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PROFESSIONAL CAREER DEVELOPMENT

BMSK-4005

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Introduction

Career development is a continuous process to refine the skills and knowledge through planning activities. It includes job mastery and professional development. This will enhance the efficiency skills which will help in attaining the competitive advantage in the economy. Hence, it requires job mastery skill to understand and analyse the job performance and knowledge related to it. The procedure is dynamic in nature which helps in utilising the resources that are available in the workplace. The professional career development will enhance the capabilities and skills through motivating and encouraging the employees through reviewing and reassessing the aims and activities. The aim of the paper is to evaluate an analysis and understanding the importance of professional career development in the workplace to attain the goals and objectives in efficient and effective way. The study evaluates various strategies and approaches to conduct a strong workforce within the organisation to gain strong competitive advantage in the economy.

Evaluate the importance of self-motivation and learning styles

Motivation is a psychological process and reinforcing one to take action for accomplishes one's desired goals and objectives. Self-motivation is staying motivated due to the personal interest. The person who has the self-confident that person can understand and get knowledge about the many things. Motivation is important for the life as it stops questions and aligned you to work and helps to achieving the goals. The goals are stepping stones towards the dreams and help to motivated towards the jobs. Motivation is helps the management to achieve the personal goals of organisation. Motivation employees can lead to the increased the productivity and allow an organisation to get the maximum levels of output. Self motivation helps the employees to do what are needs to be done, without influence from the other people or situation (Broadbent and Poon, 2015). The self-motivation in person helps a person to get strength to complete task and helps to encourage the others people. The person is self-motivated learn many things in life. The self-motivation helps the person to focus on goals of person and leads the person to attain the goals successfully.

Learning style is process in which the people get knowledge about the specific thing and develop their knowledge towards the concepts. One of the popular theories of the learning styles is VARK model.

Visual:

In this process the students and the learners get knowledge by using the pictures and images and spatial understanding. In this process the learners get knowledge by visually by seeing the image.

Aural

In this process the researcher get the knowledge by guessing the sound and music.

Verbal

In this process the learners get the knowledge by both speech and writing.

Kinaesthetic

In this process the learner's get knowledge by sense of touching the materials.

Describe the concept of self-awareness and the various approaches to self-assessment and learning

The self-awareness is having a clear perception about the individual personality, including strengths, weakness, thoughts, beliefs, motivation and emotions. Moreover, the self-awareness helps the person to understand the other people as well. The self-awareness makes changes in the thoughts and interpretations that individuals make in their minds. Change in interpretation helps the business organisation to change their emotions. Self-awareness is one of the important attributes of emotional intelligence and an important factor in achieving success. Self-awareness is first steps in creating focus on the emotions, reactions and behaviour. Having a self-awareness helps the person to determine that where his emotions and thoughts taking that person. Moreover, the self-awareness helps the person to take control on his emotions, behaviour and personality so that the person can changes that made. The self-awareness one can develop through practice and in focusing behaviour of individual personality and patterns (Edwards *et al.* 2014). For example, when a person read a book that person only focusing on the conceptual ideas in the books. The person can develop his intellectual understanding of the ideas and awareness from the books. It can be said that we might assume that we are self-aware however, it is help full to have

the relative scale of awareness. The self-assessments is helps an individuals to determine what are the strengths and weakness that he have and what the steps the he might needs to improved. The self-assessments are a significant tools which helps the individuals determines where they have the weak knowledge. Moreover, the self reviews is part of the evaluation process through which individuals can determine his individual performance and identify the problems.

