

Professional Career Development

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Introduction

The aim of this report is to help individuals in building a professional career development plan. Professional development plan will help an individual to be aware of the different opportunities that are available for him and the steps that he or she needs to take in order to take advantage of these opportunities. This report includes numerous performance analysis tools such as the SMART objectives, Johari Window in order to help individuals in framing their objectives and achieving the same. Along with this, the technique of lifeline exercises has been used to analyze the personal development plan of individuals. Moreover, in order to outline the strengths, weaknesses, opportunities and threats that an individual can face in his or her journey towards self-development has also been shown in this report with the help of SWOT analysis. Moreover, efforts have also been made to apply the Honey and Mumford learning style with an objective to bridge the gap between the theoretical approaches and its practical implementation. Lastly, the effectiveness of Gibbs reflective cycle has also been outlined in order to encourage individuals to think critically and effectively.

Research-informed Literature

SMART objectives

An objective is said to be effective when it has the ability to provide desirable outcomes. Moreover, an objective is said to be a SMART objective when it is specific, measurable, Achievable, Relevant and most importantly time bound. The following features of an objective can be further explained in the following manner -

- 1. Specific:** The objectives that I have selected have to be specific. The goals which I have selected have to have the ability to be achieved. Those goals cannot be vague or ambiguous. I have an objective to become more productive as well as more proactive.
- 2. Measurable:** An objective is said to be an effective one when it has the ability to be measured in qualitative and quantitative terms. The goals that I have selected for my overall development are mostly measurable.
- 3. Achievable:** All the long term and short-term objectives that I have are achievable. In order to ensure the optimum benefits of my goals, I have to make sure that I have selected goals which are achievable in the near future.

4. Relevant: The objectives that I have chosen for my personal development has to be relevant to my field of work. The objectives which I have chosen are all relevant for my overall development because if I can achieve these objectives, then I will be able to improve my performance.

5. Time bound: The objectives which I have for my personal and professional development has to be time bound that is, all these objectives should be achieved within a set time frame.

Given below is the SMART analysis of the goals that I have for my personal and professional development -

Objective	Specific	Measurab le	Achievabl e	Relevant	Time - bound
1. Becoming more productive	√	√	√	√	√
2.Cultivating the ability to become more proactive	√	X	√	√	X
3.Practicing self-reflection to improve performance	√	√	√	√	√
4.Learning effective communication skills to encourage people	√	√	√	√	X

5.Cultivating the skills to work in a team	√	X	√	√	X
6.Devbeloping the ability to cooperate and coordinate with others	X	X	√	√	X
7.Developing a mindset of success	√	X	√	√	√
8.Cul;tivating the ability of managing stress effectively	√	√	√	√	√
9.Accuring conflict resolution skills	√	√	√	√	√
10.Developing a positive self-image	√	X	√	X	X

Table 1: SMART analysis

Johari window

As per my viewpoint, it is important to improve personal development and self-awareness between individuals when they are belonging from a team. In this consequence, the Johari Window is one type of model, which is a convenient process that mostly applied for the purpose of accomplishing the task of learning and improving my communication among the members in a team. This Johari Window Model is mainly based on trust and more than one idea, which can be obtained through revealing the details about myself to others including knowing myself from the feedback (Saxena, 2015). Every individual people is represented through this Johari model by four window panes and that signifies some personal details,

motivation feelings, and whether the data is unknown or known to others in these four viewpoints.

