

University of Wales Trinity Saint David in Birmingham

Professional and Career development



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INTRODUCTION

The intention of the article that follows is to analyse the acquired competencies based on this module, using the appropriate theories, sharing them with new people in the organization.

On the other hand, exemplifying the reason that led me to mention some theories to development the staff training.

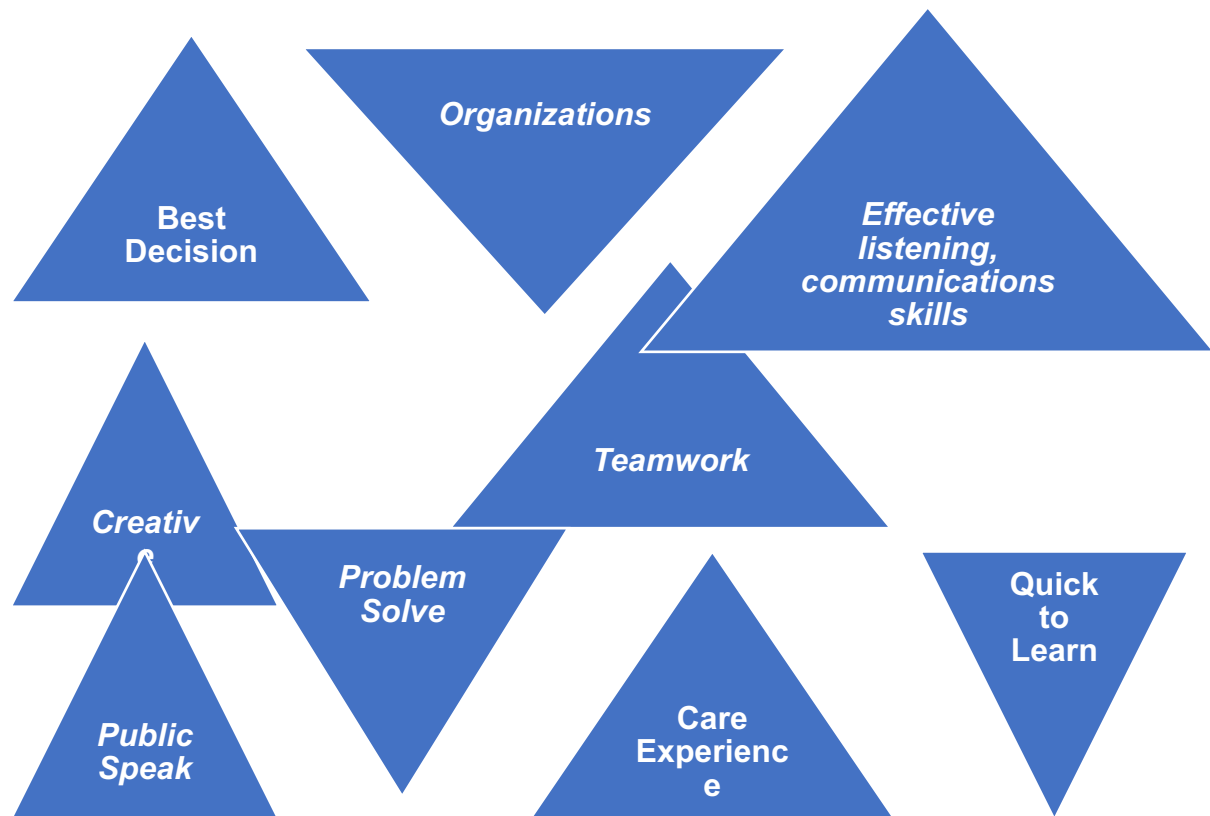
Finally, with the skills learned, I will evaluate the activities and work carried out in this module using my learning style, classifying their positive and negative aspects.

These are the main points that I must focus and work about it:

- **Swot Analyses**
- **PDP**
- **Open Book**
- **Mock Interviews**
- **Learning Style**
- **UK- Legislations Law**

1. Swot Analysis

(Fine, 2009) These are my talents and competencies, as determined by the analytical techniques covered in this subject.