Identify the personal learning preferences

There are various learning preference that each and individuals use for better understanding. Most common learning preference that everyone is uses VAK as it is also known as Verbal, Aural, And Kinaesthetic. In verbal preference the learners prefers the learning style which everyone use by reading. In aural learning learners get information by hearing the information and in Kinaesthetic process the learners get information by sensing or touching the objects. The preferred learning style is process in which the each individual can get the information comfortably. The individuals must chose the learning style which helps the individual's to get the knowledge comfort ability (Nisbet and Shucksmith, 2017). As there are numbers of person did not get the knowledge properly due to the improper usage of learning style. Therefore, each individuals needs to analyse that in which learning preference helps them to get knowledge comfortably. Moreover, the learners also needs to have the various learning style as learning in various style helps the person to get the knowledge proper way and helps to build up the knowledge in effective way. There are plenty of time its happens that the knowledge which we can get by kinaesthetic process that we did not get by the verbal or oral process therefore , it is important to have the various learning preference.

Analyse and evaluate Professional development planning

Professional development planning is a process through which training and development is conducted to increase the efficiency level of the employees and gain a strong competitive advantage in the market. The employees are vital element of any organisation. Thus, it is important to improve their skills that will conduct strong workforce in the organisation to achieve the business goals and competitive advantage. To analysis the importance of professional development planning, various analyses will be conducted. One of the major analyses is SWOT analysis of professional

development. The analysis conducts evaluation of strength, weakness, opportunities and threats of professional development planning in the workplace.

Strengths:

The strength of professional development planning deals with leadership and motivation to the employees within the organisation. Hence, it will help to experience leading and motivating the subordinates and employees within workforce environment. Another major role of professional development planning is to conduct teamwork to gain competitive advantage and strong workforce within the organisation (Hattie, 2014). It will enhance the skills and attitudes of the employees towards the job role. Hence, it will enhance in improving the job performance of the employees in the long run. The professional development planning will conduct time management in the workplace to attain the business goal in a given time period with proper efficiency. Thus, it will improve the communication skills to gain strong competitive advantage in the long run. Communication skill is considered as one of the important tools to gain advantage in the economy to increase the revenue growth. Thus, professional development plan will conduct training procedures to enhance the efficiency skills of the employees. Therefore, as a manager it will be the duty to expose different strategies and techniques to lead and encourage the team to attain strong competitive advantage. The teamwork create a friendly environment within the organisation which will provide motivation to the employees to conduct strong and efficient workforce within the organisation. The professional development plan will help to relocate the resources in the effective way to increase the economic growth of the workplace.

Weakness:

However, professional development plan has some disadvantages. One of the major weaknesses in the plan is goal orientation. The process conducts too much goal orientation objectives which can less the motivation level of the employees in the workplace. Thus, it is important to divide the task in accordance to the efficiency level of the employees and conduct different kind of programs which will attract the employees to work efficiently.

Opportunities:

The professional development planning enhances different kinds of opportunities to gain strong competitive advantage in the economy (Loveland *et al.* 2017). As the planning procedure includes training, it will create a positive impact on personal growth and career development. Career advancement is one of the major opportunities that can be explored from professional development planning. As a manager, it will help to acquire and adopt organisation's brand name to create a safe and productive workforce in the market.

Threats:

The most challenging factor of professional development planning is struggling with economy. It is often observed that the economic situations are not always stable and sound. Thus, the planning procedures can be hindered due to it. Another major threat is adaption of new technology. Therefore, to conduct weakness into strength it is important to train the employees to adapt the technology in efficient way to gain strong competitive advantage.

Another important analysis that will help in evaluating the importance of the professional development plan is SMART objectives (Helyer, 2015). The factors which determines the objectives are:

Specific:

The professional development planning will specify the aspects in effective way to execute and implement it in the workplace. It will describe the purpose in efficient to attain the business goals.

Measurable:

The professional development planning will help in measuring the progress and completion to attain the organisational goals and gain competitive advantage in the long run.

Achievable:

The objective of this aspect in professional development is to develop the skills to attain organisational goals in efficient way. It encompasses the skills that will help in achieving the objectives.

Realistic:

It is important to understand and analyse the essential factors which are relevant to the project. It will ensure that either the goal is related to the task.

