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Professional Career Development

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INTRODUCTION

In this essay I will describe analyse and explain how to expand and develop my skills, how I successful reach some of my goals and the journey to them.

Everyone has a goal to achieve, even if admits it or not and the reason I say this is because I was that type of person who will never admit my life goals when asked. However, I never lose sight of my path, even if distractions or entourage occurred at a certain age when being a school boy was not fun.

A short story and a reflection of old me will help to realise where I started from and what I managed to achieve till current time.

I will start the story at age of 16 when school was not that interesting anymore and the teachers were boring, so I decided to skip school and spend my time with the older boys on the street or in some random house where we will be on Play Station all day.

Some days we use to go in the park and gambling our lunch money on some games where I had to throw a coin in a hole made in the ground and some other games were a dice was involved and so on.

Professional career development can be defined as procedure which includes identification of suitable career, self-assessment and development of career plan by implementing preliminary employment strategies. It is also considered to be as lifelong procedure for managing learning in order to get good job opportunities. The professional career development can assist an individual in advancing their career in particular field. Career development can also be referred to as procedure of learning as well as improving skills so that an individual can perform their roles as well as responsibilities in systematic manner. Career development planning is very much essential as it assist people in determining the career development objectives. It also assist an individual in identification of different activities which are needed in order to accomplish desired career goals. An effective career development plan assist employees in increasing their level of motivation as well as productivity. It is very much essential for an individual to emphasize on increasing knowledge as well as development of skills as it will make significant contribution to learning opportunities.

The report will have identification of suitable ways for finding job after completion of graduation. Study also emphasizes on determination of skills as well as knowledge required for performing the role of Human resource manager in retail organisation.

MAIN BODY

Identification of Skills and knowledge which contributes towards working effectively

Skills and knowledge are two important variables which are very much essential in order to capture good employment opportunities. There is specific requirement for getting the job opportunity to work in particular sector such as retail , banking , hospitality etc. It is the set of skills as well as core competencies which assist an individual in performing their duties in an appropriate manner. There are few core competencies as well as skills set as well as knowledge which are very much essential to be developed by an individual for exercising in working environment. The skills set and knowledge is also required in order to perform best practices and to make significant contribution to the achievement of business goals (Heath, 2019.). After completion of graduation , each and every individual intends to search for a job in particular sector, at this phase of career it is very much important for person to first conduct self assessment. It is the technique which will assist an individual in identifying their strengths as well as areas of interest on the basis of which they can start exploring the job opportunities.

Self-assessment is considered to be as initial phase of career planning or development. It is the technique which also supports an individual in identification of the different factors which can influence their career development. Before selecting specific career to pursue or entering into a particular job sector, it is required by an individual to identify the skills set , knowledge and experience required for performing the roles as well as responsibilities in particular career field. Developing understanding about the job roles in specific sector is considered to be as good tactics as it will assist an individual in determining the knowledge as well as core competencies required for performing the best practices in particular field (Choy and Chua, 2019).

Human resource manager has important role to play in an organisation. It is very much crucial for an individual to develop the understanding about fact that the success and growth of firm is completely based on the performance of human resource manager. Role of human resource manager in retail sector is to recruit as well as hire talented candidates for performing specific duties within an organisation. It is the duty of human resource manager in an enterprise to manage people as well as various operations within an enterprise. The main role of human

resource manager in an organisation to ensure smooth functioning of business. In addition to this, other important duty of human resource manager is to allocate work, set performance, define roles as well as responsibilities of workers, create and maintain good environment at workplace.

The various skills, experience and knowledge needed by an individual for performing the roles as well as responsibilities as a Human resource manager in retail sector are interpersonal skills, an effective communication, analytical, strategic as well as problem solving skills. Interpersonal skills will help human resource manager in developing the good relationship with workers which is very much essential in order to manage different activities within an organisation in systematic manner. An effective communication skills will assist an individual as human resource manager in positively influencing people to make their valuable contribution in accomplishment of objectives. Analytical skills is applied by human resource manager for analysing the business situation and for making suitable decisions. It is type of skill which is required by human resource manager in retail sector for analysing the knowledge as well as core competencies required for performing specific job role within an organisation. By utilising the strategic skills an individual can formulate effective strategies for supporting firm in fostering growth.

