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Assignment Title: Professional career development

Career Development Planning

Career Development Planning is the process that individuals take to progress in their chosen occupations. It involves decision making for long term commitment to aligning personal psychological and physical needs of a person to career growth opportunities. The purpose of career development planning is to help employees in attaining their goals and helping companies to retain more workers. Additionally, career development planning helps employees in setting realistic goals by setting timelines for achieving some progress, such as promotions. It also aids them identifying areas of improvement that would qualify them to the next level.

Personal Skills and Knowledge to Effective Working

Critical Thinking

One of the skills I possess is critical thinking. I understand that employers are in search of candidates who can use their critical thinking ability to solve problems and come up with informed decisions through a well-thought analysis. Pritchards (2008) established that every industry is in dire need of critical thinkers, whether it is in the healthcare field, engineering, or education. Critical thinking skill is characterized by curiosity, desire to learn, creativity, and critical observation.

Problem-Solving Skills

Problem solving skills are equally essential for effective working. Problem solvers are individuals who can make decisions without being influenced by their emotions. Rather, their decisions are driven by logic, intuition and innovative thinking (McMillan and Weyers, 2006). Problem solvers are also collaborative and seek to consider other people's ideas and opinions concerning a matter. Morgan (2016) asserts that problem solvers work hand in hand with others so as to find the best solution to a problem. Additional characteristics of problem solvers are patience, influential, good listening skills, humble, diplomatic, and realistic.

Interpersonal Skills

Interpersonal skills are also essential for effective working. They are largely dependent on how people interact and relate with others. Cottrell (2010) establishes that employers are in search of employees who are compatible with them, with their colleagues, and customers. Cottrell (2010) further confirms that people with interpersonal skills are more likely to climb the ladder quickly compared to their counterparts. Good communication skills are part of the interpersonal skills, which requires one to be a good listener. National Careers Service

(2012) asserts that employers want staff members that can air their views while also being able to listen empathetically to other people. Other characteristics of interpersonal skills include management skills, negotiation, empathy, non-verbal cues, and persuasion.

Intrinsically Motivated

Lastly, effective working requires intrinsically motivated people. Intrinsically motivated individuals are always passionate on what they do and have a positive attitude towards their jobs. Such individuals are hardworking and they positively learn from their failures and mistakes. Intrinsically motivated people are motivated by work progress and not fame or money. Therefore, employers find it pleasant to work with them as they are trustworthy. Such people also possess characters such as alertness, optimism, confidence, determination, and dependability.

Johari Window Model

The knowledge acquired for effective working includes Johari Window Model. It is a framework used for the purpose of enhancing an individual's perception concerning others. The model is based on two ideas; one, trust can be earned through sharing personal information with others, second, it can be earned from learning yourself from other people's feedback. Every individual is captured in the four quadrants of the Johari model and each quadrant represents individual feelings, information, and motivation. Therefore, this model is essential part of knowing self, areas of personal improvements, and also knowing others in a team.

In essence, there are four quadrants of the Johari window. The Arena is the first one and it represents information known to oneself and the things others know about yourself. The second quadrant is the blind area which reveals things to oneself that you are not aware of, but others can see it. It could be simple information that you are not aware of or it can involve deep issues. The third quadrant is the façade and it represents things you know about yourself but are not known by others, for example, secrets and desires. Lastly there's the unknown area, this represents things that are unknown to self and unknown by others, for example, an ability that is underestimated or not tried due to lack of knowledge.

The main goal of the Johari window is to enlarge the Arena because the more people who are working together know about each other, the more affective they will be. Having knowledge of this tool helps in terms of people skills knowing yourself and others around you will help contribute towards a healthy environment. Hence, it will be easier to accomplish tasks and goals with less difficulties as a football team. According to Rubenfeld S (1983) "The Johari Window- is a conceptual tool for illustrating the interaction between what is

known/unknown to oneself and to others. It has been used in its original form as a basis for classroom exercises since its introduction in 1955.”

Readiness for Employment

Individual Rights and Responsibilities

The understanding of individual rights and responsibilities is an essential preparation for employment. Personally, I have been able to learn about the obligations of an employer and employee and the importance of rules in a working environment. I have also learnt about contract and written statement. According to NIDirect. (n.d.), a contract is a legally binding agreement with elements of offer, acceptance, consideration, and intention of creation lawful relations. On the other hand, a written statement is “ summary in writing of an employees main particulars of employment,” (NIDirect, n.d.). it creates an evidence to a given contract. Some of the contents of written assignment I mastered are dates of when the employment began, salary and mode of payment, working hours and overtime agreements, pension schemes, and holidays and sick days arrangements among others.

