

PROFESSIONAL CAREER DEVELOPMENT

Report

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INTRODUCTION:

The main purpose of the following report is to discuss different aspects of the module we learned so much about . First I will start with a reflection on the role plan that we are actually supposed to have it in class , but it happened to be online .I will also talk about self motivation and what motivates me , I will also include a personal development plan and I used tools such

as SMART goals , Johari Window and SWOT analysis to establish this plan . In the end I will present my ambitions and aspirations and the plan I have to succeed them .

I also want to talk about three positive experiences and two negative, that had an impact in my life .

My first step to maturity began when I have got my first job as a waitress. It was a very important step for me because that was the point when I started to be more responsible and more independent. After a few years I took the decision to move to UK and change my life. And the last positive experience I want to talk about was when I have got promoted to work at the computer. The fact that the managers trust me made me be more confident and more responsible.

One of the negative events in my life was when my father got very sick and the second one was when I had to leave my mom and leave my country.

Regarding my career plans I can say that my biggest plan is to first be happy and also work hard . I follow my dream to be a successful business woman .

REFLECTION ON THE ROLE PLAY:

The role play was based on the application form that we completed in class before . We had to choose a partner and because me and my fiancé are in the same class of course I choose him , to make it easier for us . Then we had to prepare five questions each , and one time we had to be the interviewee and one time the interviewer . I always feel very nervous when I have to talk to people face to face , that is why I knew this will be a challenging task for me . I tried to prepare myself mentally as much as I could but luckily me , we were informed that because of the heat wave that hit UK in that period we are not going to do it in the class anymore, and we can go online . That was a huge relief for me as I started to feel more confident. I woke up that morning , me and my fiancé did a few reps and we were ready to join the class . I remember we were the 4th pair and that helped me , seeing a few pairs before made me understand exactly how the role play should work . Before we were about to start I was nervous, my palms were sweaty and my heart was racing really but . Surprisingly I started to calm myself and I didn't misspell any words , I was very happy about my partner as well . I was so excited when we finished, I felt like everything went really well and that we were able to concentrate and remember almost everything that we prepared at home. At the end the teacher said that she will send us a feedback , so we can understand where we stand and how we did for this task . I was very happy to see that the teacher liked our role play and that we did very well . She stated that I have very good interviewing skills and I have got four points out of five , she also said I have had a good range of soft and mixed questions, that I was friendly when I did the interview , that I spoke at length and I did give relevant answers. The

last this that was on the feedback list was that I have good professional standards and she gave me five points out of five , that made me really happy and I felt a little bit more confident with myself now . I can say that this role play helped me gain more trust in myself . I would like to experience this kind of tasks in the future because I think it can help you build your confidence by having this kind of role plays where you have to debate a situation. And if I will have the chance to do it in the future and maybe I will because I want to continue with my studies, I think it will go even better now because I have more confidence. It is important to know the subject and know what are you going to talk about and if you have trust in yourself I have learned you can do it .

Self motivation:

By self motivation we understand that it is an very important step we need to take so we can achieve our goals and we can develop more as a person . I consider myself a very motivated person , but I still have my lazy side when I do not wish to do anything just lay in bed. But the most of the time I'm an active person and my drive to get everything done is pretty high . If I really want to get to a point or if I really want\need to do something , I will get through everything so I can get it done properly.

The most important goal for me regarding my future career is to be a business woman and I am working very hard so I can get to the level I want to be . I always try to be confident and to take any issue as a positive experience from where you can learn a lot. I am very focused on my job and I can resolve problems at work very easily . I find it very important to ask questions when you are unsure and I have learned so much by applying that .

LEARNING STYLES:

I have gathered that we have three different styles of learning . But I am going to concentrate just on VAK which stands for visual , auditory and kinaesthetic (tactile) and the learning method that represents myself is visual . The easiest way for me to learn and not forget what I have learned is visual as I can remember the details very well if I can see them . For example if the work I am studying has some numbers or capitals letters , my visual learning helps me recall most exactly what was written in the text.

PERSONAL DEVELOPMENT PLANNING :

SWOT:

Following my personal development plan I am going to talk about my SWOT analysis , Johari Window and SMART objectives . First I will show the SWOT that contains my strengths , weaknesses, opportunities and threats . The strengths that represents myself are the fact that I'm a trustworthy person ,I have a very good concentration level, I am calm and calculated , good communication skills and I am a very good team player. Everyone has at least one weakness and mine are not enough life experience, sometimes I do get stressed pretty easily if work does not work out as it was supposed to , not enough confidence . The next are the opportunities I have had in my life until now , that helped me become the person I am today . So I will start with the opportunity to come to UK and change a few aspects of my life for the better and the opportunity I had to be a student at the university so I can follow my future plans in my career . The last but not least are the threats, which all of us experience through out our life . Having threats can be hard sometimes especially when your mental health is not as it is best , unfortunately that can make you feel useless and not capable of doing the things that you actually love to do . I always try my best to leave the threats aside and concentrate on the opportunities I may have doing my job and also focus on the strengths I have as a person . The biggest threats in my life is getting sick and not being able to provide for myself as I am a very independent person , to not have a job and to have to go back to my country due to family situations.

