

PROFESSIONAL CAREER DEVELOPMENT

Module	Professional Career Development
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1. INTRODUCTION.

This report is a personal development plan reflection of my role play in which I carried an interview applying as a Human Resource Specialist for a private company in London. This report aims to explain the steps needed to successfully get this job within the next 5 years.

This report is the extended version of my Personal Development Plan (see appendix I., for my PDP template) and will be carried following **The Gibb's Model** of reflection as "it is a reflection which we can link to experiences in a cycle: **description, feelings, evaluation, analysis, action plan and conclusion** (Gibbs.G,1988), where I will be reflecting about my skills, qualities and preferred learning style in order to help achieve my "SMART" objectives (action plan), supported by external literature to understand my personal strengths, weakness and analyse my readiness for employment.

2. DESCRIPTION.

Firstly, I am reflecting on the role play carried on Professional Career Development module taught at University Trinity Wales, based on my employment goals to be Human Resource Specialist.

As for job description, a **Human Resource Specialist** or acronym "HR Specialist", is a person who works for employers to which they help finding the right candidates who will work in their organisation. They also play a big role introducing those candidates through company law and policies, they are in charge of payroll and all duties related to "people" inside the workplace (Workable, 2019).

Lecturer provided me with developmental feedback about my role play which will help me to develop this Personal Development Plan (PDP), for example, further knowledge about this job position such as the process of recruiting candidates.

By Personal Development Plan "PDP" we find that "it allows individuals to analyse the key points which will help them develop skills, qualities, strengths and

opportunities for changes of current employment or future employment goals” (Valchanova.V 2018).

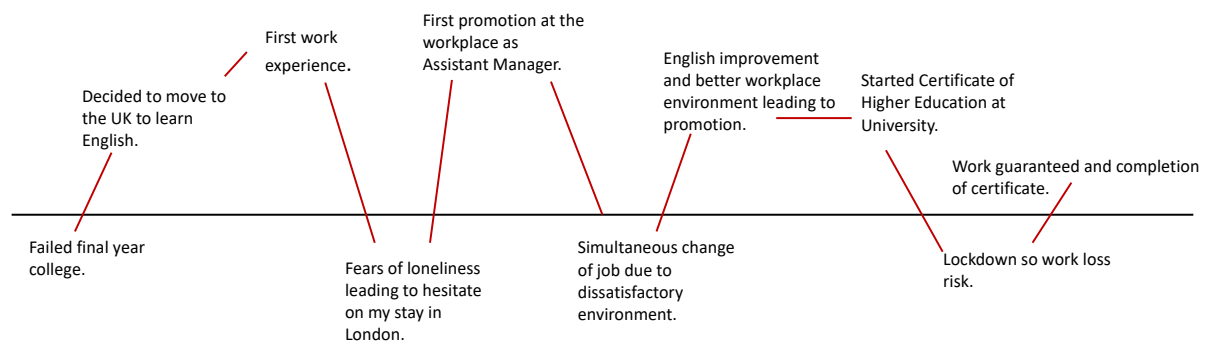
See appendix I., for my PDP template.

3. FEELINGS.

Following the Gibb’s model of reflection, the cycle follows with a reflection of my feelings. At this stage, it was not until I did my role play and lecturer gave me feedback that I understood the research and action that I should put towards my dream employment goals.

One of the lecturer’s feedback which most motivated me towards the building of this report, was obtained by one of the questions where I needed to describe the process of recruiting someone. By that time, and thanks to my working experience, I did recruit people before in both companies which I have worked for, however, I understood that it is not just experience needed but also research, the development of new skills, a strong academic background and a willing to learn and commit to those goals.

3.1 LIFELINE EXERCISE.



In order to reflect on this plan, I found the Lifeline exercise very helpful to reflect and understand my past 5 years since I moved to London, the ups and downs which lead to how I am today, past promotions at my workplaces which helped me to gain new skills, strengths and knowledge to lead me where I am today.

4. EVALUATION.

As for my chosen model of reflection, the personal evaluation which I am proposing is a reflection of my skills and qualities which I have gained at previous workplace and university which are beneficial to know in order to propose the Action Plan.

4.1 PERSONAL SKILLS AND QUALITIES.

SKILLS

"A **skill** is the ability of an individual to perform or do something good." (Cambridge University, 2020)

Time Management: It will help with my purpose to work as HR Specialist because I will easily manage my time and organisation.

Leadership: it will help my purpose to be a HR Specialist because it means I can influence others to accomplish objectives.

Problem-Solving Skills: it will help me accomplish my purpose to be HR Specialist because there will be disadvantageous situations where I will need to solve complex employees' problems.

QUALITIES

"**Qualities** are specific characteristics which individuals may have." (Díaz.E, 2014)

Honesty: it is fundamental when recruiting someone for example as you need to be honest with your decisions and candidates.

Flexibility: Flexibility is an essential quality which will help to achieve my employment goals because unpredicted scenarios can occur at the workplace.

Creative: as an example, my creative qualities helped me to develop the structure of this reflective report.

