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Introduction

The world of employment is entirely different from how I expected it to be. Thus, learning about workplace norms would help me as a beginner to brush up my skills while stepping into the world of work as which could be useful in the long-run (Walsh, et al. 2018). The transition from student to being an employee is difficult, thus getting myself involved in a student-centered experience along with work-centred expertise would help me demonstrate my skills and weaknesses which I can overcome if I focus towards education and professional career development simultaneously. My skills are subjectively based on a global mindset which is critical to have in a workplace environment as there is so much to learn from, along with the most useful qualities that are built over time (Henson, 2016). Weaknesses such as time management, quality control, and customer satisfaction would get improved through a better understanding of business management with time. This report evidence would help me demonstrate my abilities, and how proficiently I can adapt to the business environment by considering all the understanding and expectations of employment.

Moreover, the body of this paper will elaborate the portfolio by analysing all the factors in my business and management career along with my career ambitions and aspirations and my strengths and development goals. This paper will focus towards personal development skills which are needed to create an effective plan which can enable me to achieve my SMART goals and ambitions in the long-run.

Understanding and Expectation of Employment

Understanding the world of employment can get demonstrated through learning some fundamentals of business and management. To start with reviewing organisations, it is critical to making sure that the human resource of the organisation motivates, leads, and inspire their people along with creating a positive impact on the success of the company which gets achieved through adequately following these motivational goals and strategies. Understanding the world of employment is sufficiently achieved through adequately analysing all of the factors which influence businesses and organisations. Assuming all the elements such as operations, people, accounting, finance, strategy, and marketing helps determine a proper understanding of the world of employment. Operations are the base of every product before that product gets launched in a market. Thus, the success of the product depends on the complexity and productivity through operations management (Kato et al. 2015).

Accounting helps measure all the finances of a business, distinguishes decision-making skills and teaches the fundamentals of business organisations. Learning about finance would help me develop fundamental skills used in accounting such as preparing financial statements, learning how to read, and planning a start of a business. These skills would help me grasp a more comprehensive understanding of the world of employment along with analysing the strategies needed to run a business competitively, in a changing business environment. Identifying a change in external forces and consumer demand helps to understand the concept of employment altogether. Moreover, utilising

growth perspectives which helps create smart financial planning enhances the knowledge of business management along with developing a critical understanding of the employment world.

Expectations can get identified as preparing a clear pathway to solid results so that the goals of the organisation can be communicated to the employees effectively (Zupan et al. 2016). World of employment is expected to define goals which are concise and well-defined which would help employees achieve them along with managers as well. In the world of employment, it is critical for the management to be consistent in communicating goals to their employees which is what mostly is expected. A realisation of mutual understanding is built on the foundation of clarity as clear expectations reflect clear thinking. As a manager, I would want all the employees of my organisation to understand all of the company's broad strategic goals and mission, which is what I expect from the world of employment (Jung et al. 2015). Moreover, expectations can get based on market performance and formalised employee performance objectives that clear and measurable.

Expectations can get based on formal or individual level appraisals as it helps with blocking and tackling most of the stressful problems while working in a business management environment. However, most people who have been around the world of employment for long enough knows that clarity eventually wears off and goes absent because of much wasted time and money. Moreover, my expectations from the world of employment are to receive respectful treatment from all the employees that I would be working along with, develop trust with employees and senior management, to receive job security along with compensation, and to receive overall benefits of working with an

organisation. A few more fundamental aspects of expectations that I have with the employment world would be to receive autonomy and recognition of my work and output in the organisation.

Career Ambition and Aspirations

Career Ambitions and Aspirations are something every employee longs to achieve while working in an organisation or a company. Therefore, setting ambitions in a career is very important for every employee (Mone, and London, 2018). It is also critical to aspire things or qualities in my career because these two critical aspects are the best motivational factors while working in a business management environment. My career aspiration would be to become a part of a management team in a vast firm as it would take me one step further into investing more responsibilities and higher power. Moreover, I aspire to become an expert in my chosen field and career along with earning more money than a usual manager of a firm through my skills and expertise. I would aspire to focus on the growth of the company I am working with and look for further opportunities in the expansion of the company.

Apart from my career aspirations, some aspirations on my self-ability would be illustrated as enhancing my professional skills to advance in the organisation, gaining more autonomy at work, educating myself into becoming more professional in my field, being more motivated to complete my job, and balancing my home and work life. All of these common work aspirations are less specific but often take more time to complete. However, aspirations can last a lifetime so to speak because it consists of a career path which goes beyond activities and works life. Some important factors comprised of Dreams

of Management, becoming a Consultant, being my boss, and Certifying my Goals adequately. All of these aspirations would help me analyse my skills and progress which could be used in improving myself and obtaining new aspirations along the way.

