

Professional Career Development (BMSW4005_BIRM)

Task 3 – Reflective portfolio

SWOT, PDP analysis

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There is a variety of self-awareness tools authenticated by authors; I am using the SWOT analysis tool to work on my strengths and weaknesses. In my career, I have worked as an academic instructor in a school.

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SWOT Analysis

Self-awareness is a study of self. It is the study of your thoughts and actions, what you think about yourself, and what others think about you. It is quite a buzzword in management today because it helps an individual improve and grow in his career. (Dyson, 2004)

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There is a variety of self-awareness tools authenticated by authors; I am using the SWOT analysis tool to work on my strengths and weaknesses. In my career, I have worked as an academic instructor in a school.

The academic industry is the one that, I believe matches true to my personality. During that time as a teacher and now as a person to enhance myself further I have applied the SWOT analysis tool. SWOT analysis is a widely used tool. It can be applied to an organization or self.

SWOT stands for:

Strength: Strengths are the things that make you distinct from others. These are your unique characteristics and skills that come from within and help you grow.

My strengths include;

- Excellent interpersonal skill
- Ability to work under pressure
- Adaptability to change
- Openness to feedback
- Growth mindset

Weakness: Weaknesses also come from within. These are those internal characteristics that become a hurdle in moving forward and achieving your goals. After accessing myself, I have noted down these weaknesses;

- Public Speaking
- Self-doubt
- Disorganized

Opportunities: Opportunities are external. These are the factors that you should look at in your surroundings that can help in your personal and career growth.

- Career advancement
- Networking

Threats: This part account for the external factors that can become a hurdle in one's career growth.

- Strong Competition
- Rigid Management

Personal Development Plan

Personal development is a lifelong process. The acquisition of new skills, attributes, and characteristics for achieving goals is referred to as a personal development plan.

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For my PDP I have used the SWOT analysis tool to evaluate my strengths and weaknesses. What areas do I need to improve on and where does the opportunity lie in the future. (Beausaert, 2013)

Set Goals

My career focus is mainly based on teaching. I desire to be a successful teacher to whom students can look up to as a role model. Also, it is my wish to serve the less-privileged community's children.

Measurable

The academic year is 12 months long. After every 12 months, assess what I have accomplished and where are the areas of improvement.

Attainable

To reach my goal, I have researched and noted some skill sets that would be beneficial in my career. These are;

- Communication skills
- Empathy

Realistic

I believe that learning is a continuous process, it never stops. It is the right time for me to jump on my career bandwagon and start spreading the knowledge I have with others.

Tangible

The skills required to be an effective Manager

Teachers are the ones we look up to as our ideals. They become our role models in the way they act, speak and behave. My chosen industry is education. After working and studying in the schooling system I got to know that once you have achieved a certain outcome you can be promoted to the post of Head of Department.

Set of skills

A variety of skills and an extensive pool of knowledge are required to be an effective Head of Department since they have to work in leadership and managerial roles. Upon research, I have found the following set of skills proven to be effective for managerial positions;

1. Strong Communication Skill

2. Prepared and Organized
3. Managing Human Resources
4. Self-Management
5. Adaptability
6. Ability to give and take feedback

1. Strong Communication Skill

Being a department head is a very dynamic job. A department head is responsible for his team underneath while also addressing the issues of students.

Clear Communication is the most important skill that a HOD should acquire. Communication is a two-way process. Being a good speaker is as important as being a good listener. The Head of the department knows their students because they were teachers before and genuinely knows the interests and problems of teachers since they were in that role before.

Hence, it becomes extremely important for an individual to master clear communication only, then he will be able to excel in his job.

The most textbook definition of being a teacher will be to teach a particular subject. However, an excellent teacher knows the impact a teacher can make on a student's life. Teachers are leaders. It's not just about regurgitating knowledge; it's about making an engaging environment that makes learning easy. Therefore, it implies a burden on the managerial person to keep their staff motivated. (Frymier, A.B. and Houser, M.L., 2000)

2. Planning

They should be able to design and plan successful learning and teaching structures within the context of school policies. He should plan and design the course and the criteria on how to take it ahead over the academic year.

He should also look for ways to develop his teachers professionally and this can be done via researching different teaching styles and techniques. This will not only help in the professional career growth of his teachers but will also help in keeping the classroom environment engaged and motivated.

3. Managing Human Resources

A person in a managerial position is expected to work well with his subordinates this includes non-teaching staff as well. This person should always be in the desire to know more about their queries, resolving them when possible or presenting them to the higher management for resolution.

