

PROFESSIONAL CAREER DEVELOPMENT

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INTRODUCTION

Self-reflection describes the student overall performance and experience what they learned at the time of learning stage. The experience of students provides the various opportunity of developing new skills and abilities (Grit, 2019). If I am looking forward work in multinational company so, I have those abilities able to solve the problems and difficulties. thus thing will enhance my career from overall perspective and give the advantage to my personal life as well as professional life. the task of role play needed the student to form a pair of two in which a play a role of interviewee and interview both. Each interview lasted 10 minutes and hence the both the roles were played in 20 minutes by a student. This report revolves around the learning and development as well as understanding of the personal self that I have accomplish and gained while performing the task of role play. There are various types of skills and abilities so that I am able to developed in the procedure which are briefly discussed in the below report. Personal development plan is very essential to find and analyse myself full the aims and objectives of my life.

Reflection role play

Students have to play role of interviewer or interviewee. In this activity Students were given the liberty to select a job application and the required designation at which they will be applying for while playing the role and conducting the interview subsequently. Me and my colleague who is a student to decide to perform the role play for the designation of chef line position. The role of interview has played through an imaginary senior manager of the organization. at the time of preparing for this role that was to be played one of the most essential feature was that each student had to play both of the roles.

By this particular act I came face to face with the understanding of perspective and the role it plays in personal and professional life. for preparing the interview I have focused on myself, how to present myself in front of interviewer and also presenting best candidate among the people who will applying for the interview. This included providing answers to questions and also being prepared for the technical and theoretical and as well as practical questions that have been asked by the interviewer. In order to present myself better, and also looking forward to enhance my skills and abilities and began to find my strength and weakness. So that I am able to use them or improve them accordingly in context to perform better task. This thing given me lot of introspection that told me lot a lot about myself. In second part of role it required me to play the interviewer my preparation and thought process changed completely as now I was on the other end of the interview and asking questions and looking for qualities now. I believe just like me most of the student prepare to give the interview and try give the answer in best possible way. I developed better understanding of the process of the interview. Now a time I am looking forward to best qualities answers and judge the person on its skills and confidence and also came to realise the best possible answer and the other qualities that are appreciated by the interviewer. This has helped me a lot in developing better understanding of the interview process while providing me a vision and understanding myself and the qualities that an interviewer looks for in a candidate and allows to compare the two in order to acquire the best outcome possible in personal as well as professional life.

In the form of reflection there is a procedure in sequence way that assist an individual analyse and evaluate the activities one has been through. While I was preparing for the task that

is preparing a reflective report and I was quote to ensure of the process and methods of elaborating the learning that have made skills and that I have accomplished in the process. When I came across one of the most appreciated model of self-reflection by gibbs. This model includes the procedure in sequence manner of the analysis of learning and its implementation. There are five steps in cycle which is given below:

Descriptive: It is focused on describe all the activities which is performed by the learner or student upon which the whole reflection has to be prepared. It involves precise and typical understanding that followed by description if the activities and task performed. In my case this part involve both the role played in task one of the assignments (Molale, 2019).

Feeling: it gives the better understanding and learning to the student and also understand the exact feeling that the student has been through while performing the task. Someone perform a task there are so many things that could relate to develop practical learning and realization of the appropriate procedure. This information included in this step of cycle.

Evaluation: After completing a task and understand the feel attaches to it the next step that critically analysed and evaluate worth of the understanding of the key factor and necessity of the skill that needed in the process.

Conclusion: it included the importance of the learning and task performed through a learner it is the step of conclusion the learning and its importance in the real world. There are many instances that are to be understood and also relatable with personal and professional life and hence the conclusion is depend with understanding of personal self with all the learning that has been mad at the time of performing the task.

Action: It is the final stage of this cycle the learner to prepare and plan for upcoming action that are to be taken in the upcoming based on the learning of the skills and development of the personal knowledge, that is very essential to implement on daily life basis.

Reflection on personal development plan

	Short term framework
My goal	Looking forward for line chef position at reputed company.
Skills knowledge to be learned	Developed effective communication, leadership skills, employee understanding skills and management style.
Next step	Work as a manager
resources	My university degree and working experience that I have learned from.
Time scheduled	Will be joining the corporate and working on personal self for developing and better professional skills.
When I will start	Starting immediately
When do I expect to finish	I believe learning and self-development process has no finishing point there is always something more to learn.
Completion, when I have completed each step	03\05\ 2021

Mid-term frame work	Long term frame work
What do I want to acquire in the next six month to one year?	Apply for line chef

To gain experience and learn all the crucial procedures of the job designation.	Strategic decision making skills that can be effectively that can be used at the designation of human resources business partner.
To manage the employee skills, issue resolving, policy understanding and develop decision making skills.	Apply for line chef position
Gain professional knowledge as a line chef position	The role of line chef position to gain knowledge about food industry
The work experience as a manger that will keep on developing my management and professional skills.	Will be managing the time according to the designation I will be working at the time.
On a one year will be developing more professional and interpersonal skills along with the strategic management courses.	

As per the above discussion, I planned and developed a better understanding of the needs and requirement along with the challenges that I need go through in context to acquire my aims and objectives. I also developed my short and long term framework. The actions that I need to take in order to see and effective result in the process. Although it is the clear from the finding of personal development plan that will be scheduling my time and assume that the journey of learning and self-development has no end because there is still more to learn (Tran and et. al., 2021). My managerial and technical skills can be more developed as a result of my career experience as a manager.

