

Student name: Mohammed Rokonur Reza

Student ID: 2213640

Module name: Professional Career
Development

Module code: BMSW4012_SWAN

Component :1

Introduction

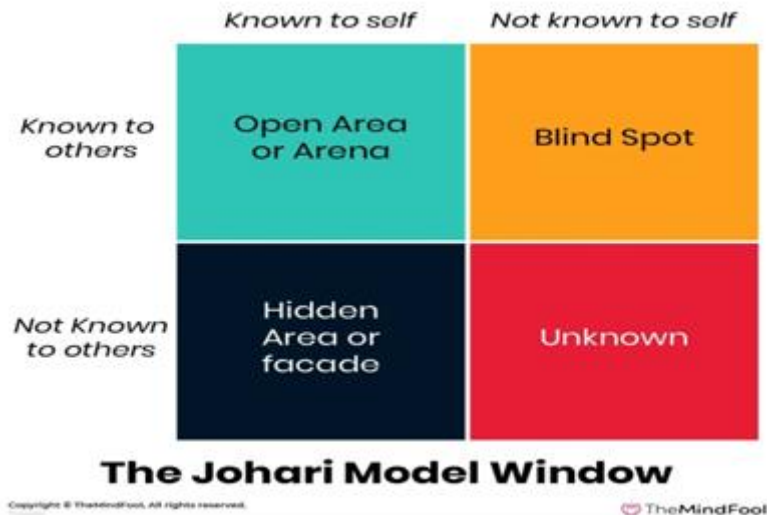
Anyone wishing to enhance their career must understand the principles of self-reflection, professional career development, and employability skills (Brown & Lent, 2018). In today's fast-paced, constantly evolving workplace, where people are

expected to improve their skills and adapt to new difficulties continuously, these subjects are especially pertinent. Self-reflection is crucial for those who want to comprehend their strengths, shortcomings, and personal and professional aspirations. It is essential to career growth since it enables people to pinpoint their areas of weakness and establish realistic goals (Duffy & Blustein, 2019). self-reflection aids in developing more vital interpersonal and communication skills and increased self-awareness. A promising career also includes professional career development (Whiston & Rahardja, 2018). It entails actively looking for chances to advance one's career, acquire new knowledge, and develop new abilities. This could entail taking training sessions, connecting with industry peers, and asking coworkers and mentors for input. Anyone trying to establish their career must have employability skills. These abilities include problem-solving, teamwork, communication, and time management. Developing and enhancing employability skills is crucial for those wishing to stand out in the crowded job market and advance in their professions (Arnett, 2019). Anyone wishing to excel in their job should read this paper on self-reflection, professional career development, and employability skills.

The Major Results

A) Theory of the Johari Window

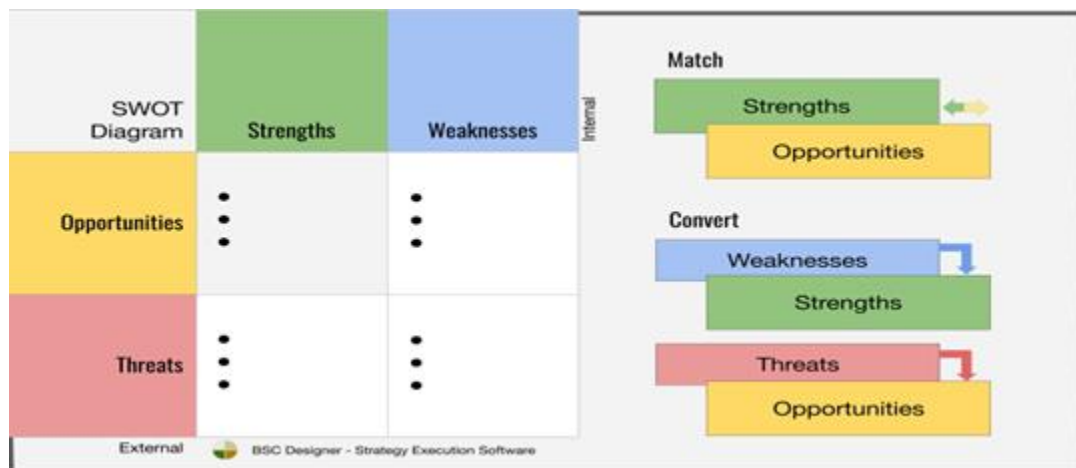
One can use the paradigm to understand one's behaviours and how others see them. Psychologists Joseph Luft and Harry Ingham created the model in 1955; it bears their first names, Joe and Harry (Lent & Brown, 2019). The open quadrant, the blind quadrant, the concealed quadrant, and the unknown quadrant make up the Johari Window. The empty quadrant represents things about us that we know, and that other people also know. The blind region shows the parts of ourselves that we lack knowledge about but that others can see (Savickas, 2019). The information about ourselves we know but no one else does in the "hidden" section. The knowledge in the unknown quadrant is about us that neither we nor anyone else knows.