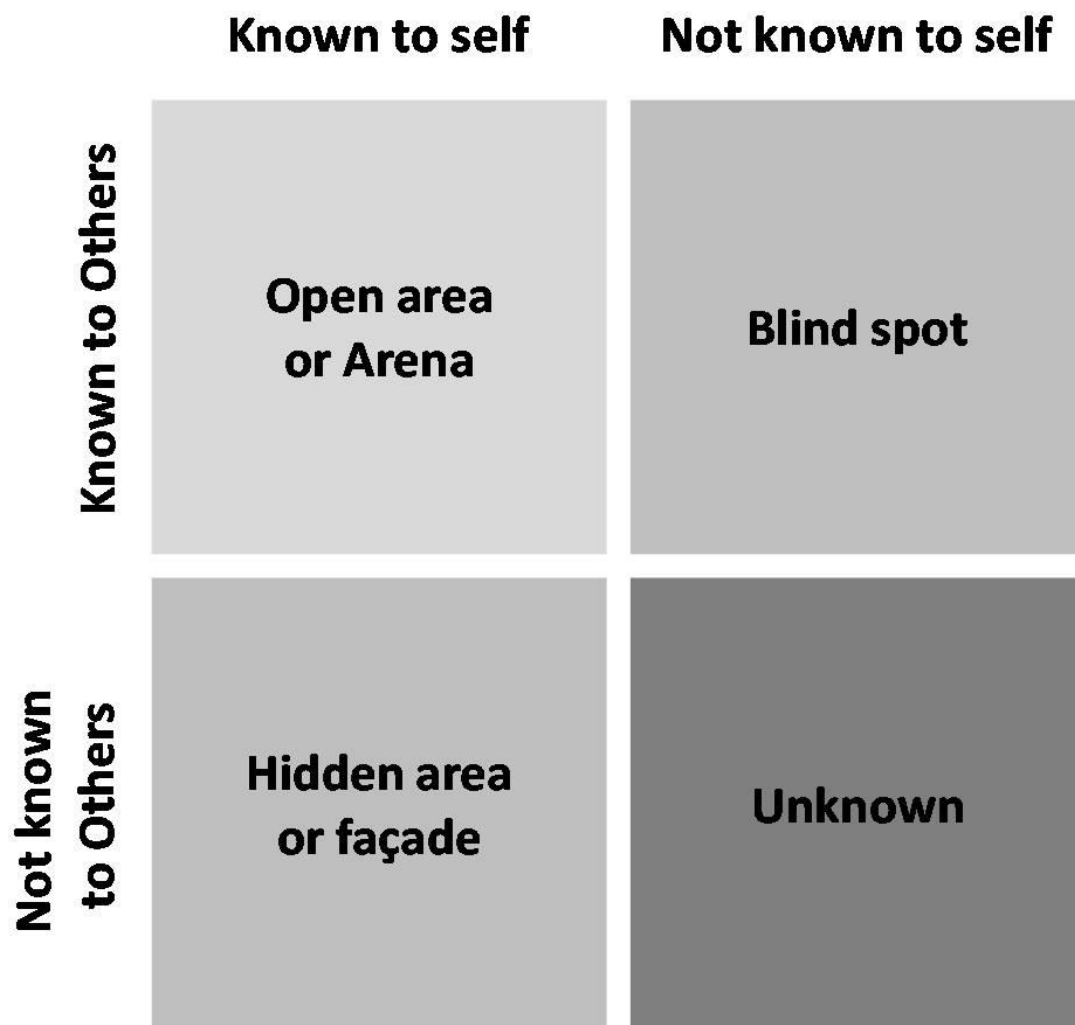


Figure 1: Johari Window Model for Personal Development planning

(Source: Radu, 2017)

1. **Open Area or Arena:** In this segment, the details about an individual people his views, skills, emotions, behavior, attitudes; feelings will be understood through the person including others. It is an area where the overall communications happen and the greater the arena turns into a more dynamic and effectual relationship. At the same time, this arena's size can be grown downwards and therefore it is decreasing the unknown and hidden areas by someone's feelings and emotions to another one.
2. **Blind Spot or Blind Self:** The details about the person, which are known by others within a group but the person will be unaware of this. On the other side, others can interpret the person differently than he/she expects. Thus, it can be said that this Blind

Spot is decreased for an effectual communication by finding feedback from the other from the group (Khatoon, 2018).

