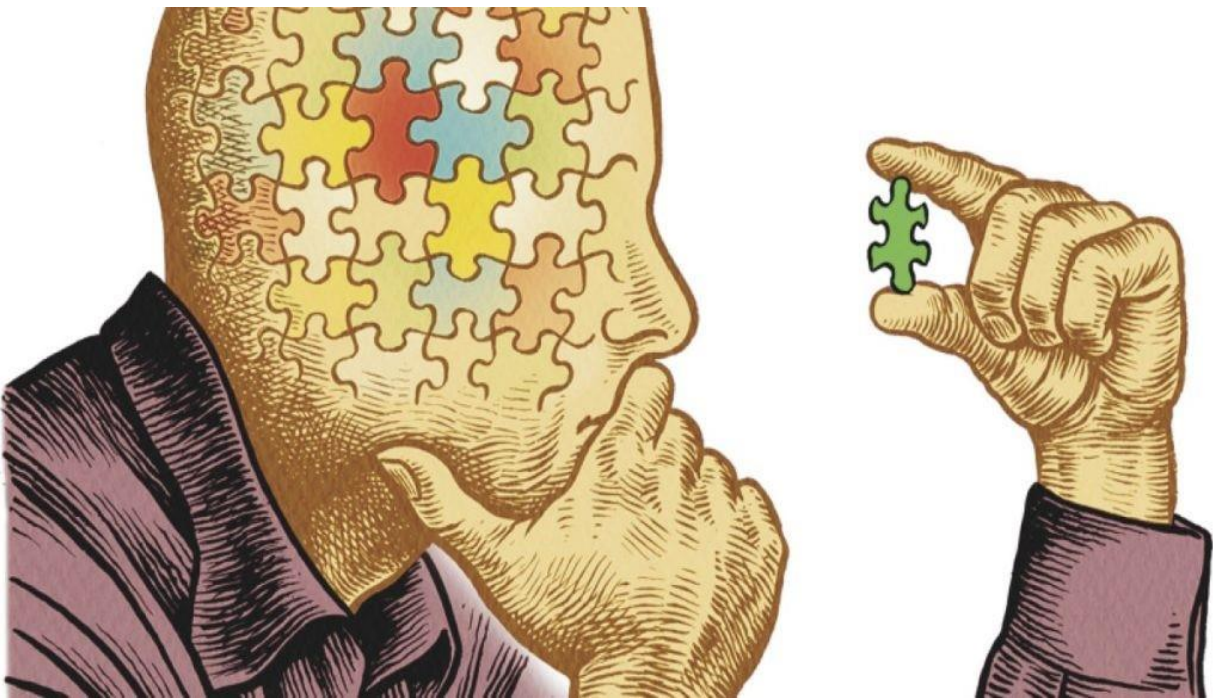


University Of Wales Trinity Saint David



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Reflective portfolio



Module: Professional and Career Development

Module Code: BMSW4005

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Introduction



In this portfolio I will reflect on my abilities, skills and my vision of myself, as because by accessing my internal states and using the collected information I will achieve self-awareness more fully (Budaev et al., 2020). To help me in this self-analysis I will use the SWOT analysis method and Personal Development Plan (PDP). I will also analyse how learning style theories impacted my behaviour at work and finally I will make a long reflection about how this module was very important to make me understand the correct way that a curriculum should be structured.

Self-Awareness

1. SWOT Analysis:



Since I have a big interest in the financial area, this analysis will help me to understand if I really fit into this type of environment. The SWOT analysis allowed me to have self-awareness in terms of knowing ourselves and helps me to have a clear perception of my emotions, motivations, weaknesses, strengths and thoughts (Leigh, 2009).

Strength:

- My extreme sense of organization and attention to detail.
- I have the Ability to work with a large volume of numerical data.
- I learn quickly and adapt well to changing projects.

Weakness:

- Few years of professional experience.

Opportunities:

- The LinkedIn platform can be an excellent opportunity to find work.
- Courses provided by the University of Wales that will prepare me for the market.

Threats:

- The large number of professionals in the market can be an impediment for me when applying for a job.

- Most companies prefer professionals with several years of experience which puts me at a disadvantage.

