

BSMW4012 PROFESSIONAL CAREER
DEVELOPMENT
PART – 1

Student Name:

Student Id:

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Introduction

It is a reflective essay based on demonstrating professional career development skills which are majorly important in all organizations. The essay will provide the key information towards professional development which is essential for all graduates to look for a job or demonstrate itself as a potential employer. The Gibbs reflective cycle will be used to demonstrate the knowledge and skills which a graduate gains by participating in the professional career development lectures. This essay will also provide a detailed reflection using different models to support the answers such as SWOT, SMART, Johari Window, PDP, and Learning styles.

Gibb's reflective cycle

Description- I learnt different things during my learning sessions which may help me to develop my future. I completed my higher education in employability skills level 4 from the University of Wales. During the learning sessions, I gained advanced knowledge in professional development which may help in my future job and new business operation. Different key skills I gained during the learning sessions such as excellent time management skills, quick learning, good team member, good planning or organizing, meeting deadlines, and being a good listener (Resnawati, et. al, 2020). However, the professional career development lectures at my university did not completely help me to gain the advanced skills and knowledge for complete professional development. Some key skills properly did not teach me such as emotional intelligence, and problem-solving which are also significantly required in professional development. On the other hand, I also plan to make my career as a cleaning manager therefore improving more skills that may provide some advanced opportunities in my career development (Ahmed, 2019). The weekly sessions arranged by my college lectures helped me to get advanced opportunities in my future job managing teamwork, general cleaning duties, health and safety awareness, and maintenance of store equipment (Tawanwongsri and Phenwan, 2019). However, some threats were faced during the learning sessions like not having a proper understanding of some basic points such as the introduction which made me feel uneasy and uncomfortable.

Feelings- During the first day of class when I failed to understand even the basic points and introduction in comparison to my other classmates. I felt not good and less confident therefore, I decided to make a smart goal to handle the situation. My specific goals were learning different key skills using my extra efforts such as communication, and leadership, developing new skills, improving time management, increasing my professional network, getting a certificate or degree, and becoming a specialist. I planned to measure the goals evaluating what I have learnt and what has to be learned. I helped from some lectures and key performance indicators to measure my skills and performance (Puyt, et. al, 2023). I analyzed that I achieved different skills such as leadership, communication, critical thinking, managing time, and meeting deadlines. However, other sessions of professional development are also identified as should be achieved by me for further development. I felt that the relatable goals are which can help me in future carer development such as general cleaning duties, teamwork, health and safety management, and maintenance of stores (Pieper, et. al, 2021). The time goal was easy and already managed during my learning sessions. However, to accomplish these smart goals I chose three months to improve my learning capabilities through learning sessions.

Evaluation- I evaluated that my smart goals are helping me significantly to cover all the key learnings and basics through my lectures and modules. However, when I was demotivated due to my limited knowledge, I also failed to use those learning activities in my future job and business. I started to understand all the models easily at home along with my study time. To evaluate my skills and performance I used Johri Window which helped to encourage me to improve my professional experience (Harrison and Mendoza, 2019). The Johari window was developed to identify communication and self-awareness related to my behaviour. However, even facing challenges during the learning sessions also evaluated that I was not only the one who was feeling dissatisfied and lost at the beginning of the new course. As per using the Johari window, it is also evaluated that some drawbacks related to my feelings and lack of skills were identified only by myself but hidden from others. On the other hand, I was also unaware of some key skills and drawbacks which were evaluated by my lecturers during the class.

Analysis- I analyzed during the course and lecture experience that improving my learning skills and knowledge is essential for me. Therefore, I also used the Mumford and Honey

model which has a different learning style supporting the student's approach to transform and capture the information during the classes or from other sources (Koukis and Jimoyiannis, 2019). I also analysed that the course and lecture experience also made me realise that I should appropriately use the models to better understand and improve my current abilities and skills. It showed me that my learning style was not appropriate and that caused big challenges in front of me. However, I was confused about choosing another effective learning style that could help me capture the subject in learning sessions. However, I tried to use the Mumford and Honey learning style that seemed to be as realistic. However, initially, I was unable to understand these learning styles and their uses during my university classes. I analysed that this was the worst situation for me that I was not able to identify what to do or not.

Conclusion- It is concluded from the above discussion that I became a person who can manage situations as a mature person identifying the reason behind each situation. However, it is identified through the given study that initially I failed to understand the basic points and introduction during my learning sessions. I identified my various strengths that increased my confidence to focus on my professional development. However, some weak points were also identified by me which disrupted my learning activities. It is identified through the learning sessions that some opportunities to develop my skills are gained during the sessions such as time management, leadership, and teamwork skills. To achieve these opportunities, I used SMART goals which supported me to focus on achieving acquirable and realistic goals. By using this model, I also identified the areas to focus on learning courses to improve my teamwork, management, and leadership skills. Developing leadership skills has helped me to train any individual's behavioural style including a combination of behavioural, social, and cognitive abilities. The above discussion also made me able to increase my abilities to enrol in different online courses on leadership or other skills. Additionally, these learning sessions also helped me to improve my teamwork skills ensuring that it will increase my ability in my future career development. Teamwork skills also indicate that will set the knowledge, attitudes, and behaviours that contribute to accomplishing my specific mutual objectives by using team efforts. By developing these skills, I enabled my capabilities to manage future situations in a new job or business in the cleaning department.

Action- Based on the whole learning experience in learning sessions, I decided to make an action plan which may help me to make a performance development plan (PDP). The performance development plan is made by me to improve the weakness area which is not covered by me during the learning sessions (Ahmed, 2019). A personal development plan also demonstrates that an ongoing process can enable me to enhance my experience, knowledge, and skills to achieve future goals and objectives. By generating a performance development plan, I decided to get all the specific goals identified through SMART goals (Aldosemani, 2019). Additionally, I also decided to attempt to advance new learning styles and try new models or concepts effectively before any career plan. I went through user research and identified that approximately 97% of organizations across the UK are requiring graduates who possess the key 11 employability skills. Although, approx. 78% of employers also believe that graduates do not have to possess these skills when entering the new workplace. The development of these skills ensures that employability skills can become better with having advanced opportunities to make a successful career.

Conclusion

It is identified through the given above study that it was the reflective essay which majorly focused on the professional development plan. It is identified that an individual learns different key skills from the learning sessions which are taught to them in school or college. Some strengths can be gained by using these learning sessions which are essential in professional development. However, the lack of focus on any subject and study may cause the confidence of individuals to get his or her future jobs. The Gibbs reflective cycle is used in the above study which may help to develop the learning experience during the classes. This model also focused on swot analysis, smart objectives, Johari window, PDP, and learning styles to improve the learning abilities of the individual.

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