An understanding of employer’s obligation at work was also an essential part of preparing for employment. I understood that employers are required to pay their employees, ensure their safety, address their grievances, and compensate them for work related costs. Conversely, employees are not supposed to take bribes, make profits secretly, or disclose trade secrets. My rights as an employee includes payment for sick days, protection from discrimination, maternity pay, and wage protection insolvency. In case of a breach to the terms of employment, the employer is supposed to provide grounds of dismissal. As the employee, I am supposed to stay in the job until I get compensated for all damages cause. I am also supposed to leave the job and claim constructive dismissal, according to (Maund et al., 2017).

Work Experience

Lack of experience is one factor that limit graduates from getting a job. According to Jones (2017), the majority of companies look for candidates with experience even for entry level jobs. It often looks impossible for university students to have experience prior to their completion of studies. However, I have mastered the way I can stand out as an applicant by acquiring experience while still in college. For instance, I’m developing a career in professional football. During my second year in college, I was offered my first professional football deal for Hull city football club, for this reason I signed the deal, dropped out of college and moved to Hull in order to pursue my Dream as a professional footballer.

Currently, I have substantial experience in football and I believe I will have an added advantage in the job market.

Personal Strengths and Areas of Further Development

One of my personal strengths is time management. I manage time well by establishing good plans that I operate under. For instance, before I start a day or a week, I usually have a set of activities to do and at what time. With continues practice, a day never ends without meeting my set plan. My time management skills are also influenced by the ability to make right decisions and set priorities in life. For instance, in balancing work and work, I understand that work ought to be given more priority that other things such as road trips for fun, or personal holidays. Nevertheless, the latter are not less important but are not on the top most priority. My second strength is my ability to teamwork, which is the ability to work in a group. In my football career, I have always been involved in football teams where I have been working with diverse people. This has enabled me to acquire interpersonal skills that have been helping me to connect well to others into achieving our common goal.

The areas necessary for further improvement such as on my negotiation skills. I realized that my negotiation skills are poor because probably I have not been in a position that required me to negotiate for a pay or negotiate for a certain deal with a client. However, I have realized that negotiation skills are not only limited to salary discussions or business deals. Equally, it is an essential skill in the process of identifying a common ground with team mates during a project. I seek to improve my negotiation skills by reading much about it, practicing it in my work team, and also learning from individuals who possess such a skill.

Employment Goals

I endeavor to make my employment goals SMART as advised by Prospects (2016). The source defines SMART as Specific, Measurable, Achievable, Realistic, and Timebound. The goals are:

1. To improve my negotiation skills
2. To advance my career in football by taking more courses
3. Reach leadership position of a football agent

Career Planning Development

A – Current role and future aspirations Current roles include; • A football player Future Aspirations • To gain senior position of a football agent • To be an effective negotiator		
CPD Goals • Pursue further education that will qualify me to the senior position of an agent • Interact more with teams to gain negotiation skills	Development Needs • Attend more classes in my area of study. • Understand negotiation skills and techniques suitable in various environments	CPD Activities • Attend a leadership course • To be part of football teams with purpose of understanding the dynamics of team.

Reflection on Role Play

At first working with a partner was challenging, we just didn't know how to begin but as we practised more, we started to get the hang of it. The hard part for us was deciding the type of questions for the particular job role. Research was made in order to find specific information relating to the job role. My partner and I worked very well together in terms of supporting each other and gathering relevant information regarding the job role using information from the Football Association also various Production companies. Feedback was given in order for us to know if the topic is relevant or not. It was not always positive feedback; sometimes negative feedback was given.

Next time there will be a few changes in terms of the questions in the interview. Questions will be more elaborated and there will be more questions relating to relevant legislations regarding the topic, I feel like we did not really speak more in depth about relevant topics. Based on the feedback from the lecturer we did good overall because we helped each other throughout the task and relevant questions relating to the topic were asked. One thing we

did not do and will include in future interviews is relating answers to the CV, doing this will show the interviewer that you know what you're talking about and by relating it to the CV depending on the question will help back up the answer. The performance itself was a huge plus this is because my partner and I was nervous going into the role play even though we had practised a good number of times. We stuck to our questions and answers sometimes even elaborating the questions.

Undertaking peer review was strange to me personally at first, this is because I have never accessed any form of partnership in that way in my whole life. Accessing my partner got easier after a while this is because I picked up every time my partner had any sort of difficulties regarding questions for this reason, I changed the questions format in a way that it is easier to understand. English is not my partners first language, so it was extremely important to format the questions in a way that is easy to fully understand.

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