



BMSW4005 Professional and Career Development

Task 3 - Reflective Portfolio

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Introduction

The ability to perform job duties more effectively can result in new chances and career advancement. Professional development involves developing the skills, traits, and competencies that are essential to success at work (Bauchetet, C. and Colombat, P., 2017). Professional development is the process of acquiring or maintaining professional credentials, such as academic degrees, formal training, participation in conferences, and unstructured learning opportunities found in the workplace. Being intense and cooperative was defined as incorporating an ideal evaluative stage. Different methods of professional development exist, such as consultation, coaching, a community of interest, lesson study, mentorship, playing a critical role, and technical support (Cameron, S. 2016). This portfolio aims to show my expertise in a variety of fields and give an idea of my potential career path. I'll use PDP to demonstrate my abilities and skills in this portfolio. The skills necessary for my selected career will be identified, and my abilities will be assessed regarding that career. The final section will focus on my reflections on the ideas I acquired from this module.

Personal Development Plan

What do I want to learn?	What support and resources will I need?	What do I have to do?	How will I measure success?	The target date for review?
Team working	Creating a collaborative project or presentation for school or work	properly communicates with one another, to bring out the best in one another.	Getting input from the professor or audience can be helpful.	2 months
Time management	Complete any tasks or projects with deadlines (Bolton, G. and Delderfield, R. 2018).	Set a clear objective for the work and a deadline for completion	To finish the task promptly.	4 months
Listening skills	Making eye contact and communicating directly	Pay attention and hold off on making conclusions.	Able to interact and efficiently communicate with others.	2 months
Critical thinking	Solve issues that arise during project execution and develop appropriate solutions	Self-reflect and make independent decisions (Hiner, A., 2013).	Being able to reason clearly and act fast	5 months

Identification of the skills required for the choice of career

A business manager's responsibilities include managing a company's daily operations, supervising and training employees, and ensuring that the firm operates as profitably and effectively as possible (Moon, J., 2013). This can entail both creating and implementing fresh business plans as well as consulting with other top leaders to see how current plans might be enhanced. A broad range of skills is needed to perform in such a broad profession.

Communication skill: Undoubtedly, effective communication is a skill that is necessary for both the personal and professional spheres of life. A person with effective communication abilities is more highly valued than others. It is a talent that supports and motivates an organization while also fostering partnerships. When working in a group, this skill is essential since, without communication, teamwork fails. Therefore, effective communication skills are essential for workplace success (Murtonen, M., Olkinuora, E., Tynjälä, P. and Lehtinen, E., 2008). Additionally, it promotes the development of strong interpersonal skills that improve communication. One must spend a lot of time speaking as a business manager with customers, company owners, executives, the media, suppliers, and outside stakeholders. Managers can interact in many different ways, including one-on-one conversations, presentations, emails, social media, and phone calls. This means that a business manager needs to have great written and verbal communication skills.

Critical thinking: Any form of work requires the use of critical thinking, which is also regarded as the secret to professional success. Anytime a problem develops, a critical thinker finds a quick fix. They create plans that aid in corporate expansion and market competition so that they can succeed (Karagianni, D. and Jude Montgomery, A., 2017). A critical thinker will retain an open mind and consider all sides of an issue before making a judgment. One can gain from critical thinking because it improves self-awareness, helps one avoid negative thoughts, and encourages one to place greater emphasis on the positive. Decisions made by business managers must be well-considered since they could have a significant effect on the future of the company. This requires the capacity to think critically, solve problems quickly, and remain composed under pressure.

Leadership skills: All facets of business management and a variety of other occupations require leadership abilities. Leadership skills can be applied in sales, advertising, management, and personnel, as well as to the overall goals of the business. Leadership is the process of

persuading or directing others to achieve a common objective. Leadership qualities are critical because they enable us to build a team that can understand and meet goals (Lansdell, P., Marx, B. and Mohammadali-Haji, A., 2019). Motivated employees who feel like respected group members are significantly more likely to produce a great job than valued employees; this increases the likelihood that the company will thrive.

Commercial awareness: In senior management positions, commercial awareness is an extremely desirable quality. Business managers must be well-versed in the market they are working in, as well as how their business belongs in the market or where they stand about their competitors because they are in charge of ensuring the business runs as quickly, quickly, and successfully as possible. The company's general goals and missions ought to be well-known to business managers, and they should take these into account when making choices. They must also be knowledgeable about any social, financial, or legal developments in the sector that might have an impact on the business.

Budget Management: Setting budget limits and making sure that projects are finished within them are the duties of a business manager. Managers of businesses must ensure that workers comply with the budget and may have to be familiar with business software that analyzes how money is spent. So that directions are followed and customers get goods and services on time, one has to be able to handle the budget.

