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TITLE: Professional Career Development
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Introduction

In this assignment I have put together a plan of action for my future in my professional career life. This should enable me to be organised and prepare myself for improving and changing opportunities as and when needed. We should want to develop such professional career where you feel good and comfortable in that area, this will help in planning for a professional career development. Often, I have found myself distracted from preparing a career path due to lack of professionalism, another valid reason is that I lack knowledge and understanding regarding my own skills, experiences and abilities. Therefore, my professional career development demanded correct management and assessment of my own skills and competencies. By attending this module, it has helped me to learn and apply the correct methods.

This assignment will show evidence and understanding of skills and knowledge which I already have, aim to achieve and will be continuing to improve for future employment and career choices. I have learned new strategies for personal reflection and career development planning, which has given me more confidence and competence as an effective student. I will demonstrate readiness for employment and personal advancement through an understanding and demonstrating my personal strengths and areas for further development. I will set employment goals and develop a personal action plan for my future. As mentioned by (Maund, Schriek and Tinkler, 2017) "That the average person will have a number of jobs in his/her life which will give them the chance to grow, develop and find your perfect fit." According to (wisegeek.com,2020) When a person undertakes professional career development, they learn new jobs and skills to enhance current career opportunities or to enter a different field altogether.

Qualities Employers want in employees

All employers will have different but similar qualities they would like in their employees. In class we got to learn the top five which are important and beneficial to have, these skills will help you in your job as well as other areas in life.

Being professional- This action is a must have, especially in the workplace, also you can include being loyal and reliable to the business, understanding your job role and being a team player. One should always be looking to improve and upgrade more skills.

Being punctual- This action is crucial; we start practising this from the very beginning of our life when attending school we had to be on time, if however we cannot maintain this action, we will have to face the consequences e.g. losing our job or cut wages etc.

Good at communicating- This skill will help us to be understood and communicate for work purposes. If used correctly and effectively we can achieve a bit more e.g. friendship, being promoted. Communicating involves yourself being able to express and speak for yourself. According to (Maund, Schriek and Tinkler, 2017) "Assertive people are able to stand up for themselves and communicate their ideas firmly without bullying, patronizing, or manipulating others."

Using one's own initiative- is a good skill for the workplace it can help you and others in many ways, you can motivate yourself and others. Be a trustworthy colleague, sometimes you can help by solving work problems, which can impress other your managers and lead to great opportunities.

Having a friendly and approachable attitude- Is a nice and comfortable character to be around it will definitely be useful in the workplace, but you do not want to be too friendly were people start to push you over or use you.

SWOT Analysis

<u>Strengths</u> ➤ Confident individual ➤ Patient ➤ Able to adjust to any professional environment ➤ Trust and self-belief ➤ Organising and balancing personal and university life ➤ Punctual ➤ Dealing with customer enquires ➤ Handled cash and card payments ➤ Handling customer complaints ➤ Selling and promoting products ➤ Achieving targets ➤ Handling patient's medication ➤ Logging a diary of patient progress each day ➤ Assisting with personal care ➤ Preparing patients foods ➤ Ten years of personal experience and understanding of - ➤ ADHA, autism, learning difficulties, challenging behaviour and some knowledge in medication ➤ First aid training ➤ Inserting NG tube and how to feed manually and using machine	<u>Weakness</u> ➤ I do not proofread my work ➤ lack knowledge and understanding in how to use punctuation ➤ Struggling with spellings ➤ Need to learn and improve using excel, PowerPoint, word, spread sheets and OneDrive ➤ Lack in physical energy-always tiered ➤ Sudden absents in education due to children's special need ➤ Not able to register certain information when reading ➤ Learn how to balance stress ➤ Learn how to confront issues
<u>Opportunities</u> ➤ Back to education in Barking & Dagenham college and	<u>Threats</u> ➤ Ten years of unemployment ➤ Lack of professional experience ➤ Not able to do full time jobs

university of wales Trinity Saint David ➤ Children are older and have improved in health ➤ Evidence of strength, knowledge, experiences and hard work on paper ➤ To be employed in desirable workplace ➤ Earn a better income ➤ Socialise and meet new and more people ➤ Will be more educated ➤ Practice to be professional ➤ Learn more and upgrade new knowledge ➤ Learn new ways to store energy for myself e.g. stay fit, vitamin supplements ➤ Learn about emotional/mental issues how to manage them in psychology	➤ Timing/absent – could be called any time out of class or work for children’s needs
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This tool has now enabled me to reflect and create my personal SWOT Analysis, from this self-evaluation it has assisted me to be aware and prepare me both professionally and academically. Looking at my strengths I believe there is an opportunity available for me in the health and social care sector, which I desire very much. I aim to work hard on my weaknesses, as this will look good and is a professional start for my career. Acknowledging constructive feedback and taking them on board, will help me improve on my skills and academic journey. The threat I may face are mostly from my children due to their needs, which is understandable and reasonable for me. The period of unemployment is also to do with my children’s needs therefore I have valid reasons.