I have used the Johari Window concept to understand better my professional career progress and how others view me in the workplace. I have determined my strengths and areas for improvement by reflecting on my performance and asking for input from colleagues (Ryan & Deci, 2018). I comprehend my technical abilities and how they support my function inside the organisation, as shown in the open quadrant. I am also conscious of my interpersonal skills and how they affect my capacity to collaborate well with others. I have heard from coworkers in the blind sector about my propensity to break up conversations during meetings. This comment caught me off guard at first, but after realising this weakness, I have been able to focus on honing my active listening techniques and cutting down on interruptions (Hirschi, 2018). I am aware of my propensity to take on too much work and to assign duties in the hidden quadrant ineffectively. Even though I am skilled in many areas, I cannot handle everything independently. As a result, I have been focusing on assigning chores to people and asking for help when needed (Johnston & Carrico, 2019). I want to learn about new growth and development opportunities in the uncharted quadrant. I constantly know and develop because I actively pursue professional development opportunities and solicit peer feedback.

B) Methods for Analysing and Overcoming Obstacles

The SWOT analysis assesses an organisation's internal and external elements. It stands for Strengths, Weaknesses, Opportunities, and Threats (DeLongis, Coyne, Dakof, Folkman, & Lazarus, 2018). It is a strategic planning tool that helps pinpoint areas for improvement and offers insight into how an organisation is doing. The four categories of the SWOT analysis are strengths, weaknesses, opportunities, and threats. I used the SWOT analysis to evaluate where I am currently in my professional career development and to create a plan for growth and improvement.



I put under "strengths" that I can communicate well, work well with others, and know a lot of different professional skills. These strengths have helped me do well in my present job and contribute to my team's success. My weaknesses are that I do too much work and need help managing my time (Miller & Stiegelis, 2019). I have recognised several technical skill gaps I need to fill and concepts I need to understand better. I have highlighted areas for improvement and progress in my current role under the opportunities category. For instance, I can mentor younger team members and assume greater leadership responsibilities. I also get to attend workshops for professional development and broaden my skill set (Noe, Hollenbeck, Gerhart, & Wright, 2019). In the category of threats, I have recognised outside forces that might affect how my career develops. These include shifts in the business environment, recessions, and competition for employment opportunities.

I have created conversion techniques to deal with my flaws and seize opportunities. Among these are seeking mentorship and advice from more seasoned coworkers, participating in workshops and training sessions to advance my abilities, and practising time management techniques to prioritise duties better (Schultheiss & Stead, 2018). The SWOT analysis and conversion methods have been valuable tools in developing my professional career. I have created a strategy for success and keep growing professionally by identifying my strengths and potential for improvement.

C) SMART Goals

A SMART goal is precise, measurable, attainable, pertinent and time-bound. It is a technique for creating successful, practical plans that are crystal clear and concise. The SMART model is frequently used in professional career development to assist people in setting and achieving goals consistent with their professional aspirations (Super, Savickas, & Super, 2019). I used the SMART approach to create a plan for the future year as part of my professional career growth. Before attending and giving at least three presentations at industry events before the end of the year, my SMART goal is to enhance my public speaking abilities.



My objective is explicit since it makes it apparent what I want to improve. Specifically my public speaking (Brown & Lent, 2018). It is also quantifiable because I have decided how many presentations I want to give at the end of the year. My objective is reachable since I have determined the professional conferences where I can provide these papers and established a reasonable time frame (Duffy & Blustein, 2019). To assist me in developing my abilities, I have also found resources like mentorship opportunities and public speaking classes. My objective is pertinent to my professional purposes because public speaking is a valuable talent in my field. Developing these skills would enable me to succeed in my career (Whiston & Rahardja, 2018). My goal is time-bound because I have given myself till the end of the year to complete it. I will be more driven and on track if I have a sense of urgency and accountability from this.