In addition to the above skills, other core competencies that an individual seeking for getting employment as human resource manager in retail sector required to develop are self awareness, empathy, confidence, self awareness as well as motivation etc. An individual desire to get the employment opportunity to work as human resource manager in retail sector need to possess problem solving skills which will assist them in addressing the best possible solution for different issues faced by workers or business. A person intends to get the job of human resource manager in retail industry is required to be more ethically string, they must be aware the way to interact with employees. In addition to this, an individual wish to get the job role of human resource manager in an organisation need to have strong negotiation skills which will help them in reaching to mutual agreement at the time of dispute. An individual planning to get job opportunity for human resource manager need to develop conflict management skills, as it is the skills which will assist them in managing as well as resolving disputes or conflicts among employees.

Management is considered to be as one of the most crucial skills that required to be possessed by person planning to apply for the post of human resource manager in retail

organisation. High influencing power will help an individual as human resource manager in inspiring people to improve their performance at workplace. In addition to this, it is considered that human resource is a field where an individual might need to perform number of tasks simultaneously, therefore, having a multi tasking ability is very much essential. Employers while appointing an individual also looks for the technical skills in candidates applying for the job role of human resource manager in an enterprise (Jackson, Regis and Bennett, 2019.). Technical skills are needed by the human resource manager for storing as well as managing information related to employees. In addition to these skills, an individual interested in making application for the post of human resource manager in an organisation is required to have good decision making power. They should have complete knowledge about market, business, industry, competitors and also about the products or services offered by the company (Bridgstock, 2019). As development of such knowledge will assist a person acting as a human resource manager in providing appropriate training to employees.

Along with skills, an individual is required to have the complete knowledge about the different roles as well as responsibilities of human resource manager. In addition to this, an individual making application for the job of human resource in retail firm need to have knowledge about laws related to management practices. They also need to have knowledge about the different techniques of motivating managing workers and motivating them to increase their participation in business activities. It is very much crucial for an individual to develop the leadership qualities while applying for the post of Human resource manager in retail firm. Leadership qualities are required by human resource manager for directing the people and providing workers with proper instruction as well as guidance. All the above mention skills will help an individual in performing their roles as well as responsibilities as human resource manager in retail firm.

Addressing the ways to find better jobs

An individual planning to get employment after completion of their graduation can get the information about the job vacancy in retail firms through online as well as offline sources. Online sources means an individual can search for job by using different websites on internet. In addition to this, a person can registered themselves on the different job portals, as this tactics will help them in getting the notification about the employment opportunities in different retail companies (Rubens, Schaffer and Leah, 2018.). A candidate can search job using career

websites. They can also utilise online search engines for finding the job opportunities in particular field. In addition to this, a person can have access to the firms website in which they have desire to get the employment. LinkedIn is the social media channel which has been especially designed for professionals as well as Job seekers. By utilising the LinkedIn job seeker can connect to the employers around the world.

It is advice able to an individual to visit the job fairs , as by doing so a person will be able to explore the number of employment opportunities in respective fields. Job fair is considered to be as one of the popular source where firms seek to recruit graduates. By attending the job fair an individual can increase their chances to get recruited. An individual can also find job using the Facebook or twitter, as many of organisation give job advertisement on social media platform so that they can get the pool of highly skilled as well as talented employees. In addition to all above sources, a person can seek support from the recruitment agency in order to get the suitable job (McKeown, 2019.). It is the recruitment agency which will assist candidates in finding the job on regular basis. An individual can have an access to the job advertisement in the newspaper. By responding to the job advertisement in the newspaper a candidate can increase their chances of getting recruited by reputed firms.

The main drawback of the online job search is that it will not help an individual in accessing to the hidden job market. In relation to networking as well as referrals, a person can ask their friends or family to inform them about the job vacancy in their organisation. An individual can ask their relatives or friends to recommend them for specific job role in their company.