The difference between a goal and an aspiration is that goals take less time, whereas aspirations take longer. Moreover, a significant difference is that goals are specific milestones which are robust whereas aspirations are not that concrete and can change with time (Davies, 2016). My goals would be illustrated as making more money so that I can live a better life and retire on time. Goals in business management comprise of short-term and long-term goals which enhance overall productivity, efficiency, personal development, and education in a workplace. My short-term goals would be to increase my performance metrics at whichever organisation I choose to work in, which includes being more efficient towards customer satisfaction and delivering projects within deadlines. Moreover, earning a recognised degree or certificate which can help me remain up-to-date with current professions as it would provide me with further opportunities.

My more short-term goals would include creating a network of people in my chosen industry who would help me provide valuable feedbacks about the company along with introducing me with new opportunities. Lastly, improving my communication skills would cover all of my short-term goals as it is an essential skill needed in developing teamwork and personal skills along with going for volunteering programs or other fun activities, and hobbies. My long-term goals would get analysed as getting a promotion in the organisation I am working with, which would only be possible by developing a strategic plan.

Keeping in mind the vocational skills along with soft skills which are valued in the workplace. Another goal would be to become an expert in my chosen field of business management by establishing a different mindset from the rest of the people in the organisation which is interested in becoming influencers.

Moreover, maintaining workforce pressure and staying satisfied with my job is also one of the most significant long-term goals I would require so that my performance and efficiency does not get affected. I would develop strategies for myself that would improve my work-life balance. I would use my skills in marketing, and finance to build my companies brand so that they could become more competitive and develop other attributes which would help their business profusely.

Personal Development Plan Using Smart Goals

A personal development plan would provide me with a positive direction as it would include developing strategies, implementing tactics, and arranging necessary logistics for a prosperous future. A development plan covers all the important aspects of personal growth in business management. It would illustrate precise knowledge of where I want to aim for, developing strategies for the destination or making a pathway, identifying obstacles along the way which might lead to failure. Lastly, understanding the greater plan which would provide me with a purpose of why I am doing what I am doing? Using my ambitions, I would create my development plan for my career improvement. The little focus of this plan would be to generalise the reality and answer the simple questions of what, why, and how. It would also include the risks and obstacles which I would have to overcome.

The details of my plans would include different courses, networking opportunities, various groups, mentoring activities, and specialised workshops that would enhance the overall elements of my development plan (McGrath, 2014). Using the SMART goals which I specified earlier, I would start with taking an inventory since it is the most challenging part of a personal development plan. It would require me to be completely honest with myself and my situation along with analysing the areas I can work on in the future. Then I would work on our mission statement which would be useful to evaluate our SMART goals and ambitions for the business and would also help me achieve my tasks promptly. I would keep in mind all the short-term and long-term goals while reassessing my plan, committing towards taking an action that would get reviewed through the proposed development plan.

A personal development plan is a useful tool which would help me reflect on my performance and draw strength from my achievements so that I can use those to plan a career. It contributes largely towards achieving long and medium-term goals and would help me challenge myself further in the management field. The SMART goals that are set in this development plan help create awareness of all the activities which would contribute towards achieving a set of personal attributes such as being able to recognise my strengths and evaluating those towards a better implementation. Being more effective in monitoring my progress will make me to take more responsibilities to enhance my personal development. Therefore, this will bring more opportunities to my future career development. I can also use my development plan in my appraisal performance and communicate it to others in my field so that high performance could get achieved.

When setting SMART goals, it is essential to recognise the value of each goal along with the measurable outcomes which would reflect a positive performance (Haughey, 2015). These goals improve competency, behaviour, and performance objectives. It can be hard sometimes to determine the best intentions for your career, but if I answer these questions appropriately, I would be able to set the perfect goals for my plan. What does success mean to me? When achieving a goal, how does it feel? Is there a tangible difference? The things which helped me achieve these goals? These questions reflect on the necessary autonomy of self-exploration and goal setting. Setting goals would help me measure the resources which are needed for practical exploration, the help I need and the steps that need to be taken. I will be asking myself if the goals are of real value, are they under my control, developing questions would help me recognise my strength and weakness.

