



UNIVERSITY OF WALES

**Trinity Saint David
London**

Professional Career Development

Task Two

Module Name:

Personal Reflection on Career Development

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1. Introduction

This report will discuss my personal reflection of what I have learnt throughout this module Professional career development. According to (McKay,2012). Career development is the process of improving yourself and progressing your skills to help you in your career. Overall, “career development is the process of self-knowledge, exploration and decision making that shapes your career.” (McKay, 2012). Furthermore, according to (Indeed Career Guide. N, d). Through learning and training it can help advance your career. Therefore, making you a better employee. I will be using Gibbs reflective cycle throughout this report. (Brown,2021). Stated according to Gibbs the reflective cycle is there to help not to jump to conclusions. By using Gibbs reflective cycle and its stages it can help to slow down our thoughts.

Furthermore, I will be reflecting on my role play we completed in week 10 where we paired up as two one being the interviewer and other the interviewee, we were asking and replying to questions relating to our chosen job advertised. Furthermore, I will discuss my strengths and weaknesses as well as, proposing what I could have done better to improve my behaviour in job interviews in my future career setting. The career path I choose was special educational needs teacher (SEN). The skills and knowledge that are required to be a special educational needs teacher according to (nationalcareers.service.gov.uk. n.d). are.

- Patience
- Understanding/ sensitive
- Enjoy working with people
- Flexible
- Verbal communication skills

- Listening skills

2.1 Recruitment and selection

This module has been very interesting throughout, where we discussed how to prepare for interviews as well as, how to act/dress and what questions to expect and best interview questions to ask. (Indeed Career Guide. N.d) acknowledged by taking part in an interview roleplay it will help you to make a good impression when applying for a job it can be an extremely useful tool. So at least one topic in this module, has been invaluable help to me job interview roleplay. During week ten we were paired with another member of the class where we acted out a roleplay, where we had to take it in turns to be the interviewer and the interviewee. The job role I applied for was special educational needs teaching assistant. Roles would include, supporting children with activities and their social skills. However, I have not had a real job interview for a long time as my work has been at home raising my family where it was not needed.

2.2 Feelings Although, we had weeks to prepare I was still extremely nervous / anxious about the roleplay leading up to week ten, as I believed I will not be good enough furthermore, feeling like I would make a fool out of myself. And a fear I would forget what to say and how to respond to interviewer's questions. (Benton. N.d) acknowledged, interview anxiety comes from thinking your quality of life will depend on your performance. However, I searched on the internet and took advice from this module on ways I can manage my behaviour. I found the following guidelines (Indeed Career Guide. N.d). to be helpful for me.

- Prepare
- Plan day around interview
- Eat breakfast
- Talk to a family member/ friend

- Take a stroll
- Focus on breathing and pause
- Remember your having a conversation
- Show confidence

I felt practising these techniques at home and with family members I was able to relax on the roleplay. I was nervous at first. However, once I focused on my breathing, I was able to show confidence. However, I need to practice more on time management.

2.3 Evaluation

On the morning of the role play I was running late due to personal problems at home. I was worried our teacher would dismiss the roleplay due to lateness. According to (Madsen. 2018). Being late for an interview will often leave a bad impression. The interviewer may think that you are not interested in the job role and assume you have poor time management skills. Luckily for me this was not a real job interview and was told by our lecture, In my future job interviews if I have to come late is to notify them of my lateness. According to (Madsen. 2018). By sending a message to the interview apologising it shows that you are serious of that job. Therefore, by following (Madsen, 2018) tips on running late for an interview will help me in my future interviews.

2.4 Analysis

Overall, the role play has been beneficial to me. I have learnt how to act under pressure which will be useful in my future workplace as a special education needs teacher as work under pressure is in the job description I applied for. Furthermore, this role play has taught me what to expect in further interviews by top questions the interviewer may ask and how to reply. I have also learnt that body language is important in an interview. According to (Indeed Career Guide. N.d) body language shows the interviewer whether, your feeling confident or nervous furthermore, shows your general attitude towards the job role. (Indeed Career Guide. N.d) also suggested some helpful tips. Sit and stand straight, maintain regular eye contact, dress smartly and be relaxed. Therefore, following this guide it became useful for the role play.