Evaluation of my skills compared to my chosen career

Self-awareness is crucial for personal development since, without it, it can be challenging to expand your knowledge and skills. Goals can be established and achieved with the aid of personal development and self-improvement. I always focus entirely on the activities or projects I work on as a student learning business management. To grow individually, I will be able to recognize my strengths and weaknesses through introspection (Sutherland, K., 2013).

Research skills: The ability to do research facilitates the identification of performance-impairing problems and the creation of practical remedies. Examining all the tools that are available and the best ways to use them might promote improved efficiency. Recognizing them makes it feasible to better meet a brand's target customer's needs. Research skills are valued by employers in particular industries since they help workers in all kinds of employment. These abilities are critical for my career advancement because they are directly related to my ability

to understand and inspire innovation in others and myself. After taking this course, I feel more comfortable with my capacity for conducting research, and it now takes me less time.

Communication skills- One of the most important life skills to acquire is how to communicate effectively, and I have excellent communication skills. The exchange of knowledge to learn more is the definition of communication. In employment, relationships, and every other aspect of life, effective communication is essential. Communication is the cornerstone of all relationships from a business standpoint. Every person needs strong communication skills to comprehend information more thoroughly and quickly. I feel more assured in my capacity to communicate both verbally and in writing.

Problem-Solving Skills: I am good at finding solutions since I always strive to do so whenever they arise. As a manager, problem-solving is crucial because it promotes business success and employee satisfaction. Managers who can successfully navigate challenges can boost their productivity, enhance team morale, and foster innovation within their teams. Successful teams and departments help the business and ensure that everyone can carry out their duties without interruption, which will help me succeed in my future profession.

Reflection on the concepts learned from this module

Cultural and behavioural expectations: Before participating in the program, I had a very different understanding of culture and behavioural expectations. I was aware of cultural variations, but I didn't realize how they affected day-to-day living. I was eager to learn about company management, and as I studied, I also learned about behavioural and cultural variations. Everybody is impacted by at least one society or culture. When an issue arises, for example, one thinks they need to respond in a certain way, yet they hesitate because their subconscious mind governs their decision-making. In this sense, one's choice is influenced by societal and cultural expectations. People from other groups frequently interact depending on the customs, practices, and rituals of those communities. Eyes, hands, facial gestures, and other parts of our body can also be used to communicate, and all these actions have many cultural aspects. I've learned a lot by observing the way people from various backgrounds differ in terms of their cultures and habits, especially how to be aware of different cultures and how these cultures influence certain behaviours. I'll be able to respect and value both my own and other people's cultures if I'm culturally aware. Conflicts between cultures may be less likely as a result. My entire life, both personally and professionally, will benefit from that too. It will stop me from making snap judgments about individuals based just on how they behave and

look, which is wrong because it occurs all too frequently whenever someone from a different cultural background enters a workplace or institution. I will practice and use what I have learned about various cultures and behaviours to be more efficient and successful in my future job. Understanding different cultures will help me communicate with people more successfully, which will advance my career, but being capable of communicating openly is essential for success in the workplace.

Peer-to-peer support and team working: Before this module, I had no previous teamwork expertise, but by completing projects and effectively speaking with other students, I was able to improve my teamwork skills. I discovered while working that each team member had to contribute. The team's work is disrupted if a member of the team doesn't respond. Furthermore, nobody should rely only on them. The development of interpersonal compatibility and the creation of a pleasant and dependable work environment are just two advantages of teamwork. Furthermore, the members' communication with each other helps resolve issues. The group develops a framework that ensures meeting deadlines by cooperating. The firm gains from fostering a good work environment that inspires all employees to perform better and more effectively (Abid, G., Sajjad, I., Elahi, N., Farooqi, S. and Nisar, A., 2018). As the team leader, I first had to determine each member's strengths before allocating them to that area of the project to reap the benefits. As the team's leader, it was my duty to keep everyone updated on the project's progress, spot and fix any issues as they arose, and initiate new concepts. To make sure that everybody is informed of their duties and responsibilities, enhanced communication promotes wider discussions. I understood that sustaining a friendly culture requires teamwork. Group members build strong relationships with one another through strong collaboration, which enhances communication. I'll promote a supportive workplace culture in my future employment to ensure the success of teamwork. I'll encourage the team members to communicate, identify the group's aims and objectives, and work collectively. I'll try to convey excellent interpersonal communication skills to them. I'll make sure that everybody in the group is aware of the developments to encourage effective teamwork at the office.

Conclusion

I have acquired new knowledge and skills as a function of attending this module. A more prosperous career is only possible through professional development. Success in any field, whether engineering, computer programming, medicine, or anything else, can only be attained through professional development. Maintaining employee awareness of market trends is facilitated by professional development.

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