2. Professional Development Plan



I have always wanted to work in the Financial area, and at this moment I would like to work as an accountant or Accounts Payable, because these are jobs where my strengths (such as good data analysis skills) go according to the requirements of the profession.

I have the ambition of one day being manager of a financial department. I'm a rule-follower with big ambitions and the fact that I learn quickly will be an advantage for me.

I use LinkedIn to increase my network and always be on top of news opportunities in the job market and to be able to understand better my personality I did personality tests.

Learning Styles

In this module I was able to learn that each individual learns in a different way, some are more connected to visual stimuli, others to auditory styles, some people only need theory to learn and others only learn with practice, and these differences in the learning of each individual is called learning styles and with that we conclude that each person learns differently (Pashler et al., 2008).

We learned that based on our attitudes, emotions and feelings we can create an experiential learning cycle and through individual skills and each individual can be framed in four learning styles that are accommodative, convergent, assimilative and divergent (Kolb 1976)

In my case, I am a person who learns much better through practice, that is, I need to see something being done to really learn and assimilate knowledge, and the proof of this are my professional experiences in which in many cases it was enough for me watch someone do something once to learn. I like to solve problems that challenge my abilities and, above all, I enjoy taking decisions. For being a very practical and concise person in everyday life I feel more connected to the covert learning style.

In my situation, in addition to fitting into the convergent style, I also fit into the accommodating style, as in my day-to-day and professional terms, I am always ready for new challenges and experiences without fear and with great enthusiasm, as I see new challenges as a way of to evolve and acquire more and more knowledge . Since the Financial area is a very practical area, this is one more reason that makes me choose professions within this field, because for me there is no better way to learn than "putting my hands to work". I believe that practice is allied with perfection, that is, the more you practice, the more you learn. I don't see myself as someone who is part of the assimilator style because I'm not a very visual person, which normally people who fit into the assimilator style like since reflective observation is one of the characteristics of individuals who fit into this style.

Divergent suits people with a very good ability to create ideas. These individuals have a great ability when it comes to abstract concepts, but it is important to note that these individuals are also adept at experimentation.

In this module I could understand a little more about how each person processes information based on different learning styles such as visual, aural, reading / writing and kinesthetics (Neil 1992).

In the visual style, individuals learn best through visual stimuli such as maps, graphs or tables. They are usually inpatient individuals who make use of many visual resources in their conversations.

People who fit the aural theory are usually people who ask a lot of questions and repetitively in order to record the information, speak ideas aloud in order to memorize but which often leads to them expressing their ideas without even want to do it. The people who usually fit in here are also people with the habit of speaking very slowly and are very good listeners. This is a skill that I would like to improve as it would be a great advantage in companies, mainly because sometimes we find people without much patience to teach and who only explain once. In my case this would be something I would have to train and perfect.

In the case of Neil Fleming's study, my characteristics fit better in the reading/writing style, as I am a person who likes to write down everything so I don't forget and since I always prefer to study with books, dictionaries or articles because reading fixes ideas. It's better in my head and more easily that I memorize how I learn. From my point of view this style is intertwined with the visual learning style as we record every word of the text we read/write.

As far as the kinaesthetic style is concerned, this is a style that I also clearly fit in as I prefer to learn with practice and external stimuli at the time I am practicing some activity also help with my memory capacity, as I often join the stimulus the information.

Learning Models

The opportunity to enter the job of our dreams starts from the moment the company decides to open a vacancy for the position we want.

Sometimes the perfect opportunity can take months or years, but it is important that we are ready when the opportunity arrives.

In my case, I created my curriculum trying to adapt it to the job offer I was applying for, that is, I tried to give more relevance to my previous work experience that best fits with what I want.

First I tried to write a brief introduction in order to arouse the interest of whoever is analyzing the curriculum so that the person wants to read more.

In this short introduction, I presented my studies and professional experiences in a chronological way without forgetting to add my personal qualities taking into account the descriptions I read in the job offer.

In my Curriculum I was moved by presenting my educational background and highlighting modules such as economics, mathematics and accounting. I also added the courses I've been taking over the years.