Self-Assessment

By doing a self-assessment you get to identify yourself in detail and with the help of a tool like SWOT it makes it a lot easier to narrow points down about yourself. I am a motivated, enthusiastic individual who is very punctual and have delivered high standard of customer care. I can communicate effectively at all levels and have provided multilingual services. From my early years I have always struggled with my spellings and punctuation skills and continue to do so. I sometimes miss understand situations and have taken matters personally. For the past ten years I have been out of employment due to my children's special needs, recently I have been giving the opportunity to go back to education this has been a dream come true as I have been out of employment due to having two children with special and medical needs.

My barriers are the medical needs, challenging behaviour and attention my children need from me. I have also been out of work for ten years. From using this analysis, I can visually see that I have a lot of skills to offer employers especially in the health and social sector, with all the personal experience I believe I have a lot to offer. I have also found few solutions for my weakness and threats e.g. I have friends and family that proofread my work, also went to doctors and found the reasons for my lack of physical energy, they prescribed me with medication therefor feeling much energetic and alert. By doing a self-assessment you get to identify yourself in detail and with the help of a tool like SWOT it makes it a lot easier to narrow points down about yourself.

Self-Motivation

Motivating yourself is healthy for the mind and body it is done without the influences and efforts of others; I believe you need to have a positive energy and mindset; a good environment also helps. Being confident in your own abilities with challenges that can be meet by yourself will give you chances for a brighter future. I did a test on (How Self-Motivated Are You, 2020) on how motivated I am, and the results were high which made me happy and feel positive about myself

Calculate My Total

Total = 47

Score Interpretation

Score	Comment
12-27	You allow your personal doubts and fears to keep you from succeeding. You've probably had a few incomplete goals in the past, so you may have convinced yourself that you aren't self-motivated - and then you've made that come true. Break this harmful pattern now, and start believing in yourself again. The tools and tips below will help you get back your motivation.
28-43	You're doing OK on self-motivation. You're certainly not failing - however, you could achieve much more. To achieve what you want, try to increase the motivation factors in all areas of your life. Read the relevant sections below , and work on them to strengthen your self-motivation.
44-60	Wonderful! You get things done, and you don't let anything stand in your way. You make a conscious effort to stay self-motivated, and you spend significant time and effort on setting goals and acting to achieve those goals. You attract and inspire others with your success. Treasure this - and be aware that not everyone is as self-motivated as you are! (Read below for more.)

Career Planning

I have started to plan my career this year, I have understood that this path can and may affect personal and social life, therefore I have thought situations through and prepared myself. I booked an appointment with the university's career advisor, which was quite helpful we discussed my interest, previous work and my present situation, after that we discussed what I would as a career and if it was achievable. I felt confident after our meeting and was happy with the outcome.

It mentions on (Prospects.ac.uk, 2019), "A career plan is a strategy that you'll continuously develop to manage whilst learning and progression. its purpose is to help you visualise the actions you need to take to achieve your career goals and put these actions into practice."

Four stages of a career plan are:

1) Identifying skills and interests -

- Customer care
- Handling medicine
- Being Patient
- Problem solving
- Making quick and important decisions
- Handling and supporting vulnerable people
- Communication skills especially with the disabled and people who do not speak English, as I am multilingual

2) Researching Career ideas

The internet- job sites such as indeed.co.uk gives you a large opportunity to do job searches that are available for the health and social care. You can also go straight on the website like www.lbbd.gov.uk/council-job-vacancies to see what available in your local area. Newspaper like the London Metro has pages to career options and opportunities.

We can explore on social media, Facebook and LinkedIn are popular platforms where employers showcase career opportunities. Subscription job application sites such as "nhs-vac@nhs.jobs" will regularly update you of opportunities.

3) Making decisions-

Deciding on a career path you should consider the journey back and forth location, working hours to suite personal life. You should also ensure that the job has career opportunity for future plans.

4) Set achievable goals-

Setting short- or long-term goals will set targets for you to achieve.

Setting goals for yourself is a professional practice, it is important as it will affect your personal and social life. A tool that I have learned of in class called the "grow model." This model is used by organisations and individuals to guide themselves in setting goals.

GROW stands for:

- Goal.
- Current Reality.
- Options-Obstacles
- Way Forward

We learned in class that the model was originally developed in the 1980s by business coaches Graham Alexander, Alan Fine, and Sir John Whitmore.

