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1. Introduction

I am going to talk about my life line events, more briefly, how I get to where I am today. I finished Business Level 1, after this course I wished to study Business and Management, but first I needed to finish Certificate of Higher Education in Skills for the Workplace, after a few months I started this course, I found a position as an associate at TK MAXX. Studying and working in the same time, made me work hard for my dreams, and one day I will open my own business. Before, I used to have negative thoughts that I will never get to be where I was dreaming, but after I saw that if I work hard and think positively, my plans come true.

2. Reflection on my role play

My experience of having a role play for the first time, was not that bad. I was preparing myself how to answer at the questions and how to behave as if it were a professional and real interview. My partner was very involved too, and one day per week we Facetime each other on Teams to get ready for our role play. Over time we have encountered some problems with the internet connection, but we did not give up.

I was feeling a bit nervous, because I thought it was not going to be as good as I expected. Also, I knew that we may have again problems with the internet connection and it could drop us points, and I may fail the assignment. Also, I was very excited, because we had one lesson where our lecturer explained to us how to develop our answers as an interviewee, and some examples of questions you can ask as an interviewer. During the role play exercise, I had great emotions and I answered very simply for some of the questions, I forgot all my words and I could not develop my answers. My lecturer gave me some advices for the interviews I will have, to relax myself and to do not be very stressed, to make eye-contact, to be sure of myself, and to think positive. My weaknesses are, that I am very emotional and sometimes I can not control myself to be relax. I have lack of experience, because I had just one more interview in my life at Tk Maxx, but it was a written interview, so it was more easily for me, and I had no emotions. Also, I am a bit shy to speak in public, because I knew my colleagues were listening to me and I was thinking they may laugh if I am going to say something wrong. My strengths are, that I am very dedicated when I have to do something or in this case when I had to practice for the role play exercise. I am also very creative, and I always came up with ideas and I shared them with my role-play partner, even if they were not the best one, I think is important to show that I am interested and I am thinking about our exercise. It is also very important to be flexible, because when we needed to meet on teams and to repeat our role-play, I was always available. If the partner or me was not flexible, we could not have repeated and on the day of the exam it would have been a big failure.

In conclusion, I learned that staying calm and having fewer emotions can help you a lot. In the future I will apply everything I learned, and for my next interviews I will detail each answer to the questions asked. It was a wonderful experience, even if I made some mistakes, they will help me in the future. I will always remember the feedback my tutor gave me, and I will improve on the things I was not good at.

3. Self-evaluation review

What is self-motivation?

- Self-motivation is the ability to drive oneself to take initiative and action to pursue goals and complete tasks. It is what pushes you to keep going on tasks, mostly those you are doing them because you want to, and not because someone told you.

Examples of myself-motivation at work and university:

- I always make sure I am doing my projects on time, and I don't run late.
- I make sure I am staying focused on doing my job, and I don't get distracted from my colleagues, or other things.
- I learn new skills and sometimes I make time to take training courses.
- After university I would like to open my own business.
- Sometimes I am studying with my friends.
- Usually, I take some breaks between studying.
- I am getting interested in what I have to study.
- I don't always go to have fun, and I prefer to learn new skills.
- At work I always challenge myself to learn new things.

Learning style

- A learning style is the method a person uses to learn. There are different types of learning: Visual learning style is used by students who like to learn by pictures, maps, graphics... Auditory Learning style is used by students who learn more easily by listening, debate the subjects, take notes, and they repeat words out loud to memorize. Kinesthetic learning style is used by students who use their whole body to learn. They learn by getting their hands on objects, taking them apart, and putting them together. They have a lot of hands gestures when they talk, and use body language to communicate.

My learning style is auditory learning style. I learn very easily when I am listening to someone. For example, when I was little and I had to learn a poetry, my parents used to read it for me, and I was repeating after them. Now, when I have to learn something, I am taking notes, and after I repeat aloud to memorize. I also learn by discussing the topic with my learning groups.

4. Personal development planning

- SWOT Analysis

Strengths	Weaknesses	Opportunities	Threats
• Dedicated • Creative • Flexible • Great attention to details • Planning • Patience	• Very emotional • Lack of experience • Shy to speak in front of people • Time management	• To show off my skills • Capacity to deal with obstacles	• Higher level of stress • Not very good at public speaker

- Personal development plan – A Personal Development Plan is a form of self-evaluation and self-reflection that is commonly used in higher education and the workplace.