Career Planning

A sense of fulfillment is always there, whether we know it or not. In every aspect of a career, there is always an opportunity towards growth. Hence, to move towards a higher level of efficiency and productivity, aspirations of employees should be well taken care of. If I were to focus on my career planning, I would start by identifying my tangible needs which are related to my emotional and mental well-being. I would determine the need towards career development initiatives which would help me cater to those needs adequately. Also, there are some certain things which I also need to prioritise, for example effective time management, before other things will follow according to their scale of preference. Without any initiatives, whatsoever the organisation is likely to face high attrition rate, causing a lot of harm to its employees and its programmes

altogether. The concept of career planning is highly linked with the principles of a development plan which helps identify the external and internal career objectives. These objectives help diversify hopes of attaining a goal within the career, self-encouragement with strong determinations to achieve optimum result.

It is important to recognise the opportunities and also, the constraints within an organization to help build an effective career plan along with recognising the potential for human resources to obtain optimal results. Features of career planning involve an upward movement in the hierarchy of an organisation which could be based on one of many reasons such as better skills, organisational abilities, etc. (Corr, and Mutinelli, 2017). There are many pros of career planning in an organisation which helps cater to various opportunities for growth for the employees. Career planning includes manpower planning along with succession planning; both contribute towards the development of the organisation and the employees. The role of career planning in career development initiates along with the possibilities of a higher rank or status in an organisation. It helps to recognise the initial manpower that gets needed by the organisation along with optimising the effectiveness of resources.

Recruitment and Selection

It is a process of identifying the need for a job, advertising the position, defining the requirements of the job holder and the position, and choosing the most appropriate person for the job. One of the primary objectives of management includes undertaking the recruitment and selection process. Most successful organisations are highly dependant on the large extent of the quality of its staff as recruiting the best employees would furthermore, add value to the business.

Moreover, these businesses strategise their every move carefully, hiring skilled workforce which would have a minimum wage or salary that would reduce the overall costs of the business. Understanding the recruitment and selection process would help me recognise the essential resources that are carefully selected, retained, and managed within an organisation (Coller, Cordero, and Echavarren, 2018). It would help me understand the stages of the recruitment process.

A Curriculum Vitae is required in every job interview that leads to an employment opportunity. Therefore, analysing the selection graph would help me illustrate details of every job-related scenario which leads to rejection, or acceptance within an organisation. Merely, most of the applicants focus entirely upon the interview of every job whereas; other perspectives should be given weight such as skills, personal attributes, goals, and work experience. Recruitment and selection are based on person specification and job description that covers internal recruitment and external recruitment process. Internal recruitment has advantages such as employee and firm culture awareness, more natural selection, and expensive advertising. Benefits of external recruitment are diverse groups of candidates, and a variety of skills present in most fields. Selecting the best employee gets based on interviews and reviewing the application form.

Rights and Obligations

Employees are the backbone of every organisation, therefore ensuring their fundamental employment rights is mandatory (Perry, 2015). There are many employment services and supports which are covered under the detailed

employment legislation. Contracts and terms of employment cover the details of the job title, working hours, pay and notice requirements that the employer provides to the employee. Rates of pay, working hours, and leaves are all comprised of the document that is provided by the employer to the employee. Along with ensuring the essential needs of the employees, their health and safety are also included in the employment contract which is their right. However, disciplinary procedures are obligatory for every employee to follow so that employment contract stays intact. Understanding these rights would help me determine what is suitable for me while searching for a job that meets my needs.

Practice in the Work Place

When it comes to practices in the workplace, understanding the workplace policies and procedures is mandatory. It includes the day to day relationship with employees and the ethical constraints which hold the organisation together. A workplace practice provides clear expectations such as visions, goals, and aims which contain a written list of agreed actions and outcomes. It gives people the opportunity to use their skills to become talented and skilled amongst the employees. Supporting my team, encouraging people to contribute towards the betterment of the organisation, and encouraging feedbacks are all positive practices in a workplace environment (Allan, and Sage, 2016). Moreover, encouraging learning and development, creating an excellent workplace for employees, and appreciating the decision-making approach from workers are all important attributes which require important attention when it comes to understanding workplace practices.

Conclusion

An overview of this analysis provides a descriptive portfolio of evidence which is required to demonstrate an understanding of the skills and knowledge that contributes towards the very critical aspect of business and management. These aspects relate to the readiness of employment, understanding professional strengths, working effectively, and developing employment goals. The aforementioned data and development plan comprise of influential topics which would help me build an expert analysis of my chosen career. This portfolio would establish a range of employment goals which can get used towards achieving career oriented ambitions and aspirations (Nkonki, 2016). Indulgences of other perspective content such as recruitment, planning, and practices help me identify the basic aspects of every employment opportunity that is presented. Hence, the portfolio would help create the perfect employment opportunity for me while considering every detailed aspect of this content. An analysis of this content would help alleviate the portfolio to better recognising my strengths and weaknesses.

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