

University of Wales Trinity Saint David

Professional Career Development

(BMSW4005)

[Student Name: MD ARIFUL ISLAM]

[Student ID: 211961]

Lecturer: Anita Nan

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Introduction: The purpose of mine to take this moodle to improve my personal career develops, especially it's help me in my business very much. Because of this moodle I achieve knowledge about professionalism. In the class I learn by the role play that how to take interview as a manager and how to give interview as an employee. It was a great experience to me. Role play reflects me and my business very much and it is good side for me. I am a self motivated person because I saw in my life lots of default time, I can't cope up those without myself motivation. I believe without self motivation I won't be here today. In my life I got teach from my father work that what the hard work means is. My father is working as a Clarke in a company. From morning till let night he work heard in that company. Sometime I went there to see him and I saw that how hard he worked. When I visit there, on that time I try to help him. And that time I realized that to do better in my life, I need to work hard and a good ambition. And one more thing I understand that I need education and knowledge to be some one important.

Reflection: The aim of this report is to write a self-realization based on the role play, and reflect critically upon my strengths and weaknesses, that relates to the moodle regarding my course called "Professional Career Development", and How and when to improve rapport, empathy, listening and active listening transmission within a role. (Tania Holz, 16th Apr 2018) I believe it is very important for me to improve my pay attention to other people more by considering their motive and judgment before I respond. My present level of role play is good but I have lack of the interviewer map out the interview in the role play I realized. For example, In my role play, I am illustrating Gibbs' reflection cycle. where I and one of my classmate played role play in the class based on the topic of an interview as employers and employees, where I first become an employer and took the interview, and after finish as an employer role play, I become employee and my mate become employer. GIBBs reflective cycle in the role play:

Description: I have always followed the instructions my teacher Anita Nan gave me. I kept all the information relevant to the topic as an employer and employees.

Feelings: On the role play day I was little bit nervous before I start. But my teacher Anita Nan already told us what to do and how to do. And also my teacher Anita Nan gave the courage before I start, That's why I was confident about me; also I used my previous experiences. But it was really exciting for me. For the first time I played the role play so it was a new experience for me. And when my teacher Anita Nan gave me the feedback I was really happy to see the result. I got all five stars except one, now I am working on that to make it good.

Evaluation: if I discuss about my role play, it was very good. My teacher Anita Nan appreciated about my role play. My experience was good. I didn't get any bad experience. Online role play was my only new experience.

Analysis: After finish the role play when my teacher appreciated us and she gave us a complement that we did very well, it was big achievement for me. After I get the feedback from madam, I saw that madam found out one of my problem in my role play which was 'Did the interviewer map out the interview' I saw she gave me three stars for that feedback, and rest of them my teacher Anita Nan gave me five stars. So now I am stared to working on it where I got three stars feedback from my teacher. After analyses the role play I become more confident myself. And I believe it will help me in future.

Conclusion: In overall experience of my role play I want to say that it was good experience for me, which will help me in future job. And I haven't got any negative experience. My Teacher Anita Nan she was very helpful person. She always encourages us that are why we do better performance.

Action play: In future I will make sure that I build up myself much better than now. And also I will make sure that I will reach five stars where I got three stars. And also I will use my role play knowledge in my future job and my business, because it is very helpful for my business to recruit employee.

Self Motivation: To be prices, self motivation is the internal drive that leads us to take action towards our goals. It keeps us going even when we don't want it to. (Erin Eatough, PhD, May 18, 2022) An example when I started my own cleaning business, I was really frustrated because I didn't get any job first two months. But I never gave up I have been visited every week new company to give me their job, even I offer them that I can do first job free for them. I always motivate me to say myself that someone will call me and give a job and after two month a big company offers me to do their job. Why I give this example because my focus on get something is always motivate me. That's why also my business is going well.

Learning style: Every people have their own learning style. For example some people can memorize by visual, auditor, kinesthetic and its call VAK. In the class I analyses VAK and I realized that my learning style is visual.

Visual: Although the VAK learning style have been widely regarded as helpful for students who have a better understanding of themselves and how to direct their studying, it has also faced some criticism, with the largest being the limitation of categorizing leaning in this way. Visual learners prefer to use of watching at work and use their vision to memories. In my work place I always follow watching as a practical work and I memories that I use it later. In the class when teacher taught us about the learning style on that time I realize that my learning style is visual.