The things that distinguish me from many people are:

1.1. STRENGTHS

- ⇒ I always try to come up with new ideas that consider all parts of the problem as well as the people involved.
- ⇒ My straight, realistic, and optimistic style aids others in comprehending both the current situation and the future results of many scenarios, allowing me to distinguish all sides.

3.2. WEAKNESSES

- Sometimes I don't recognize my own needs because I want to succeed in inspiring others.
- Trouble saying No
- I'm always demanding of myself.

3.2. OPPORTUNITIES

By relating with others in an honest and sincere way, they help in learning, at the same time they motivate, using my interpersonal skills. That's why, my desire for success helps me to continue and expand, developing my technical and difficult skills that will lead to great things in my future.

3.3. THREATS

I am generally keen to take on a new activity or project because I appreciate being challenged, excitement keeps me motivated. I tend to lose my equilibrium when I confront more and more obstacles since, I am not taking care of my own needs, diminishing my resilience.

1.5. Personal Development Plan (PDP)

According to Rimmer, (2018)

Goal Area	Objectives Now	Activities To achieves Objectives	Supporting to achieves objectives	Target of objectives	Duration
Education	Graduate as BSc Health and Social Care	Study hard and make sure Assignment that were given complete in the given time. Also, respect all requirements needed.	Share information with lectures and colleagues. Asking about something can help me to improve.	Successful Graduate as Health Social Care with maxim Grade(score)	3 years
Career	Going to be successful Health care assistant after graduate	Studying hard especially in Health Care	Never Missing class, consult careers services to help improve	Become successful Health Care at NHS, or OMS	3 years
Social	Overcome my biggest fear which is fail in new projects.	Analyses all possible results. Learn to think positive always.	Consult others and do some course about project.	Able to start new projects	Short term
Family	Take moment for them	Enjoying every moment with them	Go to family meeting at church	Make them happiness everyday	Long Term

2. Learning and Development in a Workplace

(Indeed 2021) Anywhere at work will assist you refine your inferior talents or grow yourself to work more effectively. It will enable us to learn from our mistakes and progress as professionals, allowing us to manage ourselves more effectively and work more independently.

(Clifford 2007) As a manager part of the organization, I need to find solutions to help my staff's development their skills and grow up. Then to make them in successful we have given them opportunities to training and learning more about the organization focus, depending on their individual learning styles, they must know that working on practical skills can help them advance in your career quickly. So, for this happened I must use my Learning Theories to share with them.

As example, these are some of the skills that are commonly development in an organization where the teams have to know about it:

- Clients and patients' relationships
- Knowledge about the industry or the product
- Professionalism Leadership
- Time management and strategic planning
- Problem Solves
- Team Works

According to Morin (2011) In other hand, it is most important staff having a clear perception or their self, knowing about their strengths, weakness, motivations, and beliefs because all this could be helpfully for the organization.

(Cambridge Dictionary, 2021) is advantage improving manager and staff always skills, so that can make their do job better and progress to development career.