I have made an action plan to accomplish my SMART goal. Finding professional conferences where I can present, taking public speaking classes, practising giving speeches, and getting input from peers and mentors are all part of this (Arnett, 2019). The SMART model has been a valuable tool for advancing my professional career. I have been able to construct a strategy for success and consistently grow my professional abilities by coming up with clear, doable goals that align with my career aspirations.

D) A Strategy for Personal Growth (PDP)

A personal development plan (PDP) is a tool that assists people in determining their advantages, disadvantages, and potential improvement areas, as well as in setting objectives for both their personal and professional growth. It is a methodical and disciplined strategy for self-improvement that enables people to concentrate on their personal and professional development.

The PDP model is divided into four phases:

Self-evaluation: During this phase, people evaluate their current abilities, talents, flaws, and potential growth areas.

The setting of goals In this phase, people define SMART goals for their professional and personal development—specific, measurable, achievable, relevant, and time-bound.

Planning and taking action: During this phase, people create an action plan to accomplish their aims.

Reviewing progress: At this stage, people assess how they attain their objectives and make the necessary changes to their plans.

E) Analyses of Different Methods of Learning

Learning style questionnaires help people understand how they learn best by highlighting their preferences and areas of strength in various learning contexts. Myers-Briggs Type Indicator (MBTI), VARK, and Honey and Mumford Learning Styles are three popular surveys that I shall examine in this analysis (DeLongis, Coyne, Dakof, Folkman, & Lazarus, 2018). The results of my two surveys will then be shown, and I will talk about what I learned from the process.



An evaluation of a person's personality type is done using the Myers-Briggs Type Indicator (MBTI), a psychological questionnaire. Even though it is not a learning style test per se, it might reveal how someone interprets information and interacts with others (Johnston & Carrico, 2019). Based on four dichotomies, the MBTI determines 16 personality types: Sensing-Intuition, Thinking-Feeling, Judging-Perceiving, and Introversion-Extraversion. A learning preference instrument called the VARK questionnaire divides students into four categories according to whether they favour visual, aural, read-and-write, or kinesthetic learning styles (Miller & Stiegelis, 2019). In addition to providing suggestions for maximising learning in each medium, this quiz assists people in identifying their main learning styles. The Honey and Mumford Learning Styles questionnaire identifies four distinct learning styles based on Kolb's experiential learning theory: Activist, Reflector, Theorist, and Pragmatist. Each

session exemplifies a different manner of teaching, from practical instruction to more contemplative and analytical techniques.

My preference for Read/Write learning became clear after completing the VARK questionnaire (Noe, Hollenbeck, Gerhart, & Wright, 2019). This shows that reading, writing, and other written activities like taking notes, reading textbooks, and interacting with written materials are how I learn the most effectively. I knew I had a moderate preference for visual learning, which suggests that I can acquire new knowledge more effectively using charts, diagrams, and other visual aids (Schultheiss & Stead, 2018). After answering the Honey and Mumford questionnaire, I discovered that my primary intellectual orientation is Theorist. I, therefore, favour a systematic, logical approach to learning that emphasises the comprehension of ideas, theories, and principles. As someone who enjoys analysing and considering several viewpoints before making decisions, I also exhibit some Reflector qualities (Super, Savickas, & Super, 2019). My learning preferences and skills were revealed to me through these questionnaires, which were insightful (Super, Savickas, & Super, 2019). My best performance occurs in structured theoretical situations that allow me to interact with textual materials and visual assistance. Before making decisions, I think about and analyse new facts (Brown & Lent, 2018). My ability to modify my study methods and improve future learning opportunities will be made possible by this knowledge.