3. **Hidden Area or façade:** The details that are understood by the person but it will behold unknown from the other from the group. It may be any personal data that they feel hesitant to expose. On the other side, it can be included some secrets, past experiences, feelings, fears and more, which kept as private as this may influence the association and therefore, this hidden area should be decreased by moving these details to the unclosed areas.
4. **Unknown area:** The details those are unaware of the person including the others from the group. At the same time, it can be said that it contains details of her/his talents, feelings, abilities, or more as well as it can be due to their traumatic previous events or experiences that may be unknown for her/his lifetime (National Careers Service, 2012). However, unimpeded communication is an effectual method in order to reduce this unknown is and therefore to communicate effectually.

Through this feedback the person can get from others that she/he could execute well in her/his personal field and show the real ability that could assist to obtain as a decision of effectual interaction between the colleagues in a group.

Knowledge and understanding

There is no individual formula in order to accomplish personal development but there have some ideas, which can be formulated for personal development. In this regard, I will demonstrate my own ideas that may hinder an individual's development and they can achieve their personal goals with harmony and happiness (Vesso and Alas, 2016). On the other side, I can state that through these ideas or principles I became happier, disciplined, self-assured and moreover by this I have developed my personality and it is my self-evaluation review for self-motivation, as well as this is learning styles. In this consequence, I believe that Self-motivation is one type of capability in order to do that I want to be done, without any effect from any situation or other people. In addition, it can also be said that the individual with self-motivation may discover full strength and a dynamic reason in order to finish their task, accomplish any challenge unless giving up or requiring any other person to motivate them.

As per the opinion of Rao and Arora, (2018), over some previous years, many education experts, psychologists, scientists, and researchers have tried a lot of methods many times in order to classify and explain the Learning Styles, but two researchers are alike (Girma, 2016).

They all have their own learning style as they have various strengths, various weaknesses and skills or abilities. At the same time, there are different styles but I have chosen ***Kolb's' Model*** and ***Honey & Mumford's*** Learning Style as it can influence my personal development plan in an effectual way.

Analysis

Personal Development plans

In accordance with my opinion, personal development is a method in order to establish aims, objectives and action plans. On the other side, it can be said that it is mainly based on values, awareness, planning, reflections, and goal setting for personal development and improvement within the context of education, career or self-enhancement. In this regard, this personal development plan is also known as an Individual development plan (Reddan and Rauchle, 2017). Generally, it contains the statement of training and education, strengths, aspirations as well as the stages that indicate how this plan can be realized. In this regard, I believe that Lifeline exercise is best for my personal development plans as it is a useful and efficient technique in order to assist my performances. In other words, it can be said that the lifeline exercise is very influential for me because I was at the start point of the return to vocation process, as well as this guide and led me into idea about that I did not and did like toward my previous occupations and why it had been unsuccessful or successful.