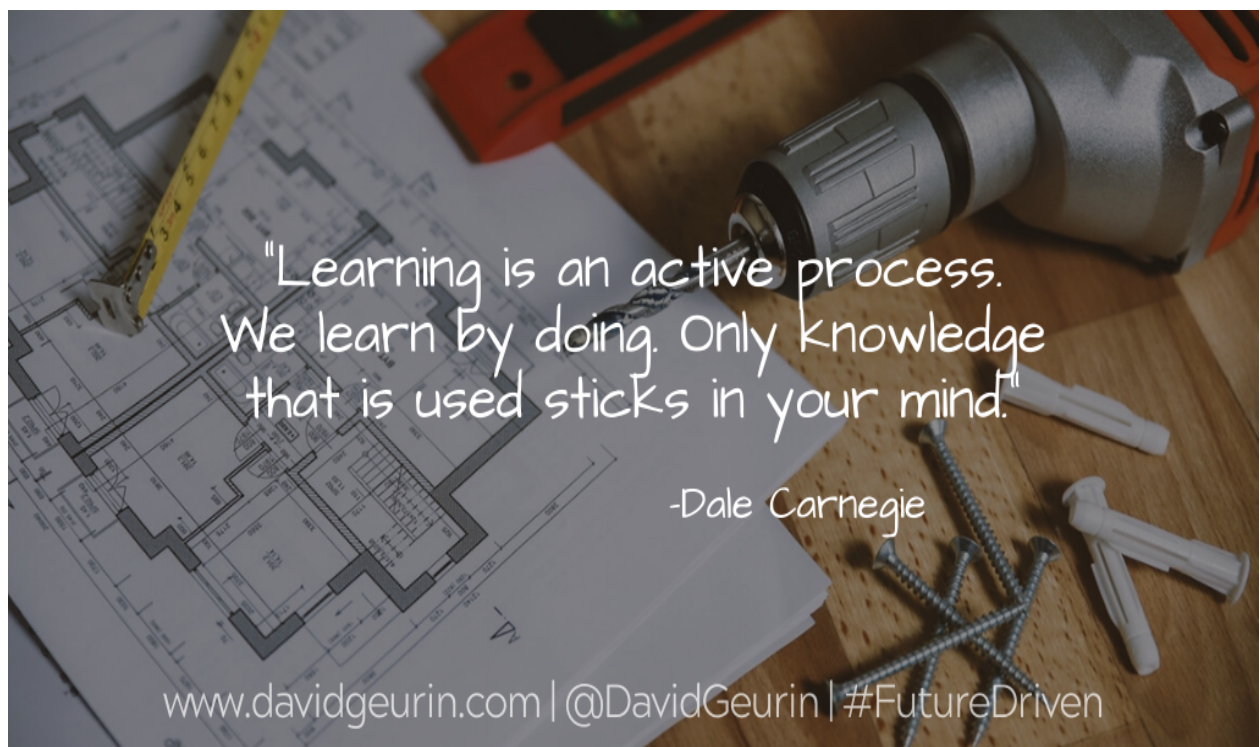
2.1. Why we should Understand how people learn

(Donovan1999), we should understand how people learn, because when the learned they can discover their self, explore more about ideas, make choices never fail, and finally they can act.

(Bransford, Brown, 2000) In other words, if we understand how persons learned it can help individuals to explore the possibility to achieve their fullest potential.

From my perspective, I believe that learning is critical to our personal growth. This is because when we understand how to learn, we can adopt tactics at home and at work that are tailored to our learning style, allowing us to retain information and master our tasks.

If we look at our current society, arrest is essential for, this is because technology is dominating the world, so the more we learn, the better the professional development in the career.



Because we may learn whatever we desire, learning is referred to as a process of obtaining new skills, knowledge, understanding, and values.

There are some things could help people learn:

- Share knowledge

- Finding out what valuable to them
- Sharing your learned, resources with them it can be any opportunities for them
- Give them opportunities to sharing their knowledge
- Invite them to work volunteer

However, for a person to better navigate in the advantageous direction for his future and decide, this means that he has learned to use the appropriate tools provided in his training. That's why learning helps a person to discover his path, set a goal and face success for a better future.

2.2. Learning Theory

As manager of the organization, I should to ass assess the learning and development training of my staff:

- Following them on a regular basis, be more present in the workplace to understand and track each employee's profile and development.
- Interact with them teammates
- Given them feedback on their reviews.
- Not every time point out problems, but you also need to give out alternatives to solve it.

Moreover, I should use the theory that I learned in the class to share with them, how we work a team to improve their goals, for this reason we must use Personal Swot Analysis to they know their strengths, weaknesses, opportunities, and threats because is a great tool to help discover self-awareness. Also, the organization needs people that have self-awareness, work a team help other so solve problems.

(Zehle, Friend, 2008) I choices this theory **Swot Analysis**, because it is a theory that helps individuals to do their analysis of ideas are their strengths and negates, the opportunities they will have if they overcome their negative points.