SWOT: I use my talents to their fullest extent; I am more likely to succeed in life. (Louis Pasteur 5 Mar 2014) I did my SWOT analyze and find out what is my

STRENGTHS: What advantage do I have others don't have? I found out that I am good at focused, believe in myself to finish the job, control the bad situation, good communication skill, manage people to believe in us.

WEACKNESS: My weakness is I can't do hard work but not in long run, also can't take another job before finished the previous job. I like freedom at work place; no one can ask me any question

OPOTUNITY: I can take advantage from the current growing market which is very important for my business. For an example, other company is offering me a big contract to finish it in short period of time; I will take that opportunity because if I can finish their job in on time I will get reward. And the reward will be their confidence about my company and giving me more opportunity to gain more contracts.

Threats: My only threats are that staff shortage. It can put me in big trouble. So I need to keep on eye always on that.

SMART: This is the place I will get good. The next ideas will count essentially the most actionable methods to set skilled objectives. (Ahemed Shamim Ansary, July 29, 2022). Setting personal smart example below:

S= Specific: I want to take my company in a good position. So I need a good hard working team for a startup a cleaning company.**M= Measurable:** I will apply two offers to develop my employees work. First I will offer them good money to do better and hard work and second is I will offer them some extra fatality such as travel fear. **A= Achievable:** Achieving my goal I need to aware always what will be my next step. **R= Relevant:** To achieve my goal I will resume relevant work. I will observe the team and observe their work. I will apply achievable goal.**T= Time-based:** I must make a time based plan. For example I will give next five years to achieve my goal. I always need o remember I must need to take my company on that time in the established position.

Employment Goals: Career planning and development enables people to choose a career, change through careers and develop their professional and technical skills and knowledge. By analyzing your personal qualifications and aspirations, you can begin the process of developing a career and setting employment goals for a rewarding

career. Employability goals usually determine what kind of skills and knowledge to develop; setting the team's goals financially involves identifying the need for stability and creating a vision for desired new experiences.

What employers want? : Throughout the interview response, candidates use work experience and accomplishments to demonstrate that they have the skills that employers want. (Indeed Editorial Team, Updated May 25, 2022). An employer looks for many qualities in employees during interviews. For example, ambitious, creative, compassionate, patient, courageous, flexible, honest, humble, honorable, loyal, conscientious, persistent, resilient, and disciplined.

Short term goal: In short term employment means I understand that increase salary, get a new qualification, travel somewhere for work purpose, develop personal network, changed the job for more salary or faculty, and learnt to work with new technology. So if I want a short term goal I will choose one of them.

Long term goal: In my opinion long term goal should be a big investment at work or business or I start something to do, until finish I won't give up because I don't know when I will get the result. There are more examples such as, build a new skill, become new expert, publish professional article.

Career plan: I made my career plan that I choose good position in work place over the money. Because I get self realization that if I can make my position good, money will automatically come towards to me. And also if I have power people will listen to me. So I can develop me goal, and take the company in a better position. For a better career need to provide a dedicated develop and enhance student and graduate employability.(The Access Group) Unlock my professional potential and progress in my career I choose my action plan that leads me to successful career development.

Understand myself: Analyze my past and present. Then I need to decide where I need to improve. And then I need to work on it and develop my career.

Identify my drive: Grasp my personality. It is very important in professional life.

Reinvent myself: I set my goal and focus on it until I get it. Such as I want to see my company in upper position in next few years, I will focus it until I get that.

Design my future: Plan and execute my future plan. For example I will take five year to see myself in good position. So I need to focus on it and work hard on it.

Personal Development: Personal development is more important to develop our career. Without personal development no one can make succeed in their life. For personal development I need to establish the purpose, need to identify what I need to develop in my personal life. Then need to find out the development opportunity, formulate action plan, undertake development, record outcomes, at last review and evaluate.

JOHARI Window: The Johari window is a technique designed to help people better understand their relationship with themselves and others. I am giving some example my known area and unknown area,

Known to others	I am an angry person when anything goes wrong and become nervous until make it correct. (open to everyone)	Another thing is that I can make friend so quick. (hidden)
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Unknown to others	I forget everything so quick, also I forgive people quick if they apologies.	I am a lazy person my staff don't know that.
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Conclusion: Professional career planning takes a lot of work, but there is nothing more rewarding than doing something I enjoy and getting paid for it. By studying this module I gain a lot of knowledge. Such as role play, career plan, self motivation I get more knowledge. Overall I want to say because of this module I achieve more confidence because it will be an ongoing practice throughout my working life.