2.5 Conclusion

I need to focus more on self esteem as well as my confidence. However, by applying skills like breathing I will be able to achieve this.

2.6 Action plan

An action plan is a personal career plan to create a roadmap. Therefore, helping to lead you into a career advancement. (Indeed Career Guide. N.d).

There are ways I can improve my behaviour in future job interviews. My action plan is to prepare before attending future interviews as well as plan in advance. According to (London. Et al. n.d). planning and preparation will allow me to practice my confidence. Therefore, leading to success.

3. Personal Development Plan

There are many benefits creating a personal development plan. A personal development plan is used to plan your goals. The document will aim to help with your strengths as well as, what you need to change in order to reach your goals. Furthermore, it can help outline weaknesses that you might need to work on. (Rogers, 2021). It is crucial to create a personal development plan as it will strengthen my growth in finding a suitable job for me. According to (Abrahams, 2017) a personal development plan aims to plan and give directions in your career growth. Overall, it is a lifelong process in improving workplace skills and the required knowledge.

4.1 Smart Goals

A smart goal helps to set targets for your goals. The word SMART stands for specific, measurable, achievable, realistic and time manage. (WhatIs.com, n.d). My first goal was to better my career however, in order for me achieve this I had to apply for university, so I applied at UWTSD London where I was accepted. I am currently studying Certificate of higher education, skills for the workplace (Health and social care) at level 4. I will be finished with my last modules October 2022. My next target is to apply for BSc Health and Social Care (level 5, 6). Although, I did not have a specific goal of my future career when I started here it is now clear to me, I want to work with children with disadvantages working as a special education needs teacher in a classroom. Furthermore, to make a difference and help to achieve their goals. I believe I can achieve this target although, I have no experience working in schools I do, however, have a passion working with children who are vulnerable as my own child has disabilities. Therefore, for this reason my son has inspired me to go for this role. However, My main worry was my age and how I was going to accomplish all this by a certain age. So I planned by using smart goals. Therefore, my understanding I will have a

health and social care degree in two years' time. Furthermore, although we had a role play on job interviews with a partner which was a hindsight what to expect in future interviews, I do however, need to work on my strengths and weaknesses.

5. Swot Analysis

Swot analysis stands for strengths, weaknesses, opportunities, and threats. Swot analysis is a tool that helps evaluate what you or the company do best and to guide for a successful strategy for the future. Furthermore, swot analysis aims to examine internal and external factors. (Mind Tools. 2019).

According to (qsstudy.com n.d). without identifying your strengths, weaknesses, opportunities and threats and taking actions accordingly you cannot become successful.

I have many strengths; I am a good listener with excellent communication skills. This will become useful to me in my future job setting as I will be dealing with challenging situations. I can also work in team. Group presentations and role plays have been a key factor for excellent teamwork. Furthermore, I have a lot of patience. Being a mum to four boys this comes naturally.

I need to work on my lack confidence being a big weakness now and in my current life also in my future career.

During our class we took (The Self-Motivation Quiz). The quiz helped me understand my flaws. I scored 12-27, I allow my personal doubts and fears to keep me from achieving my goals. However, by reading tips on how to get back my motivation has indeed helped.

7. Conclusion

This module professional career development has helped me improve my learning styles and reflect on my self-confidence. However, with practice and help from sources on the internet I was able to effectively use this in our job interview role play. The role play has been beneficial to me as, this has taught me how to manage my behaviour in future interviews as well as, what is expected from an interviewee. I have learnt that preparation and practice is the key to success. Furthermore, I learnt on my strengths and weaknesses and lack of confidence needs working on. However I believe by applying the skills learnt throughout this module it is easily achievable. Also by setting clear goals using smart goals will give me a clear understanding of my future and targets. Overall, I have thoroughly appreciated this lesson and feeling positive for my future career.

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Appendix

During our role play we was paired in pairs where we played the roles of the interviewer and the interviewee.

The following questions I asked as the interviewer were as follows:

Question one: Tell me about yourself

Question two: What made you pursue a career in special needs?

Question three: What are the essential qualities of a good special needs teacher?

Question four: What do you expect to be doing on a day-to-day basis?

Question five: Do you have any weaknesses to this role?

Question: what are my opportunities?

