

Employability Skills

Module: Professional Career Development

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Part 1: Individual Reflection

Certificate of Higher Education

Professional **career development** encompasses activities and strategies that I can adopt to advance my professional careers. Career development is influenced by both external and internal factors (M. Rivera & Beth Schaefer, 2009). External factors include socio-economic background, industrial structure, and cultural context, while internal factors involve personality, interest, and values. The ever-changing environment, driven by economic transformation and technological advancement, poses challenges and opportunities for professionals in various aspects such as employment, advancement, job change, and skill acquisition. Therefore, effective strategies for career development are essential to cope with these situations and take advantage of opportunities.

In my essay I would like to prove what I have learned in the professional career course and how I am starting to implement each of the modules presented in the lessons such as SWOT analysis, RIASEC personality types, SMART objectives, the Johari Window, and Honey and Mumford's learning Styles.

Thanks to these modules, I understood what I should pay more attention to in my career path and also in my personal life. I know what my priority at a given moment is, and what goals I want to achieve on the further path to a better life.

SWOT analysis in my reflection is the identification and assessment of factors of strengths, weaknesses. The application of the SWOT analysis on myself enables me to examine my strengths, weaknesses, opportunities, and threats as an individual. Strengths and weaknesses are internal factors. Strengths are characteristics of myself that I consider advantageous in achieving my personal development goals. Weaknesses are characteristics that I consider disadvantageous in achieving my goals. Opportunities and threats are external factors. Opportunities are elements of my environment that I could exploit to achieve my goals. Threats are elements of my environment that could jeopardize the success in achieving my goals.

Thanks to the analysis, my eyes were opened to my professional past. Previously, I did not know what I could change to improve my professional and life situation. I saw what my weaknesses and strengths were and what I need to work on in the future. When I came to Wales and started my career path, I started my first job in a shop. Because I had no experience in the industry, my salary was incredibly low, and the responsibilities were extremely high. At that time, I did not know that I should be paid more for doing this job. When I gained experience in the industry and got promoted to deputy manager and more responsibilities, I thought that my salary would also increase. Unfortunately, I was wrong. I knew that I was underpaid for this position, but I was afraid to change jobs because I had a feeling that I would not find another job because of my poor English and life balance at that

time. These were my weaknesses. One day I handed in my notice because I did not want to be exploited and cheated by my employer any longer. I decided to find a new job and open myself to a better tomorrow. That was my strength.

Holland's theory was developed to explain the relationship between people's personality and their choice of employment. According to Holland, there are six personality types: realistic, investigative, artistic, social, enterprising, and conventional. These personality types are most often referred to as RIASEC profile types. Holland then proposed that each occupation could be classified into one or more of these six types and that similarity between people's personality types and their employment types would lead to increased employment satisfaction. RIASEC represents six distinct personality types: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional. This model assumes that personality types are related to career choices, suggesting that individuals choose activities based on their characteristics, skills, and values. (Santana Batista and Maria Guedes Gondim, 2022). Activities also have characteristics, which can include demands, skills, beliefs, and values. When the characteristics of a person and an activity are similar, the person is expected to enjoy and succeed in that activity.

RIASEC and Holland's theory helped me understand that my current job is not so satisfying that I would want to do it for the rest of my life. It made me realize that I could do something that interests me more and get pleasure and satisfaction from it as well.

SMART goals provide a framework for creating clear and achievable goals. SMART goals are specific, measurable, attainable, relevant, and time-bound. This means that each goal should clearly state what is to be achieved (specific), how success will be measured (measurable), whether it is realistic given the resources available (attainable), how it aligns with broader business goals (relevant), and when it should be completed (time-bound). SMART goals helped me how to create my career plan step by step. How to transform my plans into practice. It helps me define my goals and progress. It taught me how to organize myself for work and life. That is why I set myself a new goal this year and started studying to find a better job or start my own company.

The Johari Window It is important for personal development, especially in increasing self-awareness and commitment through interpersonal relationships. The Johari Window consists of four quadrants: the Open Area, the Blind Area, the Hidden Area, and the Unknown Area (Soobramoney Nair, 2017). The Open Area represents information about the self that is known to both self and others; the Blind Area represents information that is unknown to the self but known to others; the Hidden Area contains information that the self knows but others do not; and the Unknown Area represents information that is unknown to both self and others (Böckler et al., 2017).

This skill helped me understand what I think about myself at a given moment and how other people look at me and how they judge me. Now I approach it in a separate way, I know how much I am worth and what I am capable of. I no longer care about the opinions of others who want to harm me. I only listen to people who are important to me, who support me and help me in my life and career.

Honey and Mumford's learning styles have different preferred learning styles that can affect how they best learn new information and skills. These styles include activism- thrive on new experiences and challenges, reflection- excel in observing and reflecting on experiences – their own and others. Like Theorists, they prefer to start learning in research mode but they are more comfortable with messy qualitative data, stories, and other disparate sources of information, drawing out tacit connections themselves, theory- These logical learners seek to understand the underlying principles and theories behind new ideas, and pragmatism- These practical learners focus on applying new knowledge to real-world situations. Like Theorists, they take a logical approach, but they are much keener to put things into practice.

When I tested my learning style, the result was Reflectors. I agree with this because Reflectors like to consider all possibilities and think carefully about every situation. They learn from experience, so they do not make the same mistake twice. They observe others before they conclude. They are cautious. With these words I can describe my learning style. My **action plan** is a detailed strategy outlining the steps needed to achieve a specific goal. I develop them at various levels, from personal to organizational. An action plan has several key components. First, it clearly defines the goal or task. It is specific, measurable, achievable, relevant, and time-bound (SMART). It identifies specific tasks or actions needed to achieve the goal, as well as that I am accountable for each task and the timeline for its completion. I develop them at various levels, from personal to organizational. An action plan has several key components. First, it clearly defines the goal or task. It is specific, measurable, achievable, relevant, and time-bound (SMART). It identifies specific tasks or actions needed to achieve the goal, as well as that I am accountable for each task and the timeline for its completion.

All these experiences will help me strategically look at my career path. I need to study systematically to be up to date in every scientific aspect.

In conclusion, with all my acquired knowledge about career development I promise myself that I will stick to a specific plan that I have in my head. I will try to implement them with all my being. I will work hard for my future to be better. I would like to be satisfied when I finish my course with professional career development. These are my goals to achieve everything that I have planned for myself in the upcoming future.