Conclusion

The person's involvement in and attendance at the lectures on professional career development have given them invaluable knowledge and insights into various theoretical models, improving their comprehension of personal and professional development. The Johari Window, SWOT and conversion strategies, SMART goals, PDP, and learning style questionnaires are examples of these models. The individual has improved their communication and interpersonal connections by becoming more aware of their strengths, shortcomings, and blind spots due to exploring the Johari Window. Thanks to the SWOT analysis and conversion techniques, they have found areas for professional progress and dealt with potential obstacles. Using SMART goals, they have discovered how to design precise, measurable, achievable, pertinent, and time-bound goals to guide their professional and personal development. To ensure continual improvement, the PDP (Personal Development Plan) has given individuals a structured method for determining and monitoring their progress towards their goals. Finally, by identifying their preferred learning styles through the Learning Style Questionnaires, they have maximised their learning opportunities and adapted to varied educational situations.

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Student name: Mohammed Rokonur Reza

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Component: 2

Wales, UK

Cf449SW, Hirwaun

raj1973@hotmail.co.uk

+44 7806 xxxxxx

23rd June 2023

Mr. Smith

Chief Recruiter,

Heinz

Dear Sir,

I am writing to apply for the position of Food Production Manager at Heinz. With a strong background in food production and a passion for ensuring high-quality and efficient operations, I am excited about the opportunity to contribute to your team and drive excellence in food production.

I bring 15 years of experience in food production management, where I have successfully overseen operations and led teams in diverse culinary environments. Through my previous roles, I have demonstrated an exceptional ability to manage and optimize all aspects of food production, from ingredient sourcing and production planning to quality control and team coordination.

One of my key strengths lies in my deep understanding of food safety and hygiene standards. I have a proven track record of implementing and enforcing strict sanitation protocols, ensuring compliance with industry regulations, and achieving consistently high levels of cleanliness and food safety. I am well-versed in HACCP principles and have successfully guided teams through rigorous inspections and audits.

In addition to my technical expertise, I am known for my exceptional leadership and team-building skills. I have a proven ability to motivate and inspire teams, fostering a positive and collaborative work environment. By providing clear guidance, continuous training, and open communication, I have successfully developed high-performing teams that consistently deliver exceptional results.

The chance to work for Heinz, a company renowned for its dedication to quality and innovation in the food industry, excites me. My knowledge, expertise, and commitment to excellence, in my opinion, are in line with the goals and ideals of your company.

I appreciate your taking a look at my application. I would appreciate the chance to go into more detail about how my credentials and accomplishments can help your food production operations succeed. Please review my CV, which is attached. If you would like to speak with me further about my qualifications for the position, I am available for an interview whenever it would be convenient for you.

I appreciate your consideration and time.

Sincerely,

Mohammed Rokonor Reza

Mohammed Rokonur Reza

Food Production Manager

CONTACT

Address:

Swansea, Wales, UK

Phone:

+44 7806 xxxxxx

Email:

raj1973@hotmail.co.uk

EDUCATION

EMPLOYABILITY SKILLS

SEP 2022 - JULY 2023

The University of Wales Trinity
Saint David,

Swansea SA1 8PH, United
Kingdom

HIGHER SECONDARY SCHOOL CERTIFICATE

MAR 1990 - APR 1992

Ishwardi Govt College,

Pabna, Rajshahi, Bangladesh

SECONDARY SCHOOL CERTIFICATE

JAN 1988 - FEB 1990

Ishwardi Govt School,

Pabna, Rajshahi, Bangladesh

SKILLS

- Spreadsheet Management
- Process Optimization
- Office Administration
- Customer and Client Relations
- Program Files Maintenance
- Interpersonal Skills

PROFILE

Results-driven Food Production Manager with more than 15 years of experience overseeing operations and leading teams in food manufacturing facilities. Proven track record of optimizing production processes, ensuring quality control, and meeting production targets while adhering to strict safety and regulatory standards. Expertise in lean manufacturing principles, process improvement, and team management. Strong communication and problem-solving skills, with a passion for delivering high-quality food products.

PROFESSIONAL SKILLS

FOOD SAFETY AND QUALITY ASSURANCE

- Implemented rigorous quality assurance practices to ensure the highest product quality.
- Developed and maintained HACCP systems to minimize the risk of contamination and ensure customer satisfaction.

PRODUCTION PLANNING AND SCHEDULING

- Created comprehensive production plans and schedules by analyzing demand forecasts.
- Planned to reduce waste, meet customer expectations, and achieve cost optimization.

SUPPLY CHAIN MANAGEMENT

- Skilled in negotiating pricing terms, monitoring vendor performance, and establishing strong supply chain partnerships.
- Ensured timely delivery of raw materials, minimize production disruptions, and maintain a seamless production flow with effective collaboration with suppliers.

