

Student name Oliver Jelfs

Student ID 1919836

Programme Certificate in higher education skills for the workplace

Module Professional career development

Module code BMSW 4005

Lecturer Olubukola Adegbite

Personal development plan

A personal development plan is “A plan intended to develop skills that are important to the work life” (Morgan 2017)

Throughout the course of this programmes, we have studied and acquired the skills needed for the workplace to further my learning and employment goals a personal development plan was created.

Education	What do I want to do	What do I have to do	What resources will I need	How will I measure success	Target date for review
Short term	Gain the certificate in higher education	I must keep focused and keep up with my studies	The guidance from the university lecturers also the resources available to me the online library and e-books available from the university library	When I receive notification, I have passed this the certificate in higher education therefore gaining the qualification	June 2021
Medium term	Progress to level 5 BA leadership and management skills for the workplace	Start the BA leadership and management skills for the workplace qualification and by maintaining a steady rate of learning pass all necessary modules	I will need the academic grit to continue to study and not lose focus I will need make use of the university library both online and physically dependant on when we go back to campus made available to me from the university	I will measure success by progressing on the BA leadership and management skills for the workplace hitting all my deadlines and again getting onto the level 6 of leadership and management skills for the workplace qualification	June 2022
Long term	Progress to Leadership and management skills for the workplace level 6 and further career options	Continue with my studies and pass all the modules on leadership and management skills for the workplace level so I can	Again, using my learning from lectures on campus the university library and all other resources made available	I will measure success by gaining the hons degree and having acquired the skills I need to either go into a job that my	June 2023

		complete the qualification	to me from the university and acquiring the skills I need to acquire	qualification allows me to or set up my own business and help other people set up business and help them solve problems using the skills I have gained from achieving the qualification in leadership and management skills for the workplace	
--	--	----------------------------	--	---	--

Analysis of the skills needed for future employment.

The skills I need to develop and acquire for my future in employment?

My intended career is to be a business owner. I have absorbed lots of different information over the course of this module. One thing that I have learned is that my learning style is different to my employability skills. With that in mind some aspects of my learning skills can be transferred into employability skills such as time management. Being good at time management is vital, crucial, important, and so on, in lots of different ways. For a student, research has shown that 'being good' is more than important (Britton and Tesser, 1991) And teamwork. As I intend to be a business owner, I am going to be the leader and have people that follow me I must have good teamworking skills. To enable to run the team effectively and manage them in the correct way to get the most out of my selection of staff. Role selection will also be a very important making sure I put the right people in the right role is skill that I must learn before I can reach my goal of being a successful business owner. Also, I must learn leadership skills from research I understand that that developing leadership skills is vital as that is what I want after graduation. I have found whilst researching this question that ideas about leadership skills that are quite common. That to be a good leader I must create the right working culture and atmosphere for my business to succeed. I want to inspire people in a practical and emotive way to get my staff to strive harder for success. To be a good leader I need to be able to communicate concisely, so my vision is relayed to my staff in an understandable way. So, they understand the vision/goal we as a team are working towards. By creating the correct atmosphere and culture this will see my business through the good times and the bad times that most businesses

experience. I will achieve this by ensuring my team understand what they are doing and why they are doing it. I know that by doing things differently to raise the profile of my brand and business.

I know that being a leader will mean that I may not always be popular as decisions I make may not always be favoured by members of my team. I must make these decisions for the progression of the business therefore that is part of leaderships skills I need to learn. I must also learn to delegate but not everything I need to keep a critical eye over the running of my chosen business. Many people confuse leadership with power I want to as a business owner be able to make changes if plans that I have implemented have not worked then I must have to change and could show this to my staff. Whilst researching this question I found that

Smith (2007) suggested ideas of a good leader that they should be energetic and tenacious. That a good leader should be motivated by the act of leading others. That a good leader be honest and trustworthy be able to organize. A good leader should be intelligent and verbally fluent be self-confident and have good interpersonal skills and be commercially astute some of these qualities I have already and some I hope to learn by continuing with higher education I will gain all the skills I need to be a successful business owner and leader of a strong team.