Determining personal strengths and areas of further development

Swot analysis is considered to be as best strategic technique which can be applied for analysing own internal strength , weakness , threats and opportunities. It is the technique which assist an individual in determining a best possible ways for overcoming weakness. Self assessment is the first phase in context of career planning. It is the strategic tool which supports an individual in determining the area of interest which is very much crucial in order to make the best career choice (Maniyar, 2019). As I have desire to get the job opportunity to work as human resource manager in retail organisation. I have gathered the detail information about the skills , knowledge and expertise which are required to perform the management role in an

organisation and on the basis of the same I have performed the swot analysis in order to identify the skills which I lack.

Strengths: • I have good written communication skills. • I can easily influence other. • I Have creative mind. • I have strategic skills. • I posses analytical skills. • I have friendly nature which assist me in developing good relationship with employees. • I show empathy towards others. • I am multi tasker. • I poses good leadership qualities. • I am effective listener. • I am ware about myself . • I have knowledge about the market.	Weaknesses : • I lack negotiation skills. • I have difficulty in speaking in fluent manner. • I depend on other for making decision. • I don't have technical skills. • I don't have depth knowledge about the laws and also about the retail industry. • I get highly stressed during uncertain situation. • I face difficulty in completing my work on time. In simple words I lack time management skills because of which I face issue in maintaining balance between work and life.
Opportunities: • I have an opportunity to work as paid intern in retail organisation. • I have the chance to develop the core competencies and skills which I lack. • I can get a chance to work with multinational retail organisation.	Threats: • Increase in competition at workplace. • Lack of certain skills can have adverse effect on my performance at workplace. • Lack of planning can create hurdles in my professional career development. • As I don't have knowledge about the legislations related to the humans resource management because of which an organisation might have to face legal issues. It could be one of the reason

	because of which I may not get selected as HR manager in Multinational retail organisation.
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From the swot analysis I have realised that there are many core competencies which I poses matches with the skills required for performing the role of human resource manager in retail companies. In addition to this, I also found that there are many skills which I need to develop or improve in order to get the job of my choice (Stewart and Brown, 2019). After completion of the swot analysis I found that some of effective skills which I have are good oral communication, analytical, problem solving skills, friendly nature , strategic skills which I perceive that will assist me in getting employment opportunity to work in multinational retail organisation.

I can utilise an effective written communication skills for drafting the business letters for company. By utilising the influencing power I can encourage other people to make their valuable contribution in accomplishment of desired business objectives. I can apply my strategic skills for formulating business plans for organisation. It is my friendly nature which will help me in developing the strong relationship with other workers which is very much crucial for inspiring people to improve their performance at workplace (Lundgren, Poell and Kroon, 2019.). From the swot analysis I also found that there are some of the factors which can create the hurdles in my professional growth as a human resource manager One of the factor is intense competition . It is considered to be as one of the biggest threat as there are many people who might have more unique qualities that suits for performing the job role of human resource manager in retail organisation because of which I might not get recruited in the firm I desire to work. **I also have fear that if I get to fail in interview procedure it might lead to the decrease in level of mine confidence as well as motivation level.**

Employment goals and Professional development plan

Employment goal statement-

To get the best position as HR manager within retail organization is one of the employment goal which need to achieve by person. As human resource manager there are several short term and long term goals required to achieve for providing business many benefits and competitive advantages. Assure maximum development of Human resource and effective

utilization, maintains and achieves high morale among workers, satisfies and identified needs of individuals and helps company reach their goals is considered as short term goals of HR manager.

On the other side, ensuring quality of employees performance, industrial peace, maintaining low workers productivity cost, succession planning, keeping health and overall morale of workers high, maintaining CSR, keeping management updated about changes in retail industry including technology changes, compensation trends, employer branding and manpower supply is defined as long term goals.

Professional development plan-

PDP is the valuable and useful document that established for both career development goals and strategy for meeting them (Black and et.al., 2017). It is formal means by which the person sets out goals, outcomes and strategies of training and learning. Professional development plan is in alignment with professional programmes of study, it is often prepared to meet needed from statutory or regulatory bodies around continuing professional developing. PDP is created for improving HR manager weaknesses and help to strengthen it which is beneficial for personal as well as professional career growth and development. Professional development plan must clearly define activities, time frames and results to meet specific dates and defined goals for meetings and review with supervisor (Dong and et.al., 2017). It has been created by management within company to determine required skills and knowledge to help HR manager career goals and company business needs.