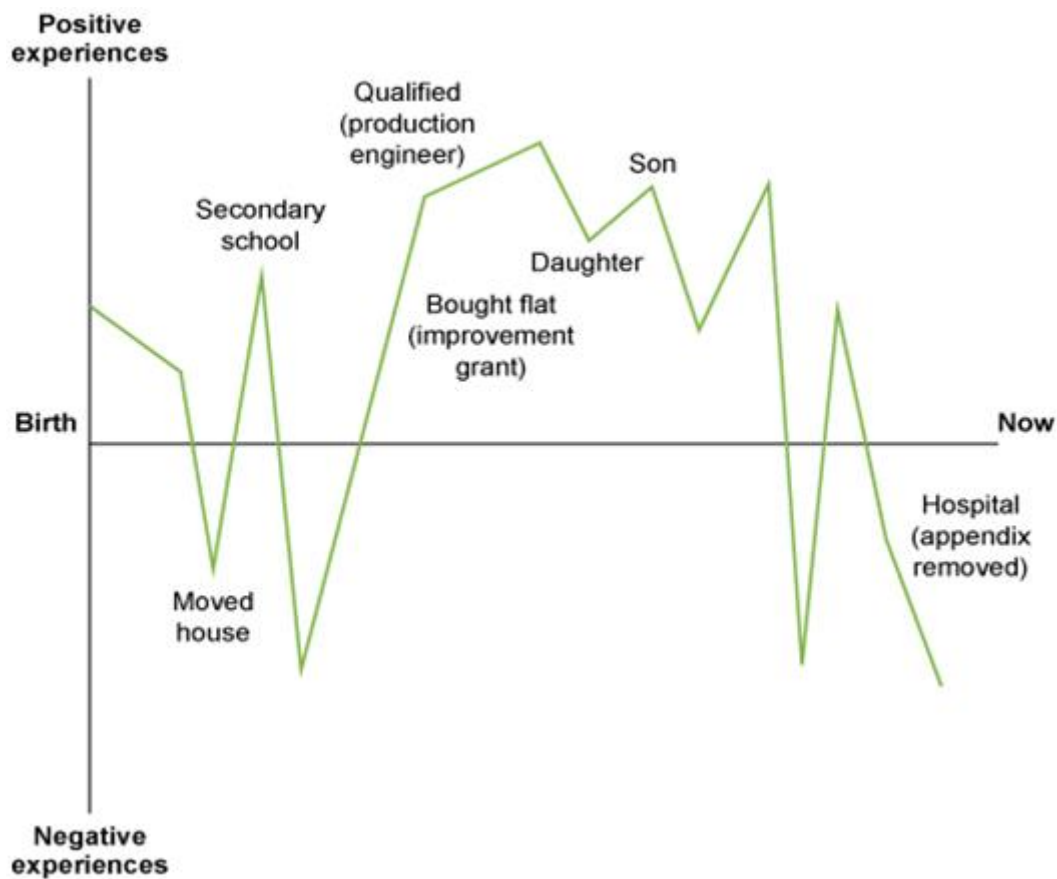


Figure 2: Lifeline Exercise

(Source: Wycisk, 2017)

This lifeline exercise can help me to:

- think about those pattern of my life
- congregate insights, which can influence my future choices (Reddan and Rauchle, 2016)
- Discover the factors of me that I might need to change improve or develop.

In some cases, the lifeline exercise may result in many of emotions and feelings that coming to the outside as I review my experiences. I may discover these benefits to talk by any easier said than done judgment, which comes up with somebody I trust. Through enrolling on and signing in this course I may complete and view all the activities within this course, track my progress in that I made as well as when I have finished the course, I can keep this Participation Statement that I can apply to reveal my learning.

SWOT analysis

I believe that my personal development planning is a crucial step for the purpose of making myself more eligible for my clients or my employers. At the same time, this can also assist to boost and enhance my job image (Jasiulewicz-Kaczmarek, 2016). Different people apply different strategies in order to stand apart against these situations. In my opinion, SWOT is best for my self-development planning as I can realize my strengths, weaknesses, including my opportunities with threats. In other words, I can say that analyze these personal SWOT, I can know all these answers regarding my strengths, weaknesses, opportunities, and threats. These are such as,

Strengths	Weaknesses
1. What type of benefits do I have that others do not have (like, education, certifications, skills etc.) 2. What are the individual resources that can I access (Sørensen <i>et al.</i>, 2018) 3. Which of my successes are I most proud of 4. What are my strengths that can be seen by others (like a boss or any specific person) 5. What are the values do I trust in that other individual fail in order to exhibit	1. What works do I generally avoid as I do not feel confident in doing them 2. What will the other people around me find as my weaknesses 3. Am I completely sure about my education, training, and skills? If not then where is my weakest point (Abay <i>et al.</i>, 2016) 4. What are my negative in the work habits (as an example, am I often late, am I lazy, disorganized, do I have a short temper nature, or are I poor at controlling stress) 5. Do I have any personality traits, which holds me back in my field? For this case, if I have to conduct these meetings on a daily basis, a fear of people speaking could be a main weakness.
Opportunities	Threats

