



PROFESIONAL CAREER DEVELOPMENT

{PCD BMSW4005}



LECTURER'S NAME: JOANNA WALESH
STUDENT NAME: CARMEN MARIANA CHETA
Student ID: 2123761

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Summary

This report will show my personal reflection on the role play which was done in the classroom for task 1 of this assignment. I will also reflect on my career development plan applying an appropriate cycle of reflection from my learnings. I will be discussing my skills and knowledge and my understanding of working effectively as well as my employability plans and goals. I will make use of a SWOT Analysis to analyze my personal strengths and areas for development and a personal action development plan (PDP) to address my career aspirations and establish my employment goals.

The Cycle of reflection that I am going to use in this report is Gibb's. I chose Gibb's cycle of reflection because it is easier for me to understand and use. This cycle of reflection will allow me to examine my past experiences and learn from them. I will be covering all six stages of Gibb's cycle which are **Description, Feeling, Evaluation, Analysis, Conclusion and Action Plan.**

One of the advantages of reflection is the effect it has on professionalism. We become more aware, in control, and able to see our strengths and development needs as we reflect on our practice. (Peter, 2017)

Introduction

Going back to the first week of this term, I remember that the first exercise we have done in the classroom was a Life-Line Chart where we had to identify and review significant decisions that we have made in the past and reflect up on how these experiences impacted our development up until today.

A Life-Line Chart is a chronological record of your life experiences. It records the major events in your life, both positive and negative, and allows you to see the progression of your personal development. (Anderson,2017)

I personally enjoyed this exercise as it helped me reflect on my life so far, it made me think of the people, events, and decisions from my past, how I coped and got through them, how it made me be who I am, and how I got to where I am today. It made me reflect on the things that I have lost and gained over the years, the mistakes, and regrets accumulated over the period I was trying to create myself to be the person that I am today. Understanding our past can help us appreciate the good times and accept or at least understand difficult times. We can't go back in time. However, we can choose how it influences and inspires our present and future.

Career Path

The goal of career path is to strategically plan for one's professional development. It "provides direction for formal education, experience, continuing education, professional association, and networking," says Tomey (2000: 315).

Over the years I have had many jobs, many of them I've enjoyed and some of them I didn't. I've worked for money and not for passion, thinking that by working hard I would be able to afford the things that I want and need in life. I have never thought of a career path but as the years went by, I began wondering what my life would look like in 10 years from now. That made me realize that I'm not in the right place, that I need to make some changes in my life. I have been working as an office administrator for the last four years without any enjoyment knowing full well that there is no room for me to grow and develop myself professionally. I felt the need for a change in my life, that's when I decided to go back into education and do

something for my future. I have started a course to get the certificate for higher education which will allow me to go further and continue my studies. A year later when this course is almost finished, I have finally decided what I want to do and which path I want to take.

My main area of professional interest is the health industry. I have always been passionate about this industry, even as a child having so many members of my family working in the industry, I remember hoping that one day I am going to be like them. Therefore, my goal for the next years is to work and study towards becoming a qualified nurse.

Current Skills

I worked very hard over the years to be able to get to where I am today. The best method to figuring out where I am now and how I am going to fit into the health industry is to examine my strengths and weaknesses. For these I am going to make use of a SWOT Analysis which will be attached to this report as an appendix (see appendix A).

I examined, reflected, and delved deep within myself to determine the weak points and strong points of my true character. My very important strengths are my personal skills like positive attitude, patience, hardworking, easy to get along with, honesty, and fast learner. These characteristics have helped me a lot in my career as well as in almost every aspect of my personal life. Working in hospitality has helped me develop my interpersonal skills and I learned to be comfortable and respect people of all ages regardless of their backgrounds, ethnicity, cultural beliefs, and personality. I learned to be empathic with others, build connections, listen actively, and learned to care more. Establishing rapport and developing trust require excellent listening skills. Most people have strong reactions when they feel unheard or when someone genuinely listens to them (Cottrel, 2021). Such skills I believe are very important when working with people especially in health industry. Being able to relate sympathetically and adaptably to people from all walks of life makes life much simpler. People skills allow for more enjoyable and harmonious interactions, as well as the avoidance of confusion, conflict, stress, and wasted time. Employers place a high value on soft skills and have high standards for people who have excellent interpersonal and communication skills as well as cultural sensitivity and empathy for others' needs. (Cottrel, 2021)

I have also done some research on the skills and knowledge you need in order to become a qualified nurse in the UK just so I know if my current skills match the skills required. According to the official website nationalcareers.service.gov.uk sensitivity and understanding is at the top of the list. The ability to work well with others and desire to help people is also very important. To be thorough and pay attention to detail, customer service skills, the ability to work well under pressure, and patience. These are the main essential skills required to become a nurse. I believe that I strongly hold these skills, working in the hospitality industry where I have met and dealt with people from all sorts of background has helped me develop a strong set of people skills. There is also some knowledge required like the ability to use a computer and the main software packages, and knowledge of psychology. I am good in using computers and can confidently use all the software packages.

Gap in Skills

In order to see the gaps in my skills I analyze the weaknesses from my SWOT analysis and I see that I am lacking formal education, training, knowledge in health care, and practical experience.

The public would not accept anything less than highly trained, skilled, and knowledgeable professionals in any profession. Maintaining current knowledge in one's field of expertise

and making sure that one's practise is supported by reliable data are both essential components of being a professional (Mason-Whitehead and Mason, 2008).

I know that the skills and knowledge that I am lacking are essential in my chosen career and it is very important to start with my education. According to (CPD Online College, n.d.) I see that I am further lacking knowledge in health care and psychology, knowledge of related legislation and standards, and health and safety infection control.