Timely:

This factor is one of the most important and crucial factors in conducting effective professional development plan. It is vital to frame a time to achieve the goal and gain strong competitive advantage in the long run.

However, professional development planning can be determined with the help of a model which is known as Johari window. Johari window is a tool which helps the employees to analyse and understand the relationship with the workplace. It includes four aspects to examine the function of professional development planning in the workplace. The aspect includes perception, objective, hidden factors and behaviour (Earley and Porritt, 2014). It is important to understand and analyse the behaviour of the subordinates or employees to conduct a strong workforce. Thus, perception is interrelated to the behaviour of the employees. Hence, professional development plan will implement a process to satisfy the needs of the employees and increase the efficiency level to gain strong competitive advantage.

Identify and evaluate the concept of personal confidence, studying and thinking independently

The professional development planning deals with self- confidence, independent thinking and knowledge. Thus, it can be stated that self- confidence is an ability to understand and analyse the task or project to gain strong competitive advantage in the long run. The most challenging factor is to increase the self confidence level. Thus, the important aspect is to increase the efficiency level of the employees through boosting their self-confidence. Hence, personal self-confidence is the major factor which can be enhanced through implementing different kind of training program in the workplace and motivating them through appraisals. It has been observed that self- confidence can be referred as an intra- psychological variance in enhancing the skills. The factor which determines the level of confidence is liberal thinking and knowledge. It has been observed that the employees who has an urge to learn and gain more knowledge induces personal confidence which will enhance their efficiency level (Körkkö *et al.*

2016). Hence, the skills is related to the ability to acquire knowledge and can think independently to gain strong competitive advantage in the long run. Therefore, it can be stated that personal confidence helps in enhancing the skills. Henceforth, fostering independent thinking is vital factor in developing confidence level among employees. Independent thinking strengthens the skills and abilities of the employees. It conducts the ability to provide solution to the risks which are associated with the workforce in the workplace. It will motivate the employees to share their views and ideas to gain strong competitive advantage for the organisation in the long run. It has been observed that implementing critical thinking by the employees creates a positive work environment within the workplace. Thus, personal confidence evaluates critical thinking and knowledge to gain competitive advantage in the economy.

Examine the strategies that will explore employment options

The factors that examine the employment procurement in the workplaces have been evaluated in the following points:

Identifying:

The most important factor is to analyse and identify the vacancies within the workplace. The employment procedure is directly related to it as it acquires employees for the positions which are left within the organisation. Identification of the vacancies determine the qualities and skills which are needed to fill the gap in the workplace.

Planning:

The next step for hiring the employees is conducting an effective planning to involve the resources and factors required in employment procedures. Therefore, planning includes recruitment plan, timeline, candidate screening and interview question that will take place in recruitment process.

Job description:

Creating a job profile and description is a major factor in employment procedure to hire employees in the workplace. The functions includes implementing benefits to the employees and creating friendly work environment within the workplace.

Recruitment:

The most vital part in employment procedure is to hire or recruit efficient staff to attain competitive advantage in the organisation and increase economic growth in the long

run. The information which are gathered by the management will be further used in effective way to recruit efficient and capable employees in the workplace.

Interviews:

Employees who will be recruited or hired have to go through an interview process. Thus, interview screening will determine which employees will be recruited in the workplace. Therefore, interview is considered as one of the most important and crucial factor in employment procedure. The interview process includes three levels through which the employees are hired in the organisation (Lozano and Lozano, 2014). The first level includes interview which will be taken by the HR manager through focusing on the applicant's experience, work history and skills. The second level includes group discussion which will be conducted between the applicants on a specified topic. And the final level is conducted by the senior employer who will select the employees. The final round depends on the basis of previous two rounds.

Background check:

Background check determines the portfolio of the employees. It is important to evaluate and analyse the behaviour and traits of the employees before hiring and recruiting them within the workplace. The important and essential aspect is to analyse the character of the employees to avoid any kind of risk (Romiszowski, 2016). It is often seen that the employees conducts conflict situation within the organisation which creates a hinder in the workforce.