1. What modern and innovative technology can assist me, Or can I get assistance from people or from other through the internet 2. Is my industry increasing? And If so, how may I take the benefits of this present market 3. Do I have a network of strategic contacts in order to assist me, or offer a bit of better advice (Bódi and Gotea, 2016) 4. What trends for management or for other things can I observe in my character, and how can I take the benefits of them	1. What barriers do I recently face at my workplace (Prospects, 2016) 2. Are any of my contemporaries competing with me for her/ his roles or projects 3. Is my job (or a demand for the possessions I do) alternating 4. Does modifying the technology threaten my position 5. Could any of I weaknesses may lead to any threats
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Practical application and development

Honey and Mumford learning styles:

Honey and Mumford learning style states that there are four distinct ways that an individual can adopt at the time of learning (e1. Tat *et al.*, 2015). This learning style was initially developed by Peter Honey and Alan Mumford. The four distinctive learning styles mentioned in this theory are - the activist learning style, theorist learning style, reflector learning style and the Pragmatist style of learning.

1. The Activist learning style: The activists are people who believe in the practical ap[an approach of learning. They are more comfortable learning things by doing them. They learn with the help of brainstorming or problem solving (Evers *et al.*, 2016). Moreover, these individuals also like to participate in group discussions, debates, competitions in order to shun their knowledge. These individuals are very much open-minded and like to be challenged. They like to brainstorm each and every problem that they have. They like to be

filled with activities throughout the day and to take challenges which will enhance their knowledge.

2. The Theorist learning style: The theorist learning style is total opposite of the Activist learning styles. The individuals who follow the theorist learning styles are very much into theories. They like to know the reason behind doing something (Akkermans *et al.*, 2015). They look forward understanding theories behind their actions. Moreover, these individuals like to analyze and synthesis the theories in order to critically assess the effectiveness of the same. They use models, theories, statistics, and background knowledge to present their knowledge in a better way (Yahaya and Ebrahim, 2016). They think every problem in a step by step manner and try to logically think every part of that step. Not only that, they tend to find the rational explanation behind every aspect that comes to their attention. Furthermore, these individuals do not prefer subjective aspect of learning. Rather they are more comfortable with the rational objectivity of the concepts.

3. Pragmatist learning style: The individuals following this kind of learning style puts more focus on bridging the gap between learning and application. They try to link between the theories and their practical application (Price and Reichert, 2017). Mere theoretical concepts are not enough for them as they look forward to test these theoretical concepts in practical field in order to find out their effectiveness. They believe in case studies and practical problem solving in order to understand their degree of applicability. The pragmatists always like to experiment with the theories. They take problems as challenges and try to apply theories to solve these problems. These individuals like to integrate the theories into more complex yet logical analysis.

4. Reflector learning style: The individuals supporting the reflector learning styles are mostly focused on the past (van den Bogaart *et al.*, 2018). They look forward to find out what happened and the reason behind what happened. They do not take active action. Rather they like to observe things and find out the reasons behind those events. They are more of the opinion to take self-analysis through self-assessment questionnaire, personality questionnaire, interviews and many more. They prefer taking interviews and feedback from others in order to better understand the concept. These people collect data and then analyze the same to come to conclusion. They take into consideration all the possible perspectives that can be there regarding specific concepts. . These individuals do not come to conclusion very easily. They take their time to analyze each and every little theory and concepts so as to provide the correct picture of the concept.

Skills in Professional Practice

Gibbs Cycle or Kolb's

There are various ways in which an individual can acquire the skills of professional practices. However, as per my opinion, Kolb's learning theory is more effective than any other learning styles in this specific field. Kolb's learning theory provides information about four different ways of teaching (Hariyati *et al.*, 2017). Moreover, this theory uses four different stages to explain these four different styles of learning. Kolb, in his learning style gives focus to the 'cycle of learning' as the main theme of this style. In this learning cycle, the immediate experience becomes the basis for observation. Again, these observations are gathered to create abstract ideas which can be tested to create new experiences. I think that this learning style is highly effective as it not only helps me to understand the different style through which I can learn but also enables me to know about the various stages of the experiential cycle of learning. According to Kolb, this process of learning is a cycle as every individual goes through all the phases of learning such as the cycle of experiencing, reflecting, thinking, acting and many more (McCarthy *et al.*, 2016). Not only that, all these various stages of the cycle take an individual to the stage of reflection and observation which in turn takes the individual to absorb these new reflections and create new ideas.