Skills	Strategies	Time duration
Time Management	• I will create a daily planner, and I will write there what I have to do. • I will try to focus just for one task at a time, to make sure I am doing it right. • I will set deadlines for everything I have to do, interviews, appointments, exams..	Between 2-3 months

Dedicated	• For my next interviews I will try to be more dedicated than I am now. • I will prepare myself by looking for information about the job for which I will have the interview.	Between 1-2 months
Great attention to details	• I am planning to pay more attention for every and little detail. I know this is one of my strengths for now, but I still feel that I need to work for a bit on it. • I have to improve my concentration and sometimes to take a little break to analyze things. • I also have to be more organized.	Between 1-2 months

5. World of Employment

From my perspective, the world of work is not the amazing one, but like everything else, there are advantages and disadvantages. Our advantages as employees are, that in different jobs you can get a company car, discount, sick pay, education funding, making new friends, and getting to know different cultures. The disadvantages are, that sometimes they ask us to work overtime, I pay a lot of taxes, there is lack of privacy, I may have a problem and I need one day off, the manager or my boss is not going to understand me.

- What employers want?
 “Employers expect their employees to possess many “hard” or content specific business-related skills (Abraham & Karns, 2009; Al Shayeb, 2013; Andrews & Higson, 2008; Ghannadian, 2013; GMAC, 2011). Hard skills include the specific content knowledge bases and business -related abilities necessary to be successful specifically in the business sector, such as accounting or finance skills, in addition to teachable abilities that are easy to quantify such as typing skills, research skills, or critical thinking skills (Andrews & Higson, 2008; GMAC, 2011).

Some examples of what employers want:

- To be always on time, and to don't run late
- To be flexible
- To have a passion for the role
- To be motivated
- To adapt easily to the workplace
- Problem-solving abilities
- To be ambitious
- To have different skills. For example, communication skills, IT skills, and others.

6. Career ambitions and aspirations

- What are my career aspirations?

After finishing my studies, I would like to open my own business. In the beginning, I will think about what business I could open, and what is most sought day to day. After all of this, I will search and find out everything I need to open it. Ever since I started my studies, I always thought that when I will finish my studies, I would be my own boss. My goals with this position are to pursue my skills, and everything I will learn over the years about business at university. In a few years, I hope I will be able to do what I set out to do, and to start a successful business.

Until then, I will continue to work on TK MAXX, and in a few months, I will have an interview, to become a team leader. For this position, I would like to gain more skills about problem-solving, team-leader skills, communication, organization, showing consistency to my team, to be confident and knowledgeable. This experience will definitely help me in the future, when I open my business.

7. Conclusion

In conclusion, I spoke about role-play experience, what skills I need to improve, and what I learned from this experience. I also spoke about, myself-motivation, and how do I motivate myself to study and at work. I explained about my learning style, and how I am used to learn from when I was little. Further, I made a swot analysis, and I gave some examples of my strengths, weaknesses, opportunities, and threats. I made a personal development plan too, and I spoke about three skills that I need to improve more, and how I am going to improve them. I also gave my personal opinion about the world of employment, and I gave some examples of what employers want from us. In the end, I was talking about my career ambitions and aspirations, and about my employment goals. I learned a lot from this module, and definitely is going to help me in the future.

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Pictures:

1. <https://www.uwtsdlondon.ac.uk/> Accessed on 4/22/2022

Appendix

1. Could you tell me more about yourself?
2. What are your strengths?
3. Why do you want to work for us?
4. How do you resolve a conflict in the workplace?
5. How much are you looking for?

Job application

Application for Employment *Private & Confidential*

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	Associate
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1. Personal Details

Title	Miss
Surname	Bengus
Forenames	Cosmina - Talida

1a. Additional Information

Do you hold a full, clean driving license valid in the UK?	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	☒	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	Sarlim Kola			
Job Title	Tk Maxx			
Dates of Employment	01/01/2021		01/06/2021	
Reason for leaving	Family Problems			
Brief outline of main responsibilities and key duties	Customer Service, Maintain the shop, Cashier, Handover the click & collect			

3. Formal Qualifications and Training & Development

Continue on a separate piece of paper if required. You will be required to provide original qualification certificates if successful.

Name of Qualification	Date Gained	Level	Grade	Awarding Body
CERTHE SKILLS FOR THE WORKPLACE	OCT 2021	4		

Professional Qualifications

Name of Qualification	Date Gained	Level	Grade	Awarding Body
Business	July 2020	2		
Ict	July 2020	2		
Maths	July 2020	2		
Maths	July 2019	1		
Esol	July 2019	1		
Ict	July 2019	1		

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

- Writing
- Watching movies
- Travel
- Spend time with my family
- Volunteering

5. Reason for applying

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

I would like to work for you for three reasons. Number one, because I am looking for long term employment and this is somewhere I feel I can stay. Number two, you got many good reviews online from customers. Number three, your company history is very interesting. I think that I am good for this position as I have 6 month of experience and I also have good communication skills, I can work under pressure and I am very patient in difficult situations.

Please specify how you meet the criteria for this role.

I am flexible, honest, patient, I have great communication skills, and I am passionate about clothes.