

PROFESSIONAL CAREER DEVELOPMENT.
ASSIGNMENT 1 REFLECTIVE REVIEW OF LEARNING
2000 WORDS.

GIABAND HASSANZADAH.

1350931

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INTROCUCTIONS.

- What is professional career development.
- Self-awareness
- Certhe skills for the workplace
- Professional career development employability skills
- CV's and job applications

How can success be achieved for working effectively. We need to think with positive attitude. Success has a clear definition requires action and each action requires special skills. We need to learn some skills when we are employed, some before became an employed and the rest we going to learn in our overall of life.

We should know about our strengths, weakness, opportunities and threats. If we know our talent as much as possible, we increase the chances of success in our lives. We also suffer from problems if we know our weaknesses and manage them in a way that does not cause problems in our work. It would be worth asking how we should recognize these weaknesses, powers, opportunities and threats posed by them?

SWOT analysis is a powerful technique for this purpose. What makes this method more powerful is that it can reveal opportunities that you did not consider before some thinking. In addition, if you know the weaknesses, you can take away the threat that strike your ability to move forward. This strategy is most important use in the area of planning for business or you can use it individual plan as well.

In the science of ethics, there is a very interesting pattern of awareness of own self that is called the JOHARI WINDOW which, in the result of the research of two people Joseph Luff and Harry Inham and raising our consciousness to help ourselves and make our behaviour better for work in a group

on individually. Johari window consists of four parts, each part representing a part of a person's personality. Each of these four sections can have a different size depending on the individual's awareness of themselves.

- Part one. Open area: have are the habits and behaviours that we are aware of and others know it about us. This part of window intrinsic science and self-knowledge. The more we know about ourselves and the others to be aware of, we will feel better.
- Part two. Blind area: this section contains some pf our behaviours and emotions that we are not aware of, but others see it. For instance, I am a grumpy person, I may not be aware of my constant moans, but others will understand this after a few conversations with me. The blind area is actually a red line that we show to others without knowing it. Other adjust their relationships with us based on what they see in the area. For this reason, it is best to minimize as we do not have awareness about it.
- Third part. The hidden section: self-knowledge in this section has the most meaning. This section of the intruder window includes behaviours and feeling that we know about ourselves, but we do not let others notice it. For example, I am jealous and jealous of the constant attention of my colleagues to our boss, but I seem to smile and congratulate his successes. This section is usually the place of our fears and sensibilities. Obviously, everyone in the private sector will even have his thoughts and feelings. In dealing with this kind of

emotion, we must try to be honest with ourselves see why we really feel that way.

- Fourth part. Unknown section: This part is like a dark room. There are thoughts and feelings that we neither know about others. In fact, this part at a high level of individual consciousness, needs to be nearly eliminated because we may have the skills or talents that we will never go through for various reasons such as, self-esteem and lose our successes forever.

There are 5 ways to increase self-awareness:

1-meditation. That means concentrating the mind. You can focus on a place, a sound, phrase to breathe, religious practices. The purpose of this is to be aware of the moment, calm and reduce stress.

2- Write down key plans and priorities. This is important lacks are often related to our goals. By written down the key plans and priorities. The activities that bring us closer to our goals and neglected them can cause serious and profound problems with our relatively long-term effects. These tasks are usually directly or indirectly related to our ground goals and values Ourselves.

3-understanding Myers Briggs test, which you can test yourself by.

YOUR CHANCE TO GIVE IT A GO!

Example: MYERS-BRIGGS Questionnaire

1	a	b	2	a	b	3	a	b	4	a	b
5	x		6	x	x	7	x		8	x	
9	x		10		x	11	x		12	x	x
13	x		14	x		15		x	16	x	
17		x	18		x	19	x		20	x	
Total	4	1	3	2	3	4	1		4	1	
	Extrovert	Introvert		Sensing	Intuitive		Thinking	Feeling		Judging	Perceptive

4-ask trust friends.

5- getting feedback from your work should be good idea to get new information about ourselves.

Learning styles VARK.

3 types of learning styles: We all do not leave from in away. We tend to methods that are more comfortable with them and leave the rest of the way. That is important that we understand our taste in learning methods to be consistent with the specific training we learn.

visual, people with a visual learning style tend to think related to visualisation and reviewing. They are going to learn by painting, photography or watching film or video.