Kolb's model therefore has two stages. The first stage is the four-stage cycle which consists of -

1. Concrete experience -(CE)
2. Reflective observation-(RO)
3. Active experimentation (AE)
4. Abstract conceptualization (AC)

Followed by this four-stage cycle, there are also four different types of definition of learning styles which are as follows-

1. Converging
2. Diverging
3. Accommodating
- 4. Assimilating**

According to Kolb, different people have their unique way of teaching (Wallace, 2019). However, there are various factors which influence the way an individual learns and the style that he chooses as his learning style. Kolb, in his experiential learning theory model has

mentioned three such stages of development that a person has to go through in order to integrate the four different styles of learning. The three stages of development are as follows-

1. The acquisition stage, which is the stage between birth to adolescence and deals with the development of the basic abilities of an individual.
2. The stage of specialization which is the time schooling.
3. Integration stage, which deals with the time limit of mid-career to the later stages of life.

Kolb was of the opinion that the learning style of an individual will be the integration between two pairs of different styles. The learning styles can be a combination of concrete experience versus the abstract experience or active experimentation versus reflective experience (An and Carr, 2017). He thinks that, an individual cannot do both things at the same time. Either the individual must feel, or he has to think, or he has to see but then he cannot do anything.

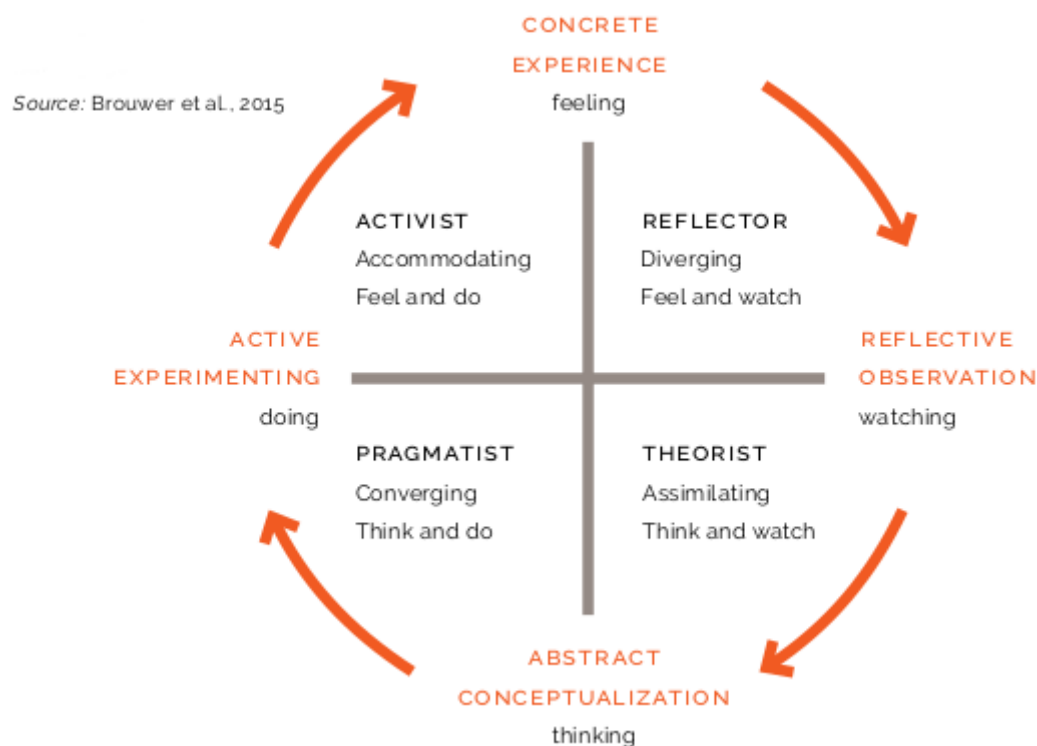


Figure 3: Kolb's Learning Cycle

(Source: Anderson, 2016)

In this context, a brief explanation of Kolb's learning styles can also be provided-

1. Diverging style: The diverging learning style is a combination of concrete experience (CE), reflective observation (RO). The individuals who follow this learning style have the ability to take things from different perspectives. These individuals prefer to watch rather than to take active actions (Bakar and Ali, 2016). They focus more on gathering information from various resources. This style is called diverging style because here the individuals like

to imagine a lot. Moreover, they are more comfortable in situations where they need to generate ideas and brainstorm about problems.

