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Professional Career Development

Describing Professional Career Development and what stand behind the actual words.

It can assist an individual in making the right choices and help identify assets and lacks of certain skill sets for a wished long time career.

It can also offer a way of self-assessment, different paths of learning in order to evolve and get the best result in a specific job. Career Development is a tool of motivation, keep pushing efficiently, productivity and satisfaction will come along.

Is essential for an individual to offer value and importance towards increasing knowledge and skills achievement, it will contribute in a positive manner to learning opportunities. (Peter Morgan, 2017. p19)

Effective learning and development alongside to any career is a main key for a long-term employability, through reading and professional studies which will include development and knowledge.

Another reliable source of gaining experience and knowledge is from work performance and going thru different situations that will bring satisfaction and keep the individual well motivated (Andrew Maund, Michaela Schriek and Paul K. Tinkler. 2017, p.352).

In this report I will identify the ways to discover and learn new skills as well as evolve the ones I already possess in

order to get a job as general manager in hospitality industry.

MAIN BODY

Identification of skills and valuable knowledge that will assist in a successfully career.

Skills and Knowledge are two main topics in order to obtain a good employment chance. It will support an individual in order to perform at high standards.

The core skills and knowledge to execute and develop, in order to create an adequate working environment.

Usually after completing the graduation, finding a job is crucial in order to gain experience, even if the basic knowledge is gained already. The absence of experience may cause problems, however it will come with time and practice. Every individual will start searching in a specific field of work, at this stage of career it is essential for a person to carry out a self-assessment (Peter Morgan, 2017. p.22).

Self-assessment will help the individual to discover its strengths and areas that need improvement for potential job opportunities.

Before pursuing a career, it is necessary to realize the skills set, knowledge and experience needed for performing roles and duties specific for that career field, as result, a better approach and plan will help accomplishing the task.

Remembering the classic question that was often addressed when I was younger “*what would you like to be when you grow up*”. Back then the answers were solid and without any doubt “ *a truck driver / a astronaut / a pirate*” in the absence of knowledge we can dream being anything, however the truth is far from it, once we start learning, gaining knowledge and discover skills that define who we are and what we do, the path of a career may be different.

I never wanted to be a manager, but the time and age made me understand this may be one of the jobs I wish right now.

Becoming a general manager in hospitality requires plenty of skills and experience within the job, dealing with people and be as calm as possible, manage staff members, daily activities such as carrying out the shift layout, organizing breaks, dealing with issues, being a leader, keeping the organisation running smoothly, ensure the staff members are well motivated and perform in a good environment. In addition to all of the above, a manager is in charge to employ new candidates with the potential of bringing a top performance to the business.

Making sure every employee has a proper training in regards of health and safety, hazards and most important to be able to understand when a customer has an allergen, how to deal with it and be able to offer valuable and clear information's to the customer.

Being able to deal with such a task, every staff member has to be instructed and own knowledge in regards of

every item the venue has to offer and what ingredients have been used in every mixture.

Is a general manager duty to inform and educate staff members about food allergens and it is responsible for any issue that will occur.

Defining roles is another duty a manager is responsible with, every staff member has a different attitude, character and skill set, which may match with others, would work well together, forming a team is a great asset, it will lead the way to new achievements and possibilities (Peter Morgan, 2017. p.203).

Experience and knowledge may be similar some will say, although having knowledge without no practical activities is useless, usually knowledge unaccompanied by practice will be erased or forgotten.

Additional obligation a manager have to do is to predict the forecast of the firm based on previous time of year, the performance of the staff and venue and how much since then sales went better, based on that it will be able to judge how many staff members will need to work so the labour budget will not be over spend and the business is performing at high standards.

Motivating staff members is a key and aptitude that a manager should always be able to perform in any work environment, it has the potential of boosting the company to a maximum of excellence.

There are different ways to initiate an impulse in your team, the approach everyone will follow without any hesitation.

A small example is to provide bonuses to the ones who will excel in a task, you as a manager implemented.

The reward can be under different forms such as, money, payed holidays, movie tickets etc.

Another way of motivating your team is to organise competitions which will contain a prize at the end of it.

Small example of competition can be based on who will upsell and reach it spend per head target, will receive a price at the end of the week.

Furthermore, in regards of being a manager in hospitality industry is essential to have a strong set of aptitudes which will contribute and help develop an individual future and personality.

Communicating effectively is a must have skill along with problem solving, decision making and time management. Creating a good relationship with the staff members is essential in order to complete different activities in the business in an organized method.

Time Management, it is one of the mandatory skills to own, is the core asset that will help an individual unlock different aptitudes and boost its actions in a positive way. What time management really means, reality is that “time management” dose not really exist is just a way of saying “time is there in regardless of what we do, and it ticks away regardless of whatever we think we can really

“manage” it or not, what we really thinking about is our ability to use the time effectively” (Peter Morgan, 2017, p.50).