Therefore, the SWOT analysis has its benefits and limitations, being that it can help you to better identify and understand your business and the main problems that affect it, but sometimes it doesn't offer all the solutions we want. Before deciding to execute a SWOT analysis, staff should be aware of its limitations and benefits.

(Mindtools, 2020) SWOT Analysis has its advantages being that it has little or no cost anyone who understands can do a SWOT. Even if you have little time, you can use one to solve a complex situation. This will help individuals to take steps to improve their business without looking for an outside business consultant.

We can uncover the most essential aspects that affect the organisation by using this idea to get to know my folks. As a result of this study, we can all better understand the business, address weaknesses, and discourage threats. Take advantage of chances, play to your abilities, and create business goals and tactics to attain them.

2.3. Learning Styles

Learning, according to Marton and Ramsden (1988), strives to create a qualitative and relatively permanent change in how a person perceives, knowledges, or understands something in the actual world.

LEARNING STYLE	STRENGTHS	POSSIBLE WEAKNESS	Practical Stages
VISUAL	Take notes process notes on materials to study after class.	May take risks in determination to understand after.	Analyse and examine information-displaying images, diagrams, and graphs.
AURAL	Used recording Microsoft Stream	Non-compatible Equipment	To seek to be proficient in speaking is to act.
AUDITORY	Ability to quickly understand things and remember information I heard.	Communicating with others in the class do not pay attention	Focus on the class and the contents that lectures talk about it
WRITING	Writing copies of books	Lack of concentration. Long-winded	Keep to writing notes about the last materials

3. Gibbs Reflective Cycles (GRC)

It is one of the most familiar cyclical models of reflection, allowing us to explore our experiences in six stages.

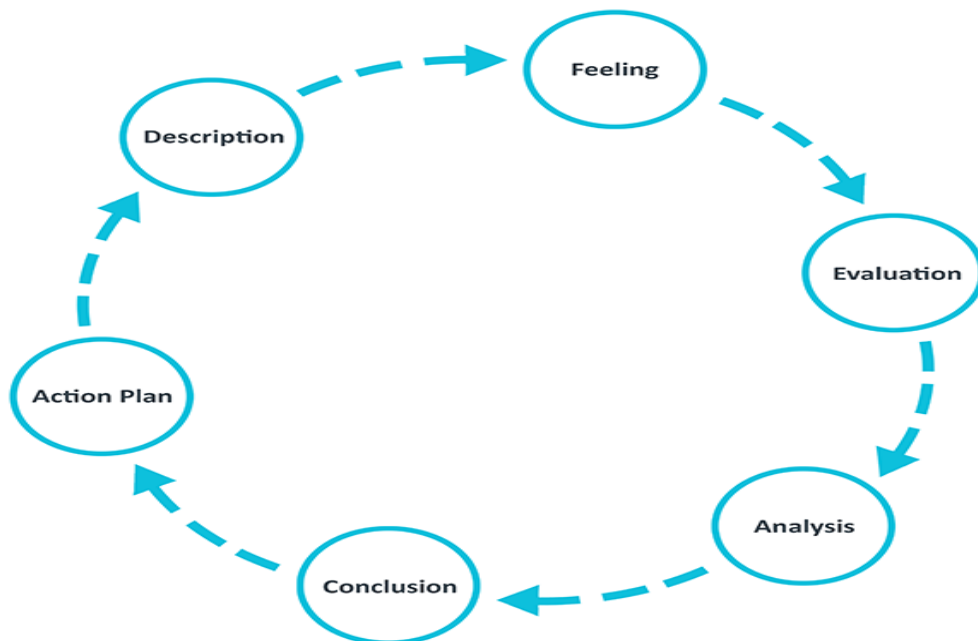


Fig. Gibbs Reflective Cycles

According to Gibbs (1988) **GRC** It was developed to help us arrange our learning through our experiences, with cyclical nature allowed us to learn to plan things in our careers whether they went well or not.