Decision making:

The vital and important role in employment procedure is taking decision after the above mentioned procedures are conducted efficiently and effectively. The employees are the most vital and essential factor of the organisation. Therefore, it is important to conduct a right decision to hire right people in the organisation.

Determine and evaluate the examination of effective system

A performance evaluation system is a procedure which conducts analysis and examines the performance level of the employees. Thus, it can be stated that the system determines the job performance level of the employees within the organisation. The system can be effective through implementing different approaches and strategies within the workforce. Thus, it is termed as employee appraisals. The system will

regulate health safety regulations to protect their privacy and conduct safety to the employees (Ekanayake and Wishart, 2015). Employees play a huge role in attaining the organisational goals and gain strong competitive advantage within the economy. Hence, it is vital most part to provide them with safety. Another major role to conduct effective system in the workplace is to provide job appraisals which will motivate the employees to increase the economic growth for the organisation in the long run. Thus, the performance evaluation system helps in evaluating a good conduct in the workplace. To conduct effective system it is important to determine how often the job appraisal will be provided to the employees. Another major important factor is to determine the cost behind allocating the job appraisal system in the organisation. The cost is considered as one of the most important factor in the business process. Thus, estimating the cost of performance appraisal system is important. Setting the goal is another major factor in evaluating the importance of effective system in the workplace. The business process depends on the business goals and objectives. Therefore, it is vital role to implement an effective job performance appraisal system within the workplace to attain a strong competitive advantage and attain organisational goals.

Evaluate the tools that can be used for career advancement

Career advancement is considered as one of the most important factor in improving and enhancing the efficiency levels of the employees. Hence, career advancement conducts different techniques and tools that will enhance both abilities and efficiency skills of the employees which will help in attaining a strong competitive advantage in the long run. The tools and techniques are evaluated in following points:

Staff recruitment:

The staff recruitment is the procedure through which the capable employees are hired and recruited by the human resource management team (Holz *et al.* 2015). Therefore, to develop and uplift the career in a right direction, the recruitment plays an important role. Hence, staff recruitment plays a vital role in career advancement. Thus, this tool is considered as an effective tool and techniques that can be used to execute a strong career development. The recruitment conducts analysis and understanding of the portfolio of the candidates. Portfolio is a document which includes a work history and details of the employees.

Job evaluation:

Job evaluation determines the work pressure and allocation of the tasks which will be shared among the employees to gain strong competitive advantage in the economy. The career advancement can be determined through allocation of job profiles (Bailey *et al.* 2018). Thus, job evaluation is a systematic process for determining the valuation of the job related to paying equity. Thus, career advancement creates and enhances efficiency level of the employees.

Person specification:

This factor evaluates the potentiality and personal attributes which will enhance the efficiency level of the employees in the workplace. Thus, it can be stated that career advancement will enhance and improve the efficiency skill of the employees.

Monitoring:

Career advancement monitors and identifies the flaws and issues which exist in the organisation. Therefore, it achieves the opportunities through essentials method and approaches which will help in overcoming the barriers in the organisation.

Appraisal:

Career advancement provides appraisal to the employees which will motivate and encourage the employees. The job appraisal can be effective if provided in a right way to the employees as it will help in attaining strong competitive advantage in the economy (Putnam *et al.* 2014). Motivation and appraisal will help in increasing the economic growth in the long run. The training and development conducts an effective workforce which will enhance the efficiency level of the employees and helps in gaining strong competitive advantage in the long run.

Retention issue:

Career advancement resolves the issues which exists in the organisation. One of the most vital issues is retention issue which can be solved through career advancement. Career advancement provides different approaches and conducts solution to the issues.