INTERESTS

- Data Analysis
- Project Management
- CE and Training
- Writing
- Reading
- Community Outreach

SOFT SKILLS

MS WORD
MS POWERPOINT
MS EXCEL
ADOBE PHOTOSHOP

SOCIAL

[Facebook](#)

[LinkedIn](#)

LANGUAGES

Bangla (Native)
English

WORK EXPERIENCE

- **FOOD PRODUCTION
MANAGER**

ALISHAN LTD
1998 - 2005

- **FOUNDER AND CEO**

Lalon Shah
2005 – Present

REFERENCES

MR. LOPUS
Company Director
Contact: +44 7735 61XXXX

MR. HENRY
Company Manager
Contact: +44 7735 61XXXX

Top 5 interview questions that I would expect to be asked at the interview:

Question 1: Can you describe your experience in overseeing food production operations and managing a team?

Answer: Throughout my 15 years of experience, I have gained extensive expertise in overseeing food production operations and effectively managing teams. In my previous role as a Food Production Manager at Lalon Shah, I successfully supervised all aspects of the production process, from ingredient sourcing and procurement to production planning and scheduling. I implemented efficient workflows and streamlined processes, ensuring optimal resource utilization and maximizing productivity. Additionally, I led a team of 10 employees, providing clear direction, conducting performance evaluations, and fostering a positive work environment. Through effective communication and collaboration, I achieved consistent quality standards, met production targets, and exceeded customer expectations.

Question 2: How do you ensure compliance with food safety and hygiene standards in a food production facility?

Answer: In a facility that produces food, strict adherence to food safety and hygiene standards is essential. I am well-versed in industry best practices, such as HACCP principles, and regulatory requirements. I create and carry out thorough sanitation protocols, which cover things like regular cleaning schedules, personal hygiene recommendations, and correct handling and storage techniques. To find potential risks and quickly address any non-compliance issues, I regularly conduct inspections and audits. To keep a culture of vigilance alive and to educate staff members about food safety procedures, I also invest in ongoing training programs. I establish an environment that is secure and hygienic for production activities by highlighting the significance of food safety and putting in place effective monitoring systems.

Question 3: How do you optimize production processes to enhance efficiency and reduce costs?

Answer: Optimizing production processes is essential for enhancing efficiency and reducing costs. I start by looking for bottlenecks and potential areas for improvement in the workflows as they are now. I eliminate waste and inefficiencies through the application of lean manufacturing principles, streamlining processes, and raising output. I work closely with cross-functional teams to reduce downtime and optimize resource allocation. Where appropriate, I use automation and technology to speed up work and increase accuracy. I can implement continuous improvement initiatives and make data-driven decisions thanks to regular performance monitoring and data analysis. I promote process optimization and cost savings while upholding high product quality by fostering an environment of innovation and presenting opportunities for employee input.

Question 4: How do you handle challenges or changes in the food production industry, such as evolving customer preferences or market trends?

Answer: Adapting to challenges and changes in the food production industry is crucial for sustained success. I keep up with new trends and market dynamics by talking to customers and conducting ongoing market research. Consumer feedback is actively sought out by me in order to gain knowledge of changing

preferences and needs. I work closely with teams that create products to introduce new ones or change existing ones to reflect market trends. I encourage my team members to think creatively and innovatively and to suggest ideas that are in line with shifting customer preferences. To stay current on industry advancements and use that knowledge to guide strategic decision-making, I also take part actively in industry conferences and professional development programs.

Question 5: How do you motivate and lead a team to achieve exceptional results in a fast-paced food production environment?

Answer: Motivating and leading a team in a fast-paced food production environment requires a combination of effective leadership skills and positive work culture. I believe in setting clear goals and expectations, and ensuring that team members understand their roles and responsibilities. I establish open lines of communication, actively listening to their input and feedback. By providing regular feedback and recognition for achievements, I create a supportive work environment that fosters motivation and engagement. I encourage professional growth and development through training programs and opportunities for advancement. Leading by example, I demonstrate a strong work ethic, enthusiasm, and a positive attitude, which inspires my team to overcome challenges and strive for excellence. By promoting teamwork and collaboration, I create a cohesive and high-performing team that consistently achieves exceptional results.