3.1. Gibbs reflective cycle – Open Book

Description

In one of our classrooms, we were asked to comment on a case study by reading and becoming familiar with this case study. We had 2 hours to write 500 words in a question given by the teacher, related to her case study. It was a unique and good experience, we had to control our times to submit the work on time. In the room were the students and the teacher accompanying this work.

Feelings

On this day, I was nervous before starting work, I remember that my colleagues and I always commented on whether work would be easy or difficult. I was very motivated for this open book. As soon as I started reading the case, I started to get acquainted with work, with the help of research, everything went well.

Evolution

What was good and worked well was the fact that we had time to answer the case with the help of the contents found in the research and books. I got a good quality work and delivered it within the agreed time.

The bad thing was that sometimes there are colleagues who talk a lot and sometimes they don't let us consent and think about what to write.

Analysis

I think the reason the work went well was because every person in the room was focused on getting their work done and I believe that each person used strengths. Working alone sometimes helps because you are very focused without having to resolve conflicts with colleagues that could happen, but in a group, you can show your strengths, interact better with colleagues, and learn different ideas from them.

Conclusion

I learned that working alone will always depend on you without having someone to share and debating ideas sometimes costs more I just saw my potential and my strength to overcome my weakness. I managed to plan the time well and organize the ideas and put them on the case went well.

Action Plan

In the next work, when I must work alone, I will set a goal, first I will organize the research work the day before, putting all the strengths. I'll start by developing the case, focusing on the alternatives, and ensuring I have enough time to read the final work again before submitting it.

3.2. Gibbs reflective cycle – Mock Interview

Descriptions

In one of the classes, we had to carry out a false interview in which I will have to appeal for a job related to my area of graduation. It was done via Microsoft Teams, so I was interviewed by the module professor as an interviewer of the company I appealed for.

Feelings

In the days before I was very anxious, so during the interview I was a little emotional and calmer, I believe the teacher was very happy and congratulated me. But now I think I will have to improve in some points that were recommended to help in my future.

Evaluation

Things were good because I showed knowledge about the company and bad because I didn't show enthusiasm. I really think the recommendations given by the interviewer will help to end my negative points.

Analyses

The reason why I didn't get a superior result was because I left it too late to choose the company I had doubts in some companies, I believe some questions about the company failed during the interview I was so focused on my qualities and strengths that time was not enough to summarize the company.

Conclusion

I learned that it is efficient to use strengths. The best thing to do is prepare, plan the interview before and familiarize yourself with the company after going to the interview. We must also train our posture in the way of speaking, answering, and asking questions.

Action Plan

For the next interviews I will improve more skills, then study or investigate more about the subject. I will use all the feedback received from the last interview and do it in different ways to improve my skills.

3.3. Gibbs reflective cycle – UK Employment legislations

There are several on employment Legislations situations where Gibbs reference comes in handy. Think about workers' holidays, payments, and entitlements they must receive. If we look closely at many companies, both employer and employee do not have a good relationship or coexistence. Therefore, the legislations Law, will be a usefulness for both parties.

This law lets employers know how to deal with employees who are under the influence of alcohol, suffer from mental illness or lack of continuous work.

Through the Equality Act (2010), Gibb's will allow employers not to classify employees by age, health, race, religion, etc.

According to the Human Rights Act (1998), the importance of Gibbs for Legislations Law, given the focus on feelings or emotions and recognizes its importance in the process such as: Recruitment, Employment contract, data protection, remuneration and vacation, working time, Health, discrimination, discipline and complaint, dismissals, and redundancies as they can be improved.

Conclusion

Finished this reporter, I conclude that with these acquired competences they are parts of necessary behaviours that I learned to develop my professional career, using the theories for future activities carried out. The skills developed and learned in this module helped me to make decisions in my career, I managed to overcome my weaknesses, and brought opportunities to face my rights as a worker and today I gained a new responsibility in the company.

The programs learned in this module have brought about career development and will help me and other colleagues build a sustainable approach to managing their careers.

Mock Interviews showed me hidden talent that I use today to motivate other people with other people.

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