Communicating efficiently will aid the manager to positively guide people in making their valuable involvement in order to accomplish their objectives.

Problems may occur most of the time, although having a skill that will assist the individual in fast thinking and making decisions under pressure. Problem solving is the class of skill which is mandatory for a manager to possess and will help to evaluate the problem and take the most suitable decision as fast as possible, without disrupting the performance of the venue.

In addition to problem solving are strategical skills, the manager can exercise on bringing company more growth and prosperity.

All of the above skills are the first main layer of a manager arsenal which has to possess in order to be able to evolve as an individual and to have a bright career.

Other skill set that will accompanied an individual to become a better itself are confidence, patience as well as self-motivation.

Working with people is never a light work, there is always a person who can cause problem and destroy everyone's temper. Having patience and confidence will make a huge difference when dealing with such individuals and help settle the situation in a calm and peaceful manner.

Conflict management is a skill that an individual who wishes to become a general manager must have, it will

assist in managing and resolving conflicts and disputes between employees.

Performing different task in the same time is a common skill an individual must have when entering in the world of managing people and businesses. Completing different task simultaneously is essential and well seen when applying for the job of general manager.

I have write earlier, how the manager has the duty to check how the specific venue was performing in the past regarding sales and labour spending, in order to perform that in a professional manner technical skills are required like excel, word and other different web pages which contribute in taking a fast and good decision.

Being a leader is not an easy task to own and perform and it may lead an individual to poor decisions while performing under pressure.

Leadership skills are the ones who will educate an individual to address and to lead others in a professional and well order guidance towards right path.

Is not easy to be a leader, for some might be exciting and rewarding, although some will find it risky and difficult.

Someone who is a leader it seems to possess different core qualities which are not easy to master, it may take a lifetime to be able to proper own them.

Some of the abilities are vision, influence, direction and challenging. Vision stands for seeing an idea that can change the business growth in a positive way and is different from the present ones.

Influence in the ability to motivate and satisfy others by creating a better environment and putting yourself as a model.

Direction is investing energy and time in order to achieve certain goals. (Peter Morgan, 2017. p.221).

All of the above-mentioned skills and aptitudes will help a general manager in hospitality industry to fulfil his duties and surpass everything that will stand in its way.

My personal opinions in regards of being a general manager is that I already started my journey towards that specific goal.

About 5 years ago when I decided to come in London and change my future I never thought I will take in consideration being a manager, especially in hospitality. Back then my thoughts were to work for couple of months, even a year, within a work area where experience and knowledge was not necessary.

In the beginning I started to work in security industry in a venue where events were held, without having any experience in the domain or English skills, however my desire to increase my experience and knowledge it led me to the right path to start a new chapter and become an assistant manager which I still perform.

Addressing ways to find a job

Internet is a powerful tool for any individual who is in search for any specific job vacancies. Online platforms are available and easy to access as well as career

websites, which offer the link to the official page of the firm whatever the individual has interest in.

Nowadays most of the huge and important companies are advertising vacancies via web pages.

As an example, for above information is LinkedIn who has huge potential in bringing satisfaction to the searcher.

In addition, Twitter and Facebook are similar social platform where organisations are advertising and promote their product as well as searching for skilful and talented candidates.

One of the most popular ways to find a potential job is to attend job fairs. Job fair is a source where firms are looking to enrol fresh graduates who are seeking for an unrealized career (Andrew Maund, Michaela Schriek and Paul K. Tinkler, 2017. p.284).

Asking friends or family members for any job vacancy in their company can assist an individual in getting recommendation for specific wished roles.

Personal strengths and areas to develop

To identify strengths and weaknesses the best method is to apply SWOT analysis in self-assessment.

I have decided to become a General Manager in Hospitality industry and collected information's in regards of my weak points, knowledge and experience needed to

perform the role. SWOT analysis will help me understand and discover the skills I lack of.

Strengths	Weaknesses
• I have good communication skills. • I have a friendly nature. • I am multitasker. • Work well under pressure. • I have good leadership skills. • I am familiar with the market.	• I have difficulties writing in a proper manner. • I do have a problem completing my tasks on time. • I can get stressed under unknown circumstances • I do not enjoy a task for very long, I get bored fast.
Opportunities	Threats
• I have the chance to develop my lack of skills and competencies. • I have the opportunity to improve my social skills and gain more experience in the market.	• The missing skills may affect my performance in the business at the beginning. • Intense competition. • Managing my time in a disorganised order will affect my performance at work.

Applying SWOT analysis I have discovered that most of the skills and core competencies required to execute the role as a General Manager in Hospitality industry are in my possession even if improvement is necessary.

Getting the job will help me polish and learn new abilities which potentially make me a stronger and stronger individual for any type of work.