We practised how to use this GROW model; the teacher gave us the task to plan a journey, firstly, we had to decide where we will be going which would be (the goal) from there look at your current situation (current reality). Moving forward you would explore various routes to get to the destination (options). Lastly making sure you follow through the plan, ensuring that you're committed to making the journey and are prepared for any obstacles that may occur during the travel e.g. trains not running on time or road closed.

I have set myself the Goal to complete all levels of 4-5-6 in health and social care, this will provide me with certain expertise and competence along with knowledge to work for the national health service (NHS). I have provided various hospitals with my details for me to do voluntary work, which should give me the opportunity to practice and experience what happens in the field. From there I can decide what I'm good at, what I'm not so good at and what I would like to do as a job. My current Reality is studying level 4 in Certificate of Higher Education in Skills for the workplace (Health and Social Care). This course is to prepare me for my goal by using my skills and experience which I can transfer to Health and Social Care. There shall be obstacles that are not in my control; however, I am determined to achieve the academic knowledge, along with the

skills and experience should help me get my goal. I understand that financial support and my family life can affect my goal which I will have to be prepared for work around.

SMART- To complete Health and social Care in levels 4-5-6

I did an animal me quiz which was good as it described me well and it kind of gave me the push that I needed to see, in terms that I can and will complete this course because of the person that I am. It said that I am more Extrovert, and that these people are usually sociable, active, confident and firm. I am more Intuitive; keen to try new things, good at thinking differently, imaginative and creative. It also stated that I am more Feeling, which is when people are good at making decisions based on people, keen to be liked, understanding, and friendly. I also am Judging, were I am organised and only able to relax when a task is finished, good at getting things done, on time and on schedule the animal that it revealed that I am is a Dolphin. In class we were taught how to use a tool called SMART, I shall use this tool to make sure my goals are clear and reachable I will demon straight below:

SMART stands for -

- Specific (simple, sensible, significant).
- Measurable (meaningful, motivating).
- Achievable (agreed, attainable).
- Relevant (reasonable, realistic and resourced, results-based).
- Time bound (time-based, time limited, time/cost limited, timely, time-sensitive)."

Specific- Completed and passed level 4 now waiting to apply for 5-6

Measurable- A few months, waiting for dates to registration on the course

Attainable- while waiting sort out childcare, finance, travel, stationery etc.

Relevant- Attend class, take notes, be prepared and organised for assignments

Time-based- 2years

Self-evaluation

My skills	My goals	My requirements	My personal circumstance
➤ Confident individual ➤ Patient ➤ Able to adjust to any professional environment ➤ Trust and self-belief ➤ Organising and balancing personal and university life ➤ Punctual ➤ Dealing with customer enquires ➤ Handled cash and card payments ➤ Handling customer complaints ➤ Selling and promoting products ➤ Achieving targets ➤ Handling patient's medication ➤ Logging a diary of patient progress each day ➤ Assisting with personal care	To get a degree in health and social Study more in psychology To work in a health and social sector Aiming to help people with language barrier	Attend classes and do assignments 100% attendance Understand what is taught to us Do voluntary work in health and social sector for experiences Enjoy and involve myself in learning Passing assignments Completing full course of levels 4-5-6	I am available as children are in full time education and husband is supportive in me wanting a better career I enjoy the journey to university and back

➤ Preparing patients foods ➤ Ten years of personal experience and understanding of - ➤ ADHA, autism, learning difficulties, challenging behaviour and some knowledge in medication ➤ First aid training ➤ Inserting NG tube and how to feed manually and using machine			
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An effective action plan will help give me a timetable and set of clear steps to reach my goals, instead of wondering what I should do or not do. It has helped me to focus my ideas and provides understanding in what I need to do and what action plans needs to be set for the future whether it is daily, weekly or yearly. Creating this has allowed me to monitor my goals.

VAK Learning styles Self-Assessment Questionnaire

Visual- seeing and reading **Auditory-** listening and speaking **Kinaesthetic-** touching and doing

According to (Maund, Schriek and Tinkler, 2017) “Before you look at recourses that will identify in what way you learn, it is worth in reviewing how you learn more and think about your personal learning styles.

Visual Auditory Kinaesthetic is a test where you find out and understand the best way you learn. Some of us may find that we have a blend of two or more styles of learning. Once we have identified our learning styles, we need to understand the explanation and consider learning and developing techniques that meets our preference. From doing this test in class the result showed that I have an Auditory learning style, which is when a person learns through listening and speaking as a main way of learning. I would benefit from actions such as, talking through with other students and lectures and asking questions as well as listening to audio recordings to recall information. I need to put what I have learned into practice for the information to be understood in my style. Now that I have learnt what style I fit in, I will be using it in planning and preparing for my assignments e.g. talk more with colleges and lectures if unsure to get a clear understanding, also mentioned by (Maund, Schriek and Tinkler, 2017) that as you reflect on your learning plans, remember that you will have each of these elements and will be able to access a range of facilities to develop your learning skills.

