it broke the ice, then she asked me to tell her about myself. However, this question would always throw me off in interviews because I wouldn't know what to say but making the decision to tell the interviewee about myself and what I like in my everyday life, but after learning that this question was not asked for invasive reasons but rather for the interviewer to understand what skills and knowledge, I can add to the role and the company. This helped me as I was able to answer that question knowing what I'm talking about. I was then questioned about why I chose to work for their company which I then replied back with information that I had researched prior about the company and seen that what they are offering is what I've been looking for and that their values align with mine. Watching Professor Heather Austin called why you want to work here?

Best Answers, she mentions that you should “get clear on what the company's mission is and what their values are” which made me understand that it's very important to do your research about the company because it shows the interviewer that you went the extra mile to attain more understanding and knowledge of the company. I then was asked a difficult question which made me have to go deep into my thought and I gave the interviewer a scenario where I had to use a specific skill. These types of questions allow you to go into more details and give more information or they want to know if you are quick at problem solving or being supportive which can also be another skill you may have as a team player. After answering all the questions, I was asked the interviewer if I had any questions that I wanted to ask and that kind of threw me off because it which meant that I had to think on the spot which made me so anxious but I eventually came up with one. The feedback i got from my teacher was that I did really well with answering the questions but the only thing I could have done was to definitely smile more as my face was straight throughout the whole interview which can come across as not so welcoming. So for next time I will definitely smile more which will help me to engage more with the interviewee instead of just waiting to answer questions because of that I’m confident that I will ace the next interview that I have.

Self-motivation

What motivates me is knowing that I’m not where I want to be, so it motivates me to push and challenge myself to do things, which can be uncomfortable and place me out of my comfort zone but that will take me to where I want to be. Sometimes things do not happen as we planned it but it doesn’t mean that I should give up on my first, second or third try because there’s always another way to getting there. I have found that my life struggle has definitely motivated me to keep going because many times I’ve had reasons to give up but I never did because I knew that there was a light at the end of the tunnel and that there are other people who may be worse off than me, but something that really helped me was writing down my goals and plans and also creating a mood board so that I have a visual view of my goals which is very inspiring.

Personal development plan

I am someone who tends to think about a lot of things at the same time, therefore I struggle to get my point across clearly. The positive thing about this is that I have a lot to write and many ideas and leading a team but the downside is that I become very frustrated and then feel like giving up which can cause me to procrastinate and because of that, my work tends to pile up a lot and it consumes my brain, this has been happening for the whole duration of my time in education. As I have really been finding it hard to put my ideas down, I came across a book called ‘Atomic Habits’ where the author James Clear stated that “if you can get just 1 percent better each day, you’ll end up with results that are nearly 37 times better after one year”, which made me understand that if I do something small everyday eventually, I will see progress and maybe it might not be immediately but in the near future, It’s like a snowball effect. So, after reading that book, I decided to write down my ideas by mind mapping, brainstorming and taking notes of everything that came to mind, I would say that I have seen a huge improvement after using this technique as I have everything broken down and located in the right place. I gave myself a short goal by reading one chapter every day and if I can, I will read more so that I can have an idea of how authors write using structure and also when I do write that I should write in sections.

Learning styles

To have an insight of my strengths and weaknesses I done VAK Learning style questionnaire so that I can know that kind of learner I am. After doing the VAK quiz I found out that I am a kinesthetics learner which means that I'm a visual learner which is very accurate because I can't process any information without any imagery or body language from who I'm getting the information from. Also when I study in university I use this learning style when I'm reading or revising by highlighting and writing down what I understand, so I struggle when it comes to only verb instruction because there's no imagery. Being a visual learner means that I come at picking up details, great concentration, good at physical activities and love experimenting new things.

Conclusion

In conclusion, I have learnt a lot about the process of an interview and what is expected from the interviewer when going to an interview and also how to question questions by using the correct tools. I also finding out what type of learning I am has helped me complete my tasks at university and work more effectively and faster. Lastly writing down my strengths and weakness has allowed me to become a better person because I work hard everyday to better myself in what needs improving and using the skills that I already have to taking me further in life.

Reference

(James Clear) Atomic Habits (2018)

(Heather Austin) Why do you want to work here (2017)

https://www.youtube.com/watch?v=MUt6d-D_KXg

Appendix 1

Product Manager

Lenia fuakatinna

07913383248

Education and training

Please give details:

Education

Sydenham Girls

GCSE · (2008- 2013)

St Francis Xavier Sixth Form

A-Level · (2013 – 2014)

Lewisham College

A-Level · (2014 – 2017)

Qualifications

Please give details:

5 GCSE A-C

Employment history

Your current or most recent employer

Name of employer: Agnes Smith

Job title: front of house trainee/ supervisor

Length of time with employer: 5 years

Reason for leaving: New journey

Duties:

- Preparing the coffee shop ready for opening
- Taking customer orders and payments
- Preparing and serving sandwiches and cakes
- Cleaning and tidying work areas, equipment and coffee machines
- Creating displays of stock
- Doing stock checks and ordering new stock

Previous employers

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

Fayamask LTD

- Videos content ideas
- Research
- infographics
- product team

Excellent communication and interpersonal skills

- Commercial awareness
- Customer service
- Time management
- Ability to work under pressure and towards set targets
- Ability to use own initiative and work autonomously
- Teamwork
- Proactive towards solving problems
- Strong organizational skills and the ability to multitask
- Attention to detail
- Confidence in delivering advice and information
- Personable nature
- Positive attitude

Supporting statement

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

I apply to this job role because I have so much knowledge in the role of being a product manager so this time I want to have a feel of what the role really is and be behind the scene and have a physical understanding. I think I'm the best person for this role because I'm confident that I will commit myself to go over and beyond for this role and I believe that I can bring successful in this position and company.

Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

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.

John Millstone 07986634353 Johnmil@hotmail.com

Angel Brown 07846767344 angel.brown143@gmail.co.uk

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: Lenia Fuakatinna

Signature: LRF

Date: 03/11/21

Appendix 2- interview questions

Q1) Tell me about yourself.

Q2) Why made you choose this company to work for?

Q2) I look at your job application and it mentions that you have great skills in time management. Can you give me an example about a time you had to use this skill.

Q3) what skill do you have that will be a great asset to the company?

Q4) Where do you see yourself in 5years time?