SWOT analysis help me realise the lack of skills that I required to develop, in my personal opinion is one of the best skills analyses, who can show the right path to a job seeker who wishes to evolve or obtain a dream career.

Some of my skills that I already hold I discover by doing SWOT analysis, for example I have a friendly nature which will help me in getting well with my colleagues and having a positive vibe at the workplace. Having a good communication skill will assist me in being well understood and on point with the subject and the task on duty. A multitasker is a huge advantage when working with people and will help me getting the job done much faster while dealing with different tasks in the same time for a better performance.

Working in hospitality for a long period of time it gave me some experience and made me familiar with the market, in this case I am no stranger to most of the tasks and obligations which will occur during work.

On the other side SWOT analysis showed me lack certain skills that can create problems in regards of me gating my desired career and will stop developing my abilities and experience.

One of the factors is intense competition, I am well aware of individuals with more experience and more skilful them

me, unique qualities that will suit more with the role of General manager in hospitality, in which I might not get the job.

Employment Goals and Professional Development plan

As a General Manager in hospitality industry is required to have sort and long-term goals in order to ensure the firm with the best performance. Benefits, high confidence and finding individuals needs are mandatory to ensure the company reaches its aims constantly, is considered that all of the above are short term goals.

On the other hand, finding new candidates with the potential of uplifting the firm, ensuring the business running smooth and all the employees are satisfied, assembling teams who can work well together, keeping in touch with new updates and changes in the firm, keeping track of customers allergens and needs are considered long term goals.

Professional Development Plan-

Professional Development Plan is a strategy of how to recognise personal set goals, strategies of how to achieves them successfully, gaining knowledge and learning styles.

PDP is created to improve an individual weakness and to strengthen other, it is essential to improve personal as well as professional career extension and evolution.

Professional Development Plan must be filled with activities, time frames and meet defined dates and specific goals to conquer, which are required by the company and are needed in order to get the job as a GM in the hospitality industry.

<u>Required Skill</u>	<u>Why is the skill important to improve?</u>	<u>Strategies for Improvement.</u>	<u>Time Frame</u>
Writing in a proper manner.	In order to evolve and be as professional as possible, a proper way of writing communication is necessary for diverse activities, like sending e-mails, addressing staff members even report an issue in a writing statement.	Improving writing communication as a general manager in the hospitality industry needs to practice writing and gain experience and knowledge in order to address via email in a professional way.	14 days

Getting Stressed under certain circumstances	Lack of experience and knowledge it will affect an individual when an unpredictable issue occurs and has never been dealt with it before. It will cause stress and uncomforted feelings, which might bring health problems.	Keeping calm and not panic will help developing enough experience to face any income issues. Experience will come with time, in order to gain experience, I will have to face stress causing problems to get in the right pattern.	30 days
Time Management	One of the most important Skills that needs to be improve in order to complete tasks and obligations a GM is required to. Gaining time management skill will bring productivity in personal and professional	Making plans and setting time limits for every task that's needs to be accomplished, will help me to master time management.	10 days

	life, providing a good service and proving has the necessary ability to be a leader.		
Excitement with a limit.	Not enjoying a task for very long after started, and become bored in regards of finishing it, it's a huge problem in my character and will definitely affect my wished career as a GM. Not finding excitement or motivation to finish my task is a gap I always had, and it brought me plenty of issues.	Setting task to accomplish with a time frame will force my character to expand my excitement in order to see the end result. I am optimistic that I will manage to succeed.	30 days

CONCLUSION

In the above report I have conclude that professional career development is necessary for any individual whose desires are to evolve and get a long time wished career. For an individual to mature or evolve in a respectability path is mandatory to pinpoint its skills, core competencies as well as knowledge which can help developing a professional target.

In order to identify its skills an individual can use different formulas as well-known as skills audit who can reveal certain skill already in possession and the lack of others. According to skill audit its necessary to conduct a professional plan development, by doing so the individual can set time limits to the specific skills that needs to be gained and successfully accomplish the task by the time limit.

Addressing ways of finding the perfect job according to the skills set an individual has already, as well as knowledge and experience. Diverse ways of finding a job using different websites, job fairs and family members.

Professionals goals must not be absent from an individual arsenal, goals that have to be achieved and give satisfactions, experience to any person.

The presented report shows how using the professional development plan for the job of general manager in hospitality industry, in order to improve an individual its

weaknesses, gaps and help bloom certain abilities that are required and essential in the firm.

Either we are looking at personal development plan or professional development plan, is to find the difference where we want to be and where we need to be, is all referring to developing skills and core abilities.

Looking at skills that will assist in studies and what it needed to improve. On the other side, skill that need improvement for a future career. Start prioritising, which is more important, where the gap is larger and requires a faster development, what dominant skills I need to expand (Peter Morgan, 2017, p.28).

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