Required skills	Why skills is important to improve?	Strategies for betterment	Time frame
Negotiation skills	Negotiation abilities is very essential for HR manager as it help to prepare plans related to HR management and support to make better decisions. With the help of negotiation skill Human	In order to improve or develop negotiation skills, HR manager need to make all preparation related to it, take suggestions from senior authorities and efforts to communicate	7 days

	resource manager can be able to take better decisions and solve any problem within organizational structure effectively. It is important to have negotiation skills which make human resource manager capable to deal with difficult situations.	with others at workplace.	
Oral communication skills	Oral communication skills is the required for working as Human resource manager in retail company. It is the procedure of verbally transmitting data or information and shares ideas from one person to another one. With the help of good oral communication ability HR manager communicate with its team members effectively as well as other peoples in workplace. Developing this ability is significant for human resource manager, its make them able to perform effectively and create positive working	In order to developed oral communication skills, human resource manager must attend video conferencing and face to face meetings as it help to develop confidence among them for talking to other person. With the help of communication skills manager will be able to share their thoughts and ideas with other easily and also identified issues via good oral communication ability.	5 days

	environment around work area.		
Decision making abilities	Human resource manager need to develop and improve their decision making abilities which help to make them able to take better decisions individual without dependency. Decision making is act of selecting between two or more course of activities. In large procedure of problem solving, good decision making skills include choosing between suitable solutions to the issues. It is essential to improve decision making skills for manager as it support to solve any sudden problems arise within organizational structure.	To develop or improve decision making skills, Human resource manager must create plan before taking decision based on situational analysis. They must communicate with high authority as well as staff members in HR department to determine that decision is going on the way.	8 days
Technical skills	Technical abilities is the knowledge and skills need to develop by HR manager to perform specific task within company effectively and efficiently. It is practical and often relate to	Human resource manager take training for improving and developing their technical skill more than before. With the help of having good technical skills they can be able to	20 days

	information technology, mechanical, scientific task or mathematical. Human resource manager need to develop their technical skills more which is beneficial for its professional as well as personal career growth and success. It help to use software easily and feed data in context of employees daily activities.	managed essential information via online.	
Stressed management skills	It is very important for HR manager to develop their stressed management skills, with the help of this ability they can be able to handle uncertain situation easily and also provide directions to other as well. After Managing and reducing stress human resource manager leads to improve their health and manage any situation.	Exercise and relaxation activities is one of the best strategies which has been implement by HR manager in its life styles.	8 days
Lack of legislations knowledge	In order to run business effectively and retain talented people with firm for long time, HR manager need to develop their knowledge	Reading old case studies and make discussion with legal adviser human resource manager can develop their knowledge	20 days

	more and more in context of employment legislations and others as well which is beneficial and useful for organization. Knowledge about legislations allows manager to protect business and workers against discrimination and tyranny and its also permit them to make assure that organization is acting lawfully at all times. The knowledge about law and rules provide the appropriate frame work for how to operate and act.	related to essential legislations.	
Time management skills	Time management is one of the best and most essential ability while working as HR manager. It is use one time productively or effectively, especially at work. HR manager need to develop their time management skills in order to accomplish given task on time and provide better services when it is required in firm.	With the help of making plans and setting time limits on each activities, human resource manager can develop their time management skills.	15 days

CONCLUSION

Present report concludes that professional career development forms an integral part of an individual and which can help in achieving the career objectives in effectively. For an individual to develop professionally it is important to identify its skills as well as knowledge which can help developing a professional development plan. In order to identify its skills an employee make use of skill audit which is an effective way for identification of skills. It can also be concluded from the report that an individual may posses and lack many skills and knowledge and it is important to develop a professional plan accordingly. Also, it is important for and individual to address the proper ways of finding the job according to their qualification, skills and knowledge and for this individual can search jobs by using various websites from internet. Also, present report concludes that in order to develop professionally an individual should set a professional goals which is to be achieved by an individual. Furthermore, with the help of professional development plan human resource manager will be able to improve their weaknesses and develop required abilities which is essential for their role in company.

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