Then I presented my professional experiences in chronological order, from the first job to the current one, however later I realized that the older professions and which are in no way related to the job I want, there is no need to include them.

One of my mistakes when formulating my CV was the fact that it was too detailed when it came to describing the functions I performed in each department, with two or three lines that spoke of the same function but in different ways. In that case, I learned that the best thing would be to write just one text in which I spoke about everything in a clearer way.

As for my characteristics, I learned that they should match the characteristics described in the job offer and that I should highlight my ambitions.

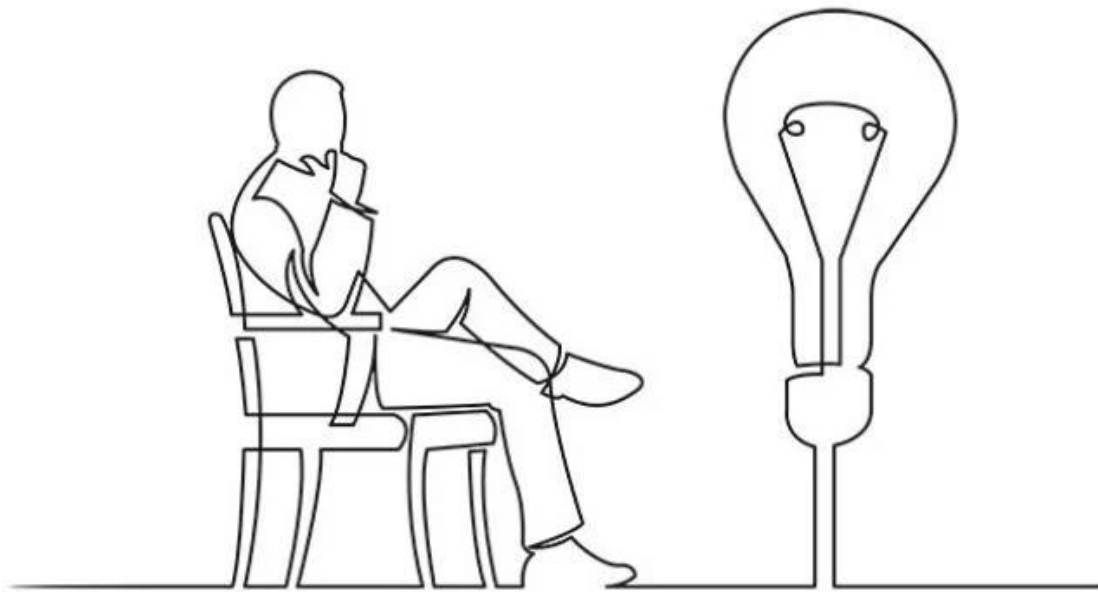
Together with the curriculum I made a cover letter where I had great difficulty.

Initially I didn't even know what to write and how it should be structured so I believe this was one of the most difficult parts for me.

After some research I realized the importance of the cover letter because it is the presentation of what we are and what we do, and it is read even before the CV, so before even starting, I did a complete research about the company, its policy , the rules, the work environment, salary expectations, among other things that would make me understand better about the company and take elements to include in my cover letter. I believe I didn't do a very good job writing my cover letter, but the next one will be much better because I'll take into account everything I learned in class.

Other factors that we must take into account in order to be prepared for the job offer of our dreams is knowing what to say and how to behave in a job interview, and the mock interview helped me a lot in this matter. At home I did one more research about the company in order to understand how the company works in case they ask any questions about it. I tried to remember all my roles in previous jobs and did an online search for some practical terms that I might be asked. As in all interviews, I felt nervous but I believe I was able to hide it. I paid attention to my presentation, so that it was as professional as possible and in terms of how I expressed myself, I believe that I can improve a lot by practicing my English more.

Conclusion



In conclusion, in this module I learned ways to do a self-analysis in order to evolve both personally and professionally. Through learning theories I was able to understand how my brain works in order to start taking advantage of it in a practical way and use it to my advantage at work. It was very important for me to learn how to write a resume, a cover letter and especially to have had the experience of training for an interview. I believe that this module prepared me very well for real life, for the market, teaching me all the techniques so that I would not be at a disadvantage in relation to other people.

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