2. Converging style of learning: Converging style of learning is a combination of active experimentation and concrete experience. The people following this learning style are more likely to solve problems better than others. They are expert in finding practical solutions to their problems (Banerjee, 2016). Moreover, they prefer the technical task more than the theoretical tasks. Not only this, the individuals following this kind of learning style can find solutions to various problems through the help questions or solutions. This style of learning cultivates technological abilities within an individual. Furthermore, people with converging style of learning gives more emphasis on experimenting with new ideas.

3. Assimilating style: The assimilating style of learning gives more importance to the ideas and concepts rather than people. It is mainly concerned with the concise and logical way of solving the problems. The individuals following this learning style are concerned with getting clear and logical examination explanation of the problem rather than practically solving it. The individuals following this kind of learning style are more focused on ideas and abstract concepts than other people. Moreover, they are more in line with the logical solutions of problems (Waddell *et al.*, 2015). They do not like the practical approaches of solving problems. Not only this, these individuals prefer reading materials, modules and lectures to explore and know about new and innovative things.

4. Accommodating style of learning: Individuals following accommodating style of learning are more drawn towards intuition rather than logic. They do not analyze themselves. Rather they take the help of the analysis made by other people and take experimental approaches on the basis of these analyses. However, these people are very much interested in taking challenges. They like to carry out plans and face problems at the same time. Moreover, they follow their ‘gut’ feelings more than they follow logical explanations. This learning style is very much relevant in situations requiring actions. Furthermore, individuals with this learning style prefer to work in teams to solve the problems. They set the objective and then act collectively to achieve the same.

	doing (Active Experimentation - AE)	watching (Reflective Observation - RO)
feeling (Concrete Experience - CE)	accommodating (CE/AE)	diverging (CE/RO)
thinking (Abstract Conceptualization - AC)	converging (AC/AE)	assimilating (AC/RO)

Figure 4: Kolb’s Learning Style Matrix

(Source: Rahim and Siti-Rohaida, 2015)

The learning styles of Kolb can also be shown with the help of a matrix. In this matrix, it can be seen that there are four different styles of learning. The individual who is good with active experimentation will not prefer watching. Thus, there is a chance that this person has the accommodating style of learning rather than the diverging style. On the other hand, a person who likes to reflect on the analysis of another person will more likely have the assimilating learning style rather than the converging or accommodating style of learning.

Conclusion

From this above project, it can be accomplished that the ultimate intention of this assignment is to assist individuals in order to build a professional career development plan. Professional development plan will help an individual to be aware of the different opportunities that are available for him and the steps that he or she needs to take in order to take advantage of these opportunities. In this regard, an objective is said to be effective when it has the ability to provide desirable outcomes. In addition, an objective is said to be a SMART objective when it is specific, measurable, Achievable, Relevant and most importantly time-bound. It is also important to improve personal development and self-awareness between individuals when they are belonging to a team. Moreover, it also stated that the Johari Window is one type of model, which is a convenient process that mostly applied for the purpose of accomplishing the task of learning and improving communication among the members in a team. There is no individual formula in order to accomplish personal development but there are some ideas, which can be formulated for personal development. At the same time different people apply different strategies in order to stand apart against these situations, however, in this report it has chosen SWOT as it is best for the self-development planning as this can make the realization of personal strengths, weaknesses, opportunities, and threats. It has also applied the learning styles such as, *Kolbs' Model* and *Honey & Mumford's that* have influenced the personal development plan in an effectual way.

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