Portfolio of work

Reflective report

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Introduction

My PDP (Personal Development Planning) it is not just to study in University and then drop out, no it has to be more reflective and future work based philosophy. In the same time, I will develop knowledge and understanding values that will sustain true whole of my life. Connected skills will be transferred in real life and work related situation, so it will be win – win stream.

To graduate Social Care module has to be flexible, confident and challenging…in other words have to recognize the abilities to adapt and explore.

The question is: Do I really need PDP?

Yes…because asking myself these three simple questions will help me:

- ✓ Where am I now?

Gives me the path to be here because of my personnel effort to learn more.

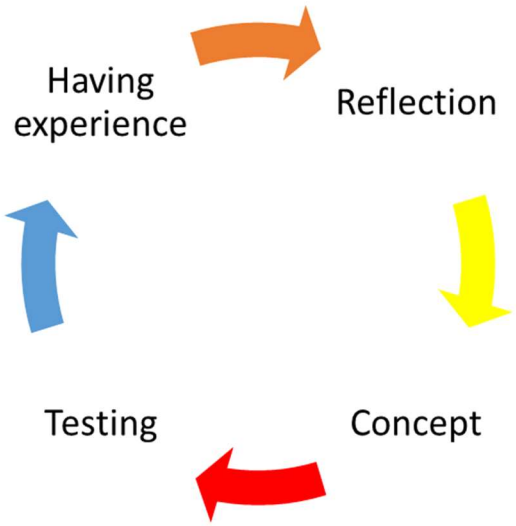
- ✓ Where do I want to be?

Desire of new career adventure is key factor to collect more skills.

- ✓ Where I am now?

The moment of true, self-assessment with good and bad points.

Aren't we all learn from experience, and PDP will help me to improve my learning skills and to record my thinking as a future value of my work place activity.



My SWAT analyze.

The difference with PDP is that this one is more general way testing yourself and off course others you work or study with. Meaning is:

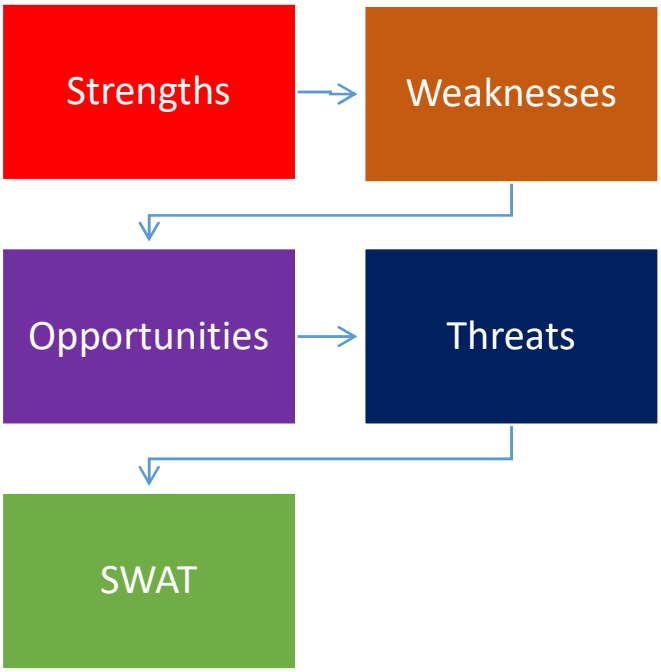
Strengths, Weaknesses, Opportunities and Threats.

- ✓ Why this analysis is so important?

Because it gives the clear idea where you are and what do to do follow the simple rules.

As you self-asses you'll discover areas that you could improve, areas for opportunities and risk areas of your self-reflection.

These are the tree areas that shows who you are, and what needs to be done for the future. Knowing where you are, where you want to go, will clarify you vision and your team as a new way of self-understanding.



Analyzing Manager skills

This is going to be a real analyze of skills needed to be an effective manager in Retail Industry.

I chose Retail, because of my experience and better understanding of the material need to be implement as basic, and then growing to real Manager.

Let start from the very beginning, no one is born Manager, you have to make some huge effort and sacrifice to become model to others. So what I'm going to resume is my simple step by step experience and implementation to this report. After all it has to come from real life story.