By the SWOT analysis that is conducted in role play and preparation have come to understanding that need to develop following skills in order to accomplish my personality and continue with the progress.

Performance management: It requires the high level of management of the performance for each and every employee and it is very essential to develop the skill of the employee that is facing in order to solve it from the root and hence improve the productivity of the whole team.

Team work: Hr manager plays very crucial role in the company. I realise it is responsible for the resolve the issue and come up with the solution.

Communication skills is very important, I must be able to articulate myself effectively in both oral and written correspondence. To understand the things is very important rather than follow to others.

Coaching: I have understood that when it comes to one to one or groups meetings to share awareness or teach others, coaching skills come in handy. It occurs not only during preparation and development and also during staffing, reintegration, dispute meditation and helping affected by the commercial enterprise with people problems.

CONCLUSION

It is inferred from the above report about findings such as, personal development plan helps to build the career and also help me in understanding of the concept of behaviour that has made me clear vision about my short and long term goals and it will help to develop in order to acquire success in my career.

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Appendices

Appendix 1

Interview questions

1. “What’s your management style ?”
2. “What skills do you consider crucial for success in this position ?”
3. “What does an operations manager do ?”
4. “What do you know about managing budgets ?”
5. “List some skills needed to handle a difficult employee ?”

Appendix 2

Private & Confidential

Application for Employment

To ensure that you are able to complete the application form in full, please refer to the short-listing criteria on the job description.

Position Applied For	Chef line position
How did you learn about this vacancy?	From my sub ordinates

1. Personal Details

Title	Ms		
Surname	Sultan		
Previous Name			
Forenames	Anca- Elena		
Address			
Post Code	CM2 7ED		
Telephone number	+447426705150		
E-mail address	Ancasirbu2000elena@yahoo.com		
National Insurance Number	1234abc		

1a. Additional Information

Do you hold a full, clean driving license valid in the UK?	yes	yes	No	
Do you have the right to work in the UK without restriction? (Proof of right to work in the UK ID will be required)	Yes	yes	No	

2. Employment History

The last 5 years employment should be detailed, including any gaps in employment.
Please continue on a separate sheet if required.

Current or Most Recent Employment

Employers Name	Pavlin Nikolla			
Address	3, 1 Sheepcotes, Springfield, Chelmsford			
Postcode	CM2 5AE			
Job Title				
Dates of Employment	From	30.12.2018	To	Date Present
Reason for leaving	The job is very hard.		Salary	£12,36/H
Brief outline of main responsibilities and key duties	Assigning the shift to the employees and managing their schedule.			

2. Employment History

The last 5 years employment should be detailed, including any gaps in employment.

Please continue on a separate sheet if required.

Current or Most Recent Employment

Employers Name	Pavln nikola			
Address	XYZ			
Postcode	1acf			
Job Title				
Dates of Employment	From	03\05\2021	To	04\05\2023
Reason for leaving	Limited growth		Salary	\$11,21
Brief outline of main responsibilities and key achievements				

Previous Employment

Employers Name				
Job Title				
Dates of Employment	From		To	
Reason for leaving			Salary	
Brief outline of main responsibilities and key achievements				

Previous Employment				
Employers Name				
Job Title				
Dates of Employment	From		To	
Reason for leaving			Salary	
Brief outline of main responsibilities and key achievements				

Please continue on a separate sheet if required.

Secondary Education Qualifications				
Name of Qualification	Date Gained	Level	Grade	Awarding Body
A level	08\06\2018	A level	A	

Further/Higher Education Qualifications				
Name of Qualification	Date Gained	Level	Grade	Awarding Body

Certificate of higher education in skills for the work place"	I'm studying at the moment.	4		
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Professional Qualifications

Name of Qualification	Date Gained	Level	Grade	Awarding Body
Masters in management	08\09\2020	A	A	

CPD / Training and Development

Brief description / course title	Date Taken
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4. Interests and hobbies

Please provide details of your hobbies / leisure activities / voluntary work

- cooking
- reading
- visiting museums
- watching films

5. Referencing

Referencing required for 2 full years (with a minimum of 2 references). At least 1 reference should be your current or most recent employer. Please confirm any existing personal / family relationship with existing PRC employees

References (Current or most recent employer)			
Name of Referee	Starbucks		
Job Title	manager		
Employers Name	David warner		
Address	Baker street London		
Postcode	ECR23		
Telephone Number	1754963	Ext. Number	1234
E-Mail Address	Warnerdavid555@gmail.com		
Are you willing for this referee to be approached prior to interview?	Yes No		

References	
Name of Referee	
Job Title	
Employers Name	
Address	
Postcode	

Telephone Number		Ext. Number	
E-Mail Address			
Are you willing for this referee to be approached prior to interview?	Yes No		

6. Reason for applying

Please detail below reasons for applying for the position including your skills, experience and attributes.

I have completed my masters in human resources specialization that wanted to work as an HR manger to find myself most suitable for the job.

Please specify how you meet the criteria for this role.

7. Declaration

Please complete the following declaration and sign it in the appropriate place below.

I certify that:

- All the information given to me on this form is correct to the best of my knowledge
- All questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold

Signed:

Date:

Print Name: Anca-Elena Sultan