Visual- seeing and reading

Auditory- listening and speaking

Kinaesthetic- touching and doing

Personal Development Plan

In class we looked at what is involved in a PDP our tutor told us told us “you look into your strength, weakness and improvements.” From that we then looked at what we are good at as which would be our strengths. For the weakness there may be options to do training or extra class. And lastly for improvements somebody like a mentor or manager can point out to you how to improve yourself. Personal development planning is the process of having aims and objectives (or goals) – meaning what you want to achieve, where you want to be in the future. You can plan for short terms or long terms in your career. You must assess your current situation, identify needs for more skills and knowledge, and lastly choose appropriate development activities to meet your needs.

On the website (Managers.org.uk, 2019) Organisations and business are increasingly aware of the importance in investing in their staff, from this they have often put structures and processes in place to provide opportunities for training and development of their employees. Personal development does not always mean moving upward, it is about enabling yourself to improve one’s performance and reach your full potential in your job.

My CV and Cover Letter

I have updated my CV and written out a cover letter in class, therefore it is ready for me to apply when any opportunity arrives in the health and social sector. To achieve my goal to work with in health and social care preferably in the NHS, in my cover letter I write down all my specialities and specific skills that they may consider me as a good candidate.

Cover letter

Kwosheda Begum

4 Henson Road

RM8 1FA

Kushi_43@yahoo.com

07935474877

Dear Mr Sir/Madam

I have applied for the post of a Social Worker that was recently advertised on your website and enclose my CV for your consideration.

I have ten years of personal experience with children with special needs and challenging behaviour, my experience involves successful looking after them and meeting all their needs and requirements day and night. I have also worked with elderly people and people who have learning disabilities and/or mental health issues, including handling medicine and looking after individual needs.

I have communicated and reached agreements with other colleagues, primary care practices and psychology services. I have been known to provide first class services and have a team approach to make sure we establishing what is best for each individual.

I look forward to hearing from you.

Yours

Kwosheda begum

Curriculum Vitae - Kwosheda Begum

Personal Details

4 Henson road, Essex
Dagenham
RM8 1FA
Mobile: 07935474877

Education

University of Wales Trinity Saint David London – Certificate of higher Education Level 4: 19/02/19 – on going
Barking & Dagenham College Childcare level 3 09/09/18
Duffryn High School, Newport, South Wales - GCSE:
English C, Maths D, Science B, Religious Studies B, Art A, Textiles B

Employment

Company: Angels Care Services, Cardiff, South Wales

Dates: 22/02/11 – 01/08/11

Duties:

- Handling patient medication
- Logging a diary of patient progress each day
- Assisting with personal care
- Preparing patients foods

Company: Lloyds TSB, Newport, South Wales

Dates: 10/03/08 – 01/03/10

Duties:

- Handling customer complaints
- Dealing with day to day banking queries
- Selling and promoting products
- Setting up customer accounts
- Achieving KPI targets

Company: Cardiff Itec, Cardiff, South Wales

Dates: 01/10/04 – 01/11/05

Duties:

During my time at Cardiff Itec I gained work experience at Tiny Tots crèche where I worked with children from the ages of 3-4 years old and gained a qualification in childcare NVQ level 1 and 2.

Company: Blue Star Retail Clothing Store, Newport, South Wales

Dates: 01/01/03 – 01/01/06 (Part time)

Duties:

- Stock control
- Dealing with customer enquires
- Handled cash and card payments
- Managed the tills

References available upon request

Conclusion

This module has given me the structure and knowledge of what I need to be competent. It has showed me different ways to be organised in planning my career, setting goals which are achievable with tools to narrow details down about myself and circumstances. This module has given me the motivation to want to learn more academic knowledge and skills for a better career path. Attending the classes has made me understand the Concepts of self-awareness and how to take various approaches to my self-assessment and learning. I have identified personal learning preferences and have analysed my personal strengths, weaknesses and have used other tools to support professional development planning for my future. I can study think independently, I have recognised strategies for exploring employment options, collecting information from a range of sources. I can do an examination of health and safety regulations and good conduct procedures, introduce strategies for a career choice. I have taken full responsibility and accountability for myself to accomplish my future goals. According to (Maund, Schriek and Tinkler, 2017) "Training is the advancement to enhance our performance, improve the knowledge, skills and attitudes that you already have therefor the job will be performed accurately, effectively and ensures in continuing improvements."

I have taken action in planning my career path which will help me to focus on the steps that need to be taken to achieve my goal.

References

Andrew Maund, M.S.P.K.T.(2017) Certificate in higher education: Skills for the workplace Student yearbook.

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