References:

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https://www.mindtools.com/pages/article/newTMC_05_1.htm, Louis Pasteur 5 Mar 2014

<https://www.careercliff.com/> Ahemed Shamim Ansary July 29, 2022

<https://www.ukessays.com>, Tania Holz, 16th Apr 2018

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Professional Career Development

(BMSW4005)

[Student Name: MD ARIFUL ISLAM]

[Student ID: 211961]

Lecturer: Anita Nan

Job application form

Application for [job title] - Manager

Your details

Name: Md Ariful Islam

Education and training

Please give details:

- **Royal Society for Public Health**
Greenwich Council
Group : Understanding Health Improvement
LEVEL : 2
YEAR : 2017
- **Emergency First Aid At Work**
LW Training Solution
GROUP : Emergency First Aid At Work(QCF)
LEVEL : 2
YEAR : 2016
- **HIGHER SECONDARY CERTIFICATE (H S C)**
COLLEGE : Bagerhat P.C. College, Bagerhat , Bangladesh
GROUP : Business
YEAR : 2009
- **SECONDARY SCHOOL CERTIFICATE (S S C)**
SCHOOL :Bagerhat Govt. High. School, Bagerhat,
Bangladesh
GROUP : Business
YEAR : 2007

EMPLOYMENT HISTORY

2022 First Clarke Limited

- Director

2018 - 2021 Thames Cleaning Ltd.

- Administration

2017 – 2021 Metro charity {PITSTOP CLINIC}

- Receptionist

2016-2019 SI &ASSOCIATES LTD.

- Office Clerk

2015 -2016 Thamesmead KFC, London, UK

- Team Leader

- A diligent, stimulated and inventive individual with a sociable attitude towards people from all walks of life.
- Capable of accomplishing tasks and providing quality services to gratify the needs of both the customer and employer
- Punctual and pro-active
- Responds professionally at all times
- Confident working both individually and as a part of a team
- Quick to learn new systems
- Fully flexible for full time work
- Fluent in English, Bengali, Hind, Urdu.

Qualifications

Please give details:

- **Royal Society for Public Health**
Greenwich Council
Group : Understanding Health Improvement
LEVEL : 2
YEAR : 2017
- **Emergency First Aid At Work**
LW Training Solution
GROUP : Emergency First Aid At Work(QCF)
LEVEL : 2
YEAR : 2016
- **HIGHER SECONDARY CERTIFICATE (H S C)**
COLLEGE : Bagerhat P.C. College, Bagerhat , Bangladesh
GROUP : Business
YEAR : 2009
- **SECONDARY SCHOOL CERTIFICATE (S S C)**
SCHOOL :Bagerhat Govt. High. School, Bagerhat, Bangladesh
GROUP : Business
YEAR : 2007

Employment history

Your current or most recent employer

Name of employer: First clarke Limited

Job title: Director

Length of time with employer: As long as company open

Reason for leaving: N/A

Duties:

Bringing new clint. Take important decision for the company. Meeting with custome. overall all the decision taken by me which is good for me. To work in an environment where there is an opportunity of self-assessment and self-improvement in both individual and group based work that will ultimately lead to the further development of the common people and me.

Previous employers

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

2017 – 2021 Metro charity {PITSTOP CLINIC}

. Receptionist

where I welcome people in the clinic. Also giving them information about our clinic and services to people who don't know about us.

Supporting statement

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

Dear Madam,

I am capable of a diligent, stimulated and inventive individual with a sociable attitude towards people from all walks of life. Capable of accomplishing tasks and providing quality services to gratify the needs of both the customer and employer. Punctual and pro-active. Responds professionally at all times. Confident working both individually and as a part of a team. Quick to learn new systems. Fully flexible for full time work. Fluent in English, Bengali, Hindi, Urdu. Please consider me for this position in your company. Thank you.

Right to work in the UK

Do you need a work permit to work in the UK? Yes

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.

Moin Sharif
Managing Director
Expert Solutions London Limited
24 Osborn Street, London
E14 6TD
Tel: 07878 097550
Fuad Zico
Thames cleaning ltd.
Director
2 Maud Cashmore Way, London
Tel: 02031379957
Mobile: 07872967675

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: Md Ariful Islam

Signature: Arif

Date: 13/07/2022