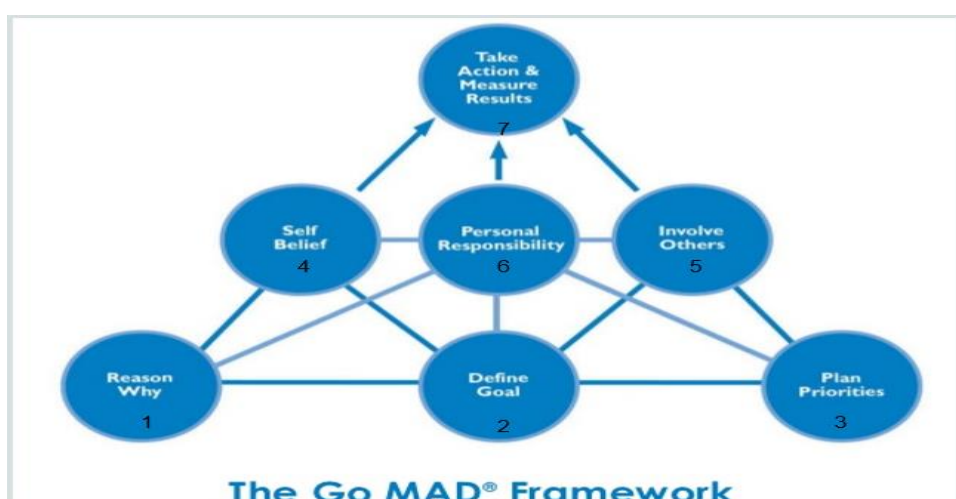
Reading or writing, this kind of people prefer to read or write the subject that they want to learn.

Auditory, some of people, process information by talking through things. Spoken is best way to learn for them.

Kinesthetics, they are preferring to create concrete personal experience.

For the skills for the workplace, there are some job skills that make it easier for you to find a work.

Go mad one of the most popular models which is people can use in order to improve their skills in workplace.



Professional career development employability skills.

Study skills, educational skills are effective techniques and learning methods. currently, learning and studying purposefully, as well as many activities and current affairs, require learning and skills. As well as living in order to live better, we need to acquire life skills, including decision making, problem solving, and anger control. In order to better and more effectively learn, we must equip our self with the relevant sciences and technologies, because the best hours of our lives are spent on learning.

Employability skills, having the skills and abilities to participate not only in the social life and citizenship of the vital people. The skill of social solidarity is based on democracy, mutual understanding, respect for differences,

freedom and interpersonal skills are essential to achieving personal happiness and development.

Collaborating and building teams or group is one of the valuable skills that managers want to achieve. To select an individual for job or project, it is important to know if the person in question can work in a group. Creating and collecting a good group is a challenging task. It requires careful and accurate planning.

professional skills necessary for each job but different. There are general skills that most employers pay attention to when they hire a job seeker and the job seekers evaluate the job they are considering.

How do you rate yourself?

By knowing yourself, you can rate yourself but the important thing about that in the workplace is to quickly get credit among the people you are in contact with. Knowing yourself, your skills and use your experience.

How do you create your personal brand? Personality is a typical pattern of thinking, feeling and behaviour of a person that distinguishes him or her from a human being. When we say that someone is a good person, I mean that he or she is lovely and interesting and being with him or her is enjoyable experience. Everyone wants to be attractive to others. To achieve this, having a good character is even more important than the appealing look. In fact, 85% of the success and joy of individuals is due to the quality of their relationship with others. Ultimately, it is your character that sets you apart or away from you. While we only have the power to change our appearance, I can reinforce the traits and characteristics of a strong

character that I deserve. So, for this reason I can point for strong words to make our personality strong such as, Reputation, Networking, Raise profile, Authentic which. Each of these words have many deep meanings to creative our characters.

Now is time to travel to your career path the process of discovering what you want to do is to find a job path. It is like a trip try to start with your own discovery: an attempt to discover a person who has always been behind the stresses in his every life and hides real feelings and defences.

Next step would be a preparing a list of your career. It is better to highlight the experience and skills that you have more relevance and impact on your academic admission or employment. Provide your CV. Although this customization takes longer then you, it is worth it. Particularly if you have applied for a job or educational position that matches a lot with you and your skills and experience.

Another thing that is very important is, before you apply for anything you should do some research about the place you want to apply to and prepare yourself. I think you should prepper some questions such as Why you want working with them? What is your purpose of working? How many days you want to work? Etc...

Conclusion.

To sum up, I want to talk about myself, I am going to start from my weakness fear of swimming which I tried many times to end of it. Whereas I am a big fun of driving, I never scared of driving and about self-awareness what is

my learning style to get information, I am a visual learner, by watching I can get everything easily.

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