I think that my previous experiences of learning are completely different to how I am learning now. I am more aware of myself and more eager to learn. After researching the different learning styles, I would say I am more of an activist. As I like to be involved and I am eager I am most activist. This could be a problem though as in a rush to get the job done, I may miss the finer details. This may hinder me in my career development. Therefore, when making plans or a problem occurs. As I am progressing throughout my career it would be good to adapt to different styles be a little more reflector like and listen more or perhaps more pragmatist when a problem occurs relating it to a real-life situation to try and solve it. Or be a bit more theorist to see the wider picture/problem and adapt to them. I think by doing this qualification I have already noticed its positive effect in the way I look at my career development and everyday life. I am calmer when it comes to problem solving and handling group situations where the lead must be taken, I think my learning style will affect my career development in a positive way.

Assess the concepts you have learned from this module.

An analysis of the strengths, weaknesses, opportunities, and threats of an organization as a form of appraisal of its current position at a particular time and future potential.

Whilst I have been studying towards the completion of this module, I have passed that that top develops your career I must have a plan. To plan where I want to be and where I want to go firstly, I must be self-aware in my abilities there are tools to be used to assess my self-awareness below follows a personal swot analysis.

Strengths So far have passed all the modules. I have a plan for after university. I have developed in confidence academically	Weaknesses Have yet to pass this module. I am sometimes in a rush to get things done missing fine details
Opportunities Completing this degree will put me in a better position if I decide to change my career. Gaining more knowledge and learning is always a good opportunity	Threats Not completing the degree Losing focus not achieving my goals by getting distracted

When analysing my personal SWOT analysis, it appears that a lot is dependent on furthering my education must be the main goal in furthering my career failing to develop these skills need may stop me from progressing in my chosen career.

Another concept I have learned over the course of this module is the Johari window developed by two colleagues Joseph Luft and Harry Ingham (REFERENCE HERE)

Like the SWOT analysis its graphical style the theory is as follows.

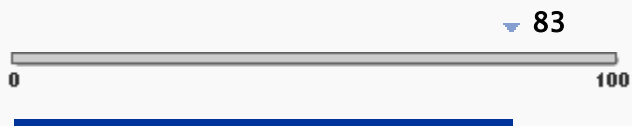
Open Things about myself that I know, and most people know for example I like to ask a lot of questions	Blind These are things about myself that I don't know but everybody else knows for example other people may think I jump in first and tend to be forward
Hidden Things about myself I do not want anyone to know about	Unknown This area is things about myself and the people around me do not know that perhaps I might be a good leader but have not yet had the opportunity

The size of these windows can change in size and will over the course of my career. As I start my career the open window will remain the same. As I further my career the open window will grow larger as I build my brand. As people join my team their open windows will also grow. Keeping personal matters in the private area is the best idea when trying to utilize the skills I have learned over this module to attain the professional development plan I have created. Concentrating on the blind part of my personal Johari window could prove to be unproductive in moving forward with my career plan however I would like to change people's perceived ideas in this area. I would also like to look at the unknown area realising I

As part of this module a career motivation test was taken my personal results are as follows

Snapshot Report

Financial Reward



People motivated by Financial Reward strive for the big pay-off that comes as the fruit of their labour. They want to feel that their salary and benefits equal the value of the time and energy they invest in their work. While this is a common motivator that most people identify with (who wants to work for peanuts?), these individuals place more importance on remuneration than the average worker. This is not to say they are only after the big bucks; it is having the money to afford a certain lifestyle that gives them the drive to succeed. They are willing to invest themselves but will not do so without significant pay-off. They do not necessarily have to make an extremely high salary in the short-term to feel happy, especially when starting out, but they want to see the long-term reward for the personal investment they put into their career.

I think this a good representation of my goals. I think that if you work hard financial reward should be expected but being happy in your chosen carer and being able to inspire people is also a factor in my future career plans. By taking part in this module and learning these concepts about myself and becoming more aware of my self it has helped me realise that continuing with my education in todays current market while learning acquiring the skills needed for todays workplace and also putting myself in the best position to become more business aware which in turn will help motivate problem solve decision make when running my own business or helping others with theirs in an advisory role with the knowledge and skills I have been able to realise whilst taking part in this module

Reference list

<http://www.archprofile.com/>

Britton, B. K. and Tesser, A. (1991) 'Effects of time management practices of college grades', Journal of Educational Psychology, 83, 405–10.

Luft, J. and Ingham, H. (1955) 'The Johari Window: a graphic model of awareness in interpersonal relations', University of California Western Training Lab

Publisher: Oxford, University Press, Print Publication Date:2016

Print ISBN-13:

Smith, M. (2007) The Fundamentals of Management. Maidenhead: McGraw-Hill.