4.2 SELF-MOTIVATION AND LEARNING STYLES.

Self-Motivation.

"Self-Motivation is the instinct or self-encourage that makes individuals do things and achieve objectives." (*Skills You need, 2020*)

What motivates me about achieving the position of Human Resource Specialist is all the process which requires to achieve it as it will provide me with personal growth, knowledge and skills making it very productive and exciting.

One of the biggest examples which motivated me was when I was working at a coffee shop and I had just been promoted as a Shift Manager, when my manager provide me with a book called "One Minute Manager" by Kenneth Blanchard, which helped me to understand how to be a better leader. As I did enjoy the book and I was enjoying managerial position, I started to develop self-motivation towards reading and researching about the recruitment processes and started to build interest on how relations inside business work.

I can say that self-motivation is something which I have learnt through experiences and seeing others pushing themselves to achieve their goals so I can say that the VAK learning style applies to my self-motivation. This learning style will be explained as an addition on how I will develop this reflection.

Learning Styles.

Learning Styles are the different ways which each individual learns and gains knowledge. The VAK style is the one I reflect the most as consists in differentiating 3 ways of learning and stands for "Visual, Auditory and Kinaesthetic" (Gholami.S et al, 2013) .It taught me that many individuals like myself find easier to learn through seeing (Visual learning). Also, I find listening a good way of learning (As Auditory), and also I like to learn through experiencing (As Kinaesthetic), therefore, because of previous experiences using this model, I believe this will be the most suitable learning process to be an HR Specialist

because while I will be upgrading my skills and obtain further academic background and work experience I will also be applying those skills learnt to my personal growth.

5. ANALYSIS.

In this section I am reflecting on analysing the employment requirements for the job of Human Resource Specialist and I will also complete my SWOT analysis.

5.1 EMPLOYMENT REQUIREMENT GOALS.

The VAK learning style applies to my employment goals as follow:

Visual and Auditory learning

- As a Human Resource Specialist, I will need the following **skills**: Good Problem-Solving skills; Management skills; Good communication skills; Organisational skills. (betterteam,2020)
- The **qualities** which I will need are the following: Honesty; Trustworthy; Empathy; A good Mentor; Responsible; and Authority. (betterteam, 2020)
- The **academic certifications** which I should have for the employment are the following: "A degree in Business Administration, Human Resources or Psychology. If taking Business Administration or Psychology paths, a compulsory MSc in Human Resource Management would be beneficial but not essential" (betterteam,2020).

Kinaesthetic Learning

- As last employment requirements research, I found that "a minimum of 3 years in a similar role such as "**Recruiter**" is essential." (betterteam,2020)
- As reflected previously, I have obtained some of the qualities and skills which employers seek in a HR Specialist such as; time management skills, leadership skills and qualities such as honesty and flexibility.

The academic path which I choose to follow, is a BSc in Psychology, as I am an individual who loves people and enjoys knowing how the human brain and relations work.

5.2 SWOT ANALYSIS.

Strengths

As strengths I have got a strong self-motivation to achieve my employment goal as I am thrilled to go through this whole experience.

I have obtained already some of the qualities and skills which are required for HR Specialist so the process will be easier to achieve.

Weaknesses

I require a lot of concentration and patient to learn and process all the new information and experiences.

I am a bit shy individual and for this type of job it is not a good characteristic.

Opportunities

I expect job opportunities to be higher as I achieve my goal, along with obtaining new skills which might not be required for the job position but will be helpful for my personal life.

Threats

According to many research "there are around 5.6 million people working in Human Resources around the world" (Miller.J, 2013), so there is a high demand of this kind of job and there will be a big competition, so to gain the exact requirements which employers seek, is a must.

6. ACTION PLAN.

The action plan of my reflection consists in the proposition of my **SMART objectives** which will take a time frame of 5 years.

"SMART stands for Specific, as goals should be well detailed; Measurable, to understand if the goal has been achieved; Achievable, as if the goal set was achieved by others and if it is achievable; Realistic, also referred as "logic" goals, and Timebound, as it needs to be accomplished within a time frame." (*Professional Academy,2020*).

Specific (What do I want to Accomplish?).

In 2 months' time:

- The Certificate of Higher Skills for the Workplace.
- Succeed on my current application for the Undergraduate course which is BSc Psychology in a London University.

In 1 years' time:

- As I am currently working at a coffee shop, in a year time I want to change from Hospitality Sector to Human Resources by working as a recruiter.
- Gain administration or recruiting skills by doing online courses such as Administration Skills.
- Enroll into online or classroom based English course to achieve the Cambridge Advance Certificate.

In 3 years' time:

- Achieve the Advance English Cambridge Certificate.
- Obtain Psychology degree.
- To be working as a recruiter to obtain HR experience.
- Develop the skills which I have and achieve the ones needed to become HR Specialist such as better management and organisation skills

In 5 years' time:

- Obtain the recruitment experience needed to become HR Specialist.
- Be able to communicate in English fluently.
- Development and personal growth.