Describe the development of student's confidence and readiness for employability

In order to get the appropriate jobs the fresher needs to develop the positive attitudes towards their works. As in recent time the employers look the positive attitudes in the employees which will going to come for interview (Landy and Conte, 2016). Therefore, it is important for the employees or the fresher's to develop the positive attitudes. Moreover, the communication skill is become essential part for getting the appropriate job better communication helps to understand the company's procedure to understanding the companies work frame. Therefore, the individuals who come for the interview they needs to develop their communication skill. The refreshers also need to develop the teamwork capability which helps to provide the effective workflow within the workplace. The self-management is another essential part which employers require from the employees as the self-management possess that how the employees can manage their work and increase the productivity (Buckley and Voorhees, 2017). The employees also need to will to learn. Therefore, the employees need to develop adaptive nature in which the employees can increase willingness to learn. The employees also need to develop thinking skill for getting the better opportunity.

Describe the importance of employment legislation and procedures in the workplace

The employment laws and regulations reduce issues such as discriminations, minimum wage and workplace safety to create an friendly work environment in the workplace. Thus, it can be stated that employment legislations and procedures plays an important role to resolve the issues which exists in the organisation. It is important to satisfy the needs and wants of the employees to gain a strong competitive advantage and increase revenue growth in the long run. Therefore, the laws and regulations protect the employees from the above mentioned issues and conducts a friendly work environment within the workplace. Thus, it can be stated that the laws avoids any kind of discrimination and provides appropriate wage rates to the employees depending upon the work hour and efficiency skills (Chopra, 2017). Other than providing benefits to the employees, the legislations and regulations conducts different programs and initiatives which will evaluate workplace safety and health employment laws.

Evaluate the importance of effective communication and effective partnership in the workplace

Communication is a medium through which the factors related to the workplace and business operations are communicated to gain strong competitive advantage within the economy. Thus, it can be stated that communication is a procedure through which the information is transferred from one place to another to achieve business goals and create an effective relationship. It is directly related with effective partnership. Communication enhances a better relationship with the partners to attain strong competitive advantage in the economy. The main purpose of communication is to enhance a better and productive relationship with the partners to attain business goals and increase the economic growth in the long run. The communication can be divided into two parts which are verbal communication and nonverbal communication (Herzberg, 2017). The verbal communication deals with interaction which includes face-to-face conversation while nonverbal communication includes interactions through letters and memos. Thus, it can be stated that effective communication plays an important role in conducting a relationship with the partners.

Conclusion

From the above report, it can be concluded that there is an importance of professional development planning in the workplace which helps in gaining strong competitive advantage in the long run. The report evaluates the importance of an effective system in the organisation to increase the economic growth. The study shows the issues which exist within the organisation and can be resolved through executing professional development plans. The important role of confidence and skills has been evaluated in the report.

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Appendices

Action plan

Objectives What do I want to be able to do or do better?	Success criteria How will I recognize success? How will I review and measure my improvement?	Actions What methods will I use to achieve my learning objectives?	Implementation How will I practice and apply what I learn?
Communication skill	I will recognise the success if I will able to get the job by adequately using the communication skills. I will measure the skills if I put good impact among the other team members.	I will learn the basics of non verbal communication. I will avoid relying on visual aids. I will discuss more engagement with the audience in discussion.	I can use the learn communication in practical use such as the workplace, home, public place, etc. I will ask my colleagues or friends for honest feedback.

Networking skill	I will recognise it by monitoring myself that how much I can manage the task on the computer. I will use a stopwatch to monitor that how long time I am taking to complete the job.	I will do the job more on the computer and try to learn more work in the computer	I will use it in my workplace or home to judge the learning which I have acquired.
Multi-tasking skill	I will do the different task and measure each task and based on that I will observe the result.	The measurement of outcomes of the different work.	It can be used in the workplace.
Agility Skill	I will consider the difficult situation and monitor myself that how quickly I was able to solve the issue	I will judge on the basis of outcomes	It will be used in the workplace.