- ✓ Multi-tasking

Being a good Retail Manager means you have to know your employees with their good and bad sides, strength plus availability. Carefully make jobs for them according knowledge and experience on each. Prioritize one assignment to another. Same thing for yourself, otherwise you'll become sloppy and not effective. Time is money.

- ✓ Decision-making

Based on your experience as a manager, decisions are crucial factor of your growing and your team effectiveness. In retail decisions mostly come in very last moment, the environment is fast pace and you have some seconds to respond quickly.

As a long time manager, I could share that to remain calm and accurate is a key for the job. Be responsible, be there, be pillar for the team.

- ✓ Leadership

Another day in paradise, that is my line on everyday meetings with all the shifts. People need to be focused and guided by the right manager. Sometimes you know that things are impossible to be done in one single day, but nevertheless you have to motivate all employees including yourself as well. Lead by example.

Leadership skills inspire people to give their best version for the day.

- ✓ Motivation

My understanding to motivation is same as leadership, in other words have to be first person at work, and last one till the end. Like I said Retail is very fast work place.

Successful manager is that one, who is focused on future goals, not just daily battles.

- ✓ Organizational skills

One of my favorite thing as a manager. To organize a good team for each day of the week is real challenge. Firstly, that one is like real problem solving skills area. You cannot please everyone of the employees, but that is the character of the real work on the field.

As I said organizational skills are mostly for making rotation of the staff and create loops in all shifts. I love that part of management.

- ✓ Effective communication

Luckily I consider myself as a good and open minded Manager and person. Trying to be honest with my crew, also whit higher company managers.

Communication points are simply, first listen and after that react. Always make eye contact with people you talk to, be there for them.

- ✓ Always promote your merchandise and people

That one is my top personal value skill. Never let anyone feel not rewarded for his work effort and always push your goods to sell as much as you could. Let's not forget that Retail Management is tough on a daily basis.

Assumption

As I stated above, I used all of the skills market and none of them will give effect if personal involvement is not present.

Using the right information with the right employees give me the idea where I am at the moment. Team results are my results and the other way around. Not everything is perfect, but if I want to feel satisfied at the end of the day, got to listen to my inner voice saying:

"You did good today"

Demonstrating every day my skills evolving with people, becoming from Manager to a good boss. Feels good to thing that your skills could be learned from your team and someone could grow and be Manager true time in the company. Fair share of transferred learning.

Reflective Model Assess Learned

Thru this course I have learned different models and identified all of my positive and not so positive analysis on employment part. Knowing is a great value to reconsider where exactly you are, where you want to be, and how to improve yourself by using the skills.

- ✓ Setting my goals and objectives to the employment.

My goals are result of self-asses and a portfolio of my skills. Achieving it is the hardest part of them all.

- ✓ On the other hand, Objectives are step by step movement from the beginning of the process.

Setting SMART objectives keeps your idea moving forward.

My personal example is based on a previous experience on the retail job that I had, before I move further on a ladder and be Manager.

We all learning and evolving by doing something new, something familiar and we do that by been guided from someone else. Looking back at the time I had my self-esteem moving and learning as fast and accurate I could, it give me that real confident that I use every day since. In my scenario SMART model was on top of my mentor's vision to be best version of yourself by growing and achieving successful career.

Better not forget that this report is based mostly on practical personal events and all conclusion plus materials are just tools to do more, to know more and to implement more.

Specific, Measurable, Achievable, Relevant, and Time-bound Objectives. (SMART)

I was a very focused on developing new skills at work, because Retail is very hard to understand firstly as a job. Also every time you do something you have to measure your work with others.

That is a bonus level, because the completion give birth to new approaches of work. Competitive is the right word.

Is my goal Achievable?

Yes, it turns out I'm capable to be a god Manager.

Another question for me, is all Relevant?

No, in retail all is different.

Last lesson was Time-Bound, are you capable to do things according to your time your team as well.

Connected to all timetable work place, doing several things in one-time moment, good possession of reliable people and time to do all small-big works for a day.

Considering my high level Management skills developed in years of practice, will apprise that nothing is impossible.

Self-developing starts in your head, but continue with real situations and proven experience on the work field.

As an example I have learned Retail Employment law just because is I needed. Have to recruit on a monthly bases new workers, have to be a good example, have to be prepared to reflect on others working life.