Measurable (How Do I Know My Objectives Have Been Fulfilled?)

In 2 months' time:

My objectives in 2 months' time are set to be known and fulfilled as soon as I have obtained my CHE marks in order to know if I can enroll in the undergraduate degree which I want to study.

*In **1 years'** time:*

My objectives in 1-year time will be known to be fulfilled If I start to study and learn about the requirements needed for recruiter position, by applying the VAK learning style as: watching videos, practicing at my workplace, and listen to managers and teachers' feedbacks.

*In **3 years'** time:*

My objectives will be fulfilled if by that time If I apply what I have learnt on my undergraduate degree (completing and succeeding) and by the time I will be working as a recruiter as the skills which I will have by then will be developed.

*In **5 years'** time:*

My objectives will be fulfilled if after the change of sector at my workplace along with the academic background which I would have achieved I am able to progress onto my employment goals which is becoming a HR Specialist.

Achievable (Are My Goals Achievable?)

My objectives are achievable as the steps to follow are backed up by previous work experience and the similar skills which I have obtained previously, meaning that my objectives are not far away from reality.

Realistic (Are My Goals Realistic?)

I believe I built a strong self-motivation and a strong excitement to learn and start this process, knowing that I am on my mid 20's and it is the best time for me to begin, as nowadays I do not have other responsibilities.

My objectives are realistic because I am developing a plan based on my learning styles which is by obtaining new job (experiencing), watching documentaries about my employment goals or any other information which I can obtain in order to help my personal and career growth and I am giving a realistic time frame in order to achieve those goals.

Timebound (How Long Will I need?)

I am giving a time frame of 5 years as I think it is the right amount of time which I will need to develop and fulfill my SMART objectives.

7. CONCLUSION

To conclude this reflective report and give a conclusion to my professional career development plan, my SMART objectives were stated with a clear knowledge of the skills which I have but also will need to obtain in order to fulfill them. Using the Gibb's model of reflection has taught me that I will need to experience in order to progress, so it was also useful to understand that the VAK learning style is the most suitable as I am an individual who learns through experience, and the need of doing this report has also helped me towards the completion of the SMART Objectives mentioned.

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9.APPENDIX.

Appendix I.

(UWTSD template,2020)

Development plan

NAME:	Desiree Ortiz	Student NUMBER:	1906167
COVERING THE PERIOD FROM:	Term 3	TO:	Hossein Shokri, Lecturer.

This record sheet is for your guidance only - you may present your development plan in any other format.

Planned outcome

Where do I want to be by the end of this period? What do I want to be doing? (This may be evolutionary or "more of the same".)

What do I want/need to learn?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be?	Target dates for review and completion
In 2 months' time I want to... .Achieve the CHE Skills for the Workplace. .Succeed on my undergraduate application to a Psychology degree in London. In 1 years' time I want to... .Change of career sector from Hospitality to administration or a Junior Recruiter position. .Gain administration or recruiting skills by doing	In 2 months' time I will achieve my goals... .By obtaining good marks at my CHE Skills for the workplace. .By obtaining good marks at my CHE it will allow me to successfully apply for the undergraduate degree in Psychology. In 1 years' time I will achieve my goals by... .Applying for online courses such as in "Reed" which provides courses to develop	For the 5 years' time period the resources which I will need... .A strong self-motivation in order to achieve the skills, the academic background and job experience. .The application of the most suitable learning style which is the VAK, for example I will be learning through, attending classes and listening, practicing at my work place and watching documentaries or videos to	My success criteria will be by the end of the time set to this plan, I get to apply as Human Resource Specialist and I get interview calls as it would mean that the employers requirement has been achieved, along with all other obtained skills which will help my personal growth. I will also feel more motivated as I would have developed better communication skills in a	I have got a target date of 5 years to achieve all my SMART Objectives.

online courses such as Administration Skills. In 3 years' time I want to... .Achieve a higher English level by obtaining the Advance English Cambridge Certificate . .Obtain Psychology degree. .Change of Hospitality Sector to HR sector and work in a reception or as a recruiter. .Develop skills needed to become HR Specialist such as better management and organisation skills. In 5 years' time I want to... .Obtain recruitment experience in order to develop my interpersonal skills. .Having obtained the skills and academic background for HR Specialist job position to apply and prepare for interviews while working as a recruiter.	further skills such as administration or recruitment. In 3 years' time I will achieve my goals by... .Studying for the Cambridge English certificate, enrol onto courses which allow me to obtain good marks. .By studying hard and researching while I am enrolled onto my undergraduate degree. . Researching, reading and watching videos about what is to become my employment dream job. In 5 years' time I will achieve my goals by... .Retaining all the knowledge and academic certificates which I have obtained previously. . Use the skills developed frequently such as for a better time management, writing my own diary.	gain an insight of what is to apply for recruiter, obtaining my Cambridge English Certificate or to work as a recruiter and finally HR Specialist. .Further work training to be a recruiter while studying my undergraduate.	language which is not my first one and also, my professional development would mean I did achieve my goals.	
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