Systematic Approach to Skills Acquisition

In order to become a nurse practitioner, it is important to identify essential personal learning goals. While I examine the connections between the goals, action plan, and requirements for becoming a nurse in the UK, I will develop an action plan to accomplish these goals and incorporate goals reflecting ethical professional behaviour (see appendix B).

Personal Development Planning (PDP) is a process that enables us to identify our ambitions for ourselves, as well as what we need to do to get there (Cottrel, 2021).

You increase your chances of finding career satisfaction by putting effort into your goals. Setting goals also aids in better time management. Because they are aware that they have objectives to pursue, they devote both personal and work time to important projects (Indeed Editorial Team, 2021).

The first female President of the Royal Aeronautical Society in the UK, Jenny Body OBE, FRAeS, shares her perspectives and best advice for success (Neugebauer and Evans-Brain, 2016).

According to Jenny Body's top 10 tips in how to manage your career successfully over long term I understand that I need to be an effective team worker, develop and maintain a professional pedigree, have a mentor, be open to opportunities, have a good work-life balance, develop a good network of people and lastly I should remember that I am the only one responsible for my own career throughout my life (Neugebauer and Evans-Brain, 2016).

Recruitment and Selection

Employers prefer to process applications in a timely and affordable manner. Candidates may discover that they have little direct contact with the organisation during the initial stages of selection (Neugebauer and Evans-Brain, 2016). If successful and pass the initial stage of selection the next step would be the interview and this in my opinion is the most important and decisive part. The interview makes the difference in whether you are getting the job or not.

To see how we operate in real life situation and to prepare ourselves for the interview stage we have conducted a role play in the classroom where we've been paired in groups of two. I was paired with Victoria and we had to fill in the CV and then I would act as the interviewer where I ask her five questions related to the job she applied for and then we will swap and she will become the interviewer where she would have to ask me five question related to the job I have applied for.

I have filled in my CV and I have thoroughly prepared myself for the role play interview which was about to happen in the classroom in front of my colleagues and teacher. I was super anxious and nervous and felt as if the interview was real. Unfortunately, my colleague Victoria didn't turn up, so I had to reschedule my role play for the following week which happened to be the final week before the end of the year and the end of the course. That

made me sad in a way but happy at the same time as I kept thinking that at least I get more time to prepare even better and maybe manage to get rid of my nerves.

The following week I turned up at the university campus only to discover that I was the only student in the classroom. Victoria again didn't turn up, so I had to do the role play with my teacher. I was happy to learn that I will do the interview with my teacher as I knew she would act way more professional and wouldn't be nervous as I thought Victoria would be and that would've had a negative effect on my performance.

My job application was for a Health Care Assistant role and the interview was a structured interview where I got the chance to talk about myself and describe my strengths, goals, and my previous experience. I believe that the role play interview went very well, I was prepared and answered the questions clearly without reading any notes.

The role-play and the job application attached as an appendix reflects my true intention in pursuing a career as a health care assistant. Doing this in the classroom has helped boosting my confidence when going to a real interview.

Conclusion

In this report I have talked in detail about my personal reflection on my professional development, laid down my career path, identified my current skills and my gaps in the skills by using a SWOT analysis and identified a systematic approach on how to acquire the skills needed to reach my career goal by developing a personal development plan where it will show the goals that I need to work for and the time needed to acquire each goal.

Pursuing a career in the health industry is what I want to do. I know that is a long way for me to get there. I am prepared to start from the bottom and work my way up. I will continue my education and get a job as a health care assistant just to give me some experience in the industry.

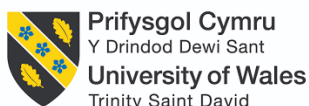
In conclusion, having all this information in mind, I believe that I need to follow the steps from my personal development plan to achieve my goals also reflect on my SWOT analysis to work on my weaknesses.

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Appendix

Appendix A- (SWOT Analysis)



SWOT Analysis (Personal)

Name: Carmen Mariana Cheta

Student ID: 2123761

<u>Strengths</u> • Interpersonal skills • Empathy • Listening skills • Team working • Organisational skills • Relationship management • Hardworking • Ambitious • Caring • Digital competence • Wiliness to learn more • Effective communication • Problem solving • Perseverance and motivation	<u>Weaknesses</u> • Training • Knowledge • Experience • Education • Confidence
<u>Opportunities</u> • Getting my certificate • Starting a new course • Volunteering • Do an apprenticeship	<u>Threats</u> • Age • Time • More experienced people • Educated people • Cost

Appendix B- (Personal Development Plan- PDP)

Personal Development Plan

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 1 - My Goals	Improve my communication skills	Get an advanced degree	Get unit specific certification. Become a qualified nurse
Section 2 - Skills and Knowledge to be Learned	Gain knowledge in health care and psychology.	Learn the legislation	Take and pass the NCLEX-RN certification test
Section 3 - Next Steps	Going for a health care assistant job	Taking a two-year health assessment course	Take a licensing exam to obtain license to practice.

Adapted from: <http://www.hr.ucdavis.edu/sdps/forms/IDP%20Final%2010.14.11.pdf>

	Short-Term Time Frame What do I want to accomplish in the next three to six months?	Mid-Term Time Frame What do I want to accomplish in the next six months to two years?	Long-Term Time Frame What do I want to accomplish in the next two to three years?
Section 4 - Resources	Free time	Money	Patience, family suport
Section 5 - Time Schedule What is my time schedule?	1 year	2 years	3-4 years
When will I start?	January 2023	April 2023	2025
When do I expect to finish?	December 2023	April 2025	2025

Appendix C- (Job Application Form)



PCD - JOB APPLICATION FORM- Role Play(Report).pdf