He is also responsible for hiring and training new staff while keeping an eye on ensuring that all the documentation work is in check and in accordance with the school's rules.

4. Self-Management

Self-management is the ability to manage our time, behavior, thoughts, and emotions in a rational and productive way. The ability to plan oneself ahead and make sure everything falls into place.

It's about being your own boss. A manager must be able to take responsibility for his actions. Look for areas to improve himself, take initiative wherever possible, and offer ideas for new projects. If he is capable to work on himself, only then he can manage others.

5. Adaptability

An effective manager should be able to work in a diverse environment. Leading staff with diverse attributes while also meeting the student's and their parent's demands, call for adaptability.

Education is an evolving industry, the HOD must comply with and search for new teaching methods for changing curriculum in accordance with the resources available and adjust the requirements and practices according to that.

6. Ability to give and take feedback

Becoming a manager is an exciting yet, nerve-wracking job. Exciting because it open door to a variety of opportunities where you'll be able to test, develop and practice your skills. Nerve-wracking because you'll not only be accountable for yourself but your member too. You'll be judged and evaluated on their performance as well.

To embrace this role, a manager should learn the art of giving and taking feedback. Giving feedback is important as it will help your staff make corrections in their work. Feedback can be positive or negative and it is necessary to convey both. Positive feedback can be easily conveyed. You might have to take the role of a bad cop to deliver negative feedback. Expect backlash for your team and be prepared on how to tackle it.

Taking feedback is also part of the process. A manager should have the courage to be open to bad feedback. Everybody likes it when people talk good things about them, but the problem arises when it's the opposite.

Being able to accept and change oneself is one of the most demanding characteristics required to be an effective manager. If taken as an opportunity to improve and grow oneself, can prove to be one of the best attributes a manager can have.
(Steelman, L.A. and Wolfeld, L., 2018)

Self-Awareness Tools

SWOT Analysis

The role of SWOT Analysis in shaping my career;
I would like to take you back to my past here. Obviously, I did not know about SWOT analysis then. This module and this assignment in particular have taken me back to the time when I started to discover myself and I believe this is when I did my SWOT Analysis.

When I was just a high school graduate and I did not know from where to begin my career neither I had any idea what I wanted to do with my career. It was 2004 and I was in Pakistan when I decided to enroll myself in a school as a primary teacher. I thought there for about one good year, later I got an offer to work as a customer service representative officer.

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While teaching I got to know many aspects and abilities of myself. Like, I was good with students, I sympathize with them, I tried to give them the proper individual time. I was doing this unconsciously but when my colleagues started to praise me about these qualities I became aware that these are my skills which are my **strengths**.

Similarly, in meetings, the management used to point out mistakes and areas of improvement which I got to know were my **weaknesses**, like time management and leadership. Which I have worked on and made my strength.

With every individual in my area, the key job motivator for us was the salary. For this reason, I quit being a teacher and joined a private firm as a CSR. there I was exposed to a number of people and again my skills helped me. I also discovered my other talents that were hidden before i.e. efficiently handling computers, managing database, a quick learner, and empathy. Also, I observed the top performers and tried to acquire their skills for my **self-development**.

Johari Window

The Johari window is used as a conceptualized tool to know oneself and others what about him. (Newstrom, J.W. and Rubenfeld, S.A., 1983). We can say that Johari window is an idea to receive and accept feedback. This model consists of four windows and I will take you through this diagram to explain myself.

Known to self

Not known to self

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**Known to
others**

**Empathy
Quick Learner**

**Good Communicator
Good presentor**

**Not known to
others**

**Good writer
Good cook**

Known to self

Empathy: from the beginning I knew I am good with understanding people and act accordingly. The people who I had worked with always commend this trait.

Quick Learner: I knew I was good at capturing and processing information. After working in a telecommunication office, I figured how effectively I can handle machines (computers & softwares). Online learning in UWTSD on moodle is another platform which I believe I have reassured myself that yes, I am able to quickly grasp the use to technology. By quickly I mean only once I need to see and then I am able to practice it on my own.

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Known to Other

Good Communicator: Once I went for interview in an educational sector for an administration sector post. There one of the interviewer told his colleague that she is good with people and she can do it. This was when I got to know I am good with communicating people.

Good presenter: During my presentation times in college in Pakistan I used to be really scared of giving presentations, but then again my friends thought I was best among them. This was the motivational factor by which I am able to deliver my presentations confidently.

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