JOHARI WINDOW:

The next development plan tool that represents myself is Johari Window . First I will explain what Johari Window model means and then I will apply the model on myself . So , this model helps you by improving the self-awareness as an individual or as a group of people . By improving the self-awareness can help you be more implicated (involved) with the team you are leading . The Johari window model is characterised by four aspects which are the known self , that classifies the information we know about ourselves but other people do not know , blind self is the information about us that we don't know but others know , hidden self is the information that only you as a self know about and the last is unknown self , which is an information about us that no one knows about. Regarding the open self section , I would say that I'm a friendly person, I am trustworthy, sensible, open minded . The blind self was made by my fiancé so it can be more accurate and he states that I am helpful , giving , accepting, quiet , organised . Hidden self information represents myself as observant , knowledgeable , adaptable, calm and the last one unknown self shows that I am loving , caring, brave and sometimes I can be nervous.

WHAT EMPLOYERS LOOK FOR :

Usually employers look for an employee that has very good communication skills , also they look for you to be a good team player, organised, to be on time, to have the ability to take decisions on your own and to be able to solve problems.

SMART:

The last development plan tool is SMART which stands for specific, measurable , attainable, realistic and time bound .

SPECIFIC: We need to be specific about what we want to accomplish.

PERSONAL CHARACTERISATION: I will continue my studies so I can become a manager by the next year.

MEASURABLE : The achievement has to be measurable so you can see the progress and it can help you determine when the goal is completed.

PERSONAL CHARACTERISATION: If I will continue my studies by at the beginning of next year I will apply for a position as a supervisor.

ATTAINABLE: The achievement has to be measurable and to be able to obtain it.

PERSONAL CHARACTERISATION: I do not want to leave the country or the company and I am positive I will be able to achieve my goal .

REALISTIC: Your goals have to be revelat.

PERSONAL CHARACTERISATION: Because I study and want to continue I will succeed in my career.

TIME-BOUND: The goal your looking to achieve has to have a well established deadline.

PERSONAL CHARACTERISATION: I will be a manager in 3 years .

AMBITIONS AND ASPIRATIONS:

What really makes me go trough everything is the image I see with myself in the future, I see myself as a strong business woman , and a good mom with a beautiful family. That reflect on that image , and I try to think about different ways to make my wish come try . I work a lot , I study , and I love to see people happy , I give a lot to people and I always try to help everyone I can . I just hope that one day everything I worked for will blossom in to a beautiful thing . I know I have the ability to make the 'work place' a better one .

THE PLAN TO ACHIEVE MY AMBITIONS AND ASPIRATIONS:

I will continue working hard , I will not let anything stop me from achieving my goal . It is very important to have a plan and to not give up on it . That is a fact I have learned through this module, what is important to do is to set one specific goal and focus more on that one . If you set different goals , you are not going to be focused and you may start feeling unstable .

CONCLUSION:

This module helped me gain more trust , I acknowledged more about what career planning is and it reminded me about the goals and the aspirations I have , and even actually helped me set new ones . I liked this module because it was very interesting and I have learned so many things I didn't know about , one of the subjects was about the employees and employers rights . I find very important to know and a topic that I have never discussed before. All the information I gathered is very helpful and it did improve my knowledge for the path I want to continue going on to .

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APPENDIX 1:

Job application form

Application for [job title] – Area Manager

Your details

Name: Denisa Pop

Education and training

Please give details:

I finished 11 classes in Romania at the economy high school "Nicolae Titulescu".

I have different trainings that I think I can help the company with . I have trouble shooting training, skills and knowledge, Amazon programs trainings and knowledge in all of the offices . I also have problem solving training , indoor marshal and yard Marshall full training in each department .

Qualifications

Please give details:

I have no qualifications yet but I'm studying to accomplish the certificate of higher education skills for the work place as a level for and I think that working for the position will help me practice what I learned .

Employment history

Your current or most recent employer

Name of employer: Amazon STN8

Job title: Warehouse operative

Length of time with employer: 2 years

Reason for leaving: moving to another city

Duties: office management , indoor management, outdoor management

My main duties were to manage inbound office , welcome the trailers and open the gates for them and also to exit all of the trailers out of the warehouse .

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

I previously worked as a waitress and bartender at The Casino MK and I used all of the skills I know in the bar area as I'm very good at making cocktails. I also worked before as a warehouse associate at Waitrose where I was an office assistant and I've learned a few computer skills and office management skills . And Amazon STN8 is the last company I worked for and from where I gathered all of my computer , office and Marshall skills .

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

The reason I applied is because I want to move closer to London and the job and the place would be way more suitable for me . I think that I'm the perfect candidate due to the knowledge, experience and skills I gathered and I'm sure I'll prove myself and I'll be an important piece in the company .
Because I have a lot of trainings , a plus would be that the company will not loose time or investments in me as I already have everything that's needed .
My goal is to evolve so because of that I'm a very motivated person , I'm responsible and I have very good problem solving skills in almost any area . I can handle any situation calmly and I can take important decisions to help the employees and our warehouse. I am a very good team player and I know how to manage a team and make it work better , I always do my job with passion and I'm very organised.



Right to work in the UK

Do you need a work permit to work in the UK? Yes / No
Yes I do need and I have the right to work in the UK.

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name: Denisa Pop

Signature: Denisa C

Date: 7/06/2022

APPENDIX 2:

Introduction: The following dialogue represents the task1 which is a role play made between an interviewer and an interviewee and it's based on the application form.

Alex: interviewee

Denisa: interviewer

Denisa: Can you tell me more about the communication skills you have?

Denisa: Can you tell me more about the skills you gathered from your trainings?

Denisa: How your skills can improve the company?

Denisa: You mentioned that you have problems solving skills , can you give me an example with a situation when you used that skill ?

Denisa : Could you tell me about your strengths and weaknesses ?