In a single line: **Be a good Manager with respect and authority.**

I will also apply with an example of **Constructivism** Learning Theory.

It is basically learning whit experience meaning. It actually explains that if you have it in you, learning is not coming from your tutor or mentor, you simply create workspace by your own vision. That self–reflection is crucial for growing and understanding work environment, mistakes and advantages on a daily basis.

Nevertheless, communication with instructor is a key factor of forming experience. And like I said couple times, learning is a process among colleagues and technique plus practice.

Gaining work skills is a heading two ways, in and out.

Emotional intelligence is one more step ahead to succeed in working skills fortress. Understanding that feelings are connected to work performance and how to motivate yourself and others is one of the many skills need to be focused to be a good manager. It also relates to a self-confidence on how you do things, how they reflect on you and your work team mates.

All those concepts above are simply the common ground in which I build my experience. It gave me the confidence of who I am now as working person,with experience and skills collected all these years of hard work.

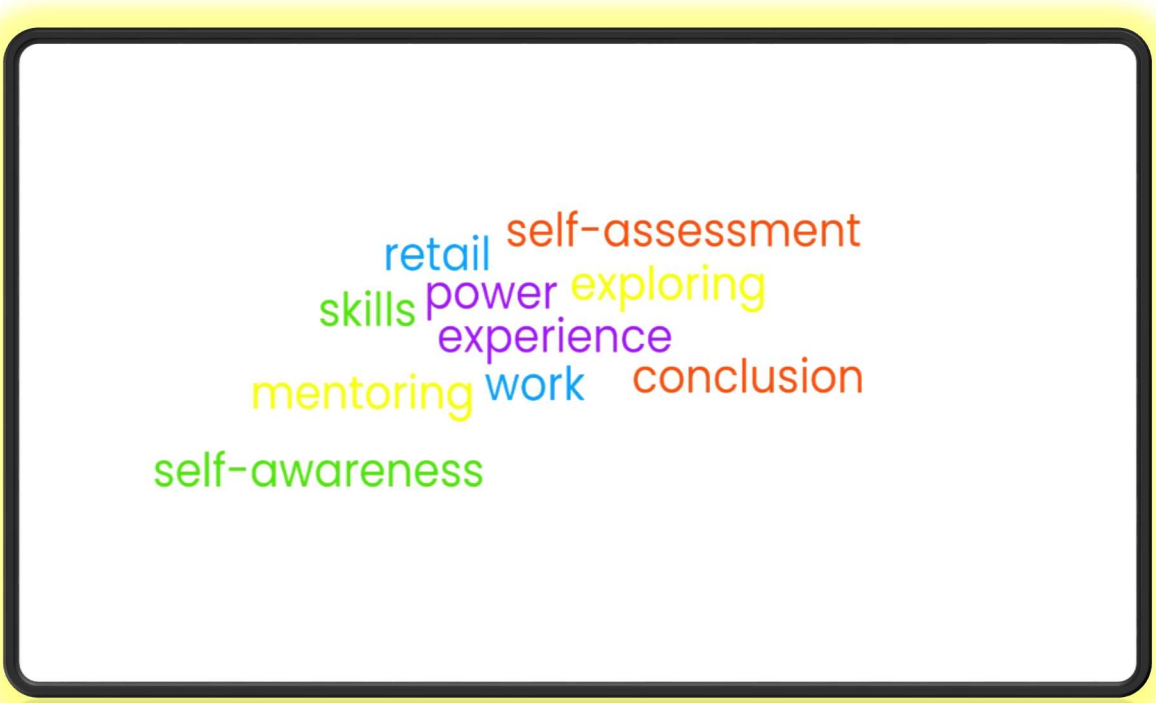
Conclusion

All examples above are just to prove status on satisfaction of learning, collecting, implementing, evaluating and of course conclusion of those gained management skills.

This whole reflective report is whit purpose, to explore the capability of my experience and to demonstrate grow performance.

My skills are reflection of well learned management practice and good prediction on my mentors. As evidence that good management confirms adoption of my sole criteria of self-powered personality. Being a Manager is a hard work skills manifesto, but for me it is all worth in the end.

Consider myself as a happy and skilled Manager.



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