

Professional Career Development

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Introduction

My name is Cristina, I was born in a small town in the north of Argentina, I was educated during my primary and secondary school years in a private Nun's school. We studied sixteen subjects per year, it was compulsory we studied English and Ukrainian as our foreign language. The school was of the Ukrainian Basilian order that is why I had to learn Ukraine.

My grandparents emigrated from Ukraine in 1907 to Argentina due to the bad economic and social situation that Europe was experiencing at moment in time. It was part of my culture that I had to learn and study about Ukraine. When I was studying English at high school, I liked the language but did not put much effort into the lessons. I was saying to myself that one day I would put more effort and do it well. When in Spain I started studying to be a deputy assistant Manager in hotel work, where English and German are compulsory for tourism careers in Spain. Since I was in high school, I liked to study the tourism industry. First, I started studying administration at the Economic University, which lasted two and a half years. I intended to do a short course then work and pay myself to do a tourism degree, which was the main objective why I wanted to do a short course in the first instance and the reason I wanted find a job and pay myself in why chosen career.

I have six brothers who were also studying, and it would have been a little selfish from me to have my tourism degree paid for by my farther. My younger brothers needed to attend primary school and did not have enough money to be able to meet all the expenses.

My first job was in a cloths store, my shifts were part-time working mornings and afternoons. In my mid-day break I went to a small office to learn a little more about administration where the boss gave me my lunch. With these shifts it was impossible to study as the university was 80 km away from where I lived and the classes for my degree was in person not online. I had the money, but I had not the time to do this all the time I was looking for different jobs. I have never stopped and all the time I was thinking to get a better job to make my dreams come true.

While I was looking for a better job my mother died of cancer and this was a very sad time for me and for all of my family. Then I got a very good job offer that I took, it has changed my life a lot and it today is still one of the best jobs that I had in Argentina. Today it is a large company where they work in many sectors, I had to work in the commerce sector with a good salary, good working conditions and particularly good possibilities for promotion. I was happy there for a while, the job was good, but I was missing something, I felt that I was not growing professionally because I could not go to study tourism degree. The shifts where 40 hours per week and as I said before the university was a long distance from my hometown, so I decided to leave the company and emigrate to Spain to look for a new job and find a new professional career.

In Spain I worked for my cousin's company, they exported wood, furniture and coal from Brazil, Paraguay and Argentina, the office was in the Canary Islands. When I was first in Spain my professional life was a little difficult, I had to learn a lot of new things, for example in accounting, (it was different from Argentina) also in other aspects everything was different. I could not watch TV as I could not get used the Spanish and Canarias accent, in the end I grew to like the city very much. I worked with my cousins' company for a while but then I decided to look for a job related to tourism. I started working in various coffee shops where I learned to make a good coffee with one of the most popular coffees being called a "barraquito", which is only found in the Canary Islands. In the Canaries I did a lot of different types of jobs and professional learning, I worked in different sectors such as commerce, hospitality, promotions, and telesales etc. I still was not studying what I wanted too until a good opportunity came along when the economic crisis in Spain gave me a chance to change my life. I was fired from my last job which was in a cafeteria where I had been working for three years and I said to myself now it is time to study what I always wanted to do. I started to study a course that allowed me to work in hotels, the course lasted two and half years but found it was difficult to find a job due to my professional skills and the good competitors on similar courses with better qualifications, also the continuing Spanish economic crisis made it difficult to find work. I decided to continue studying something related to tourism and I decided to focus on studying English in the official language School. I still found I could not get my preferred job and in addition to my lack of work experience in Spain. Many of the job offers you needed to have 3 years' experience, speak 5 languages and I believe you had to be of a younger age, in the end I had to change my mind and decided to continue studying to be a teacher in the hospitality service to unemployed people. After six years without job in Spain I decided to do a big chance in my life and move again to another country, so I decided to emigrate to England.

From the first moment I arrived in the UK my life was extremely hard, one of the problems was my level of English. My first jobs where in warehouses and hospitality. One day I thought I needed to improve my communication skills, find a better job, and get the opportunity to earn a good salary so I decide to study here in London. I am now in my third term and in the last stage of the course, I want to develop a plan and to discover what I can do better and maybe discover why I could never find the job that I would like. I would like to see where I could be in two years' time.

Having a career plan is the key to planning my next steps with active career planning allowing me to take control and prepare my next step. In addition, a career plan will help me see what movements I must make to obtain the job of my dreams.

To effectively manage my career, it is essential that I identify what my goals are and the steps I must take to achieve them.

a) What do I want/need? I would like to get a good salary, have job security, the possibility of promotion and enjoy my job.

b) What transferable skills have I acquired? I consider my strengths, abilities, and experiences to be having worked in 3 different countries, speak 2 other languages and am currently doing a university course.

c) How could I improve my current situation? I feel that I need to develop my strengths in English and learn to drive. Request promotion in my current job and learn what is required to take a supervisor's position.

When we are looking for a new job, the experience is no longer as important as in the past; skills, training, qualifications are more valued.

They are also seeking persons with what they feel is a certain type of required personality and attitude they feel will fit their company.

Most employers are interested not only in technical knowledge or "hard skills, but" they are also interested in what is known as "soft skills," that is, the ability to solve problems and have a creative attitude.

Having a knowledge of a series of skills such as dedication to work, the desire to learn or enthusiasm is one of the most important qualities that recruiters require.

These soft skills are personal skills that have to do with your personality, experience, and attitude.

Below I will present the soft skills and competencies most valued by employers.

Flexibility / adaptability

Be able to adapt to changes quickly, be able to multitask and know how to work in a team.

Communicative skills

Capable of listening, understanding, observing, and relating to other ideas and effectively to be able to implement strategies for effective teamworking.

Ability to solve problems

To have leadership capacity it is necessary that we know how to evaluate, resolve situations, and decide which is the most appropriate steps to take to resolve any issues or problems.

Creativity

Be Innovative and imaginative as employers want to recruit people with fresh and new ideas to help expand the businesses.

Interpersonal relationships

Our goal is to show the employer that we are reliable, dedicated, and hardworking all within a group of colleagues

Positive attitude

It is a highly valued skill and in today's market, people are required to be enthusiastic, flexible, positive, reliable and team players.

Trust

This is one of the main attributes many companies seek and is a good foundation for any employee

Honesty and integrity

Always do the right thing even when others do not, recruiters look for candidates who are honest as these persons will become loyal employees.

Results, figures, and acknowledgements

Companies want to know what you have accomplished in the past and your track record.

If you do not have experience or qualifications in your chosen area you can include your achievements in the academic world and in your personal life.

Experience on the web

If you have experience managing social networks this can be extremely useful when looking for work.

Companies value employees who know how to navigate new technologies and are up to date on current digital trends.

Growth Potential

We must demonstrate the desire to go beyond what they are looking for and try to exceed their expectations beyond what you wrote on your resume. It would be good to demonstrate a sense of belonging to the company and your desire to grow within it.

Hobbies

Today employers are interested in knowing what you do in your spare time, you can highlight that your hobbies show you have a positive aspect of your personality. This will show them our dedication, passion, and commitment to what we do.

There are more than 50,000 professional skills in the world, therefore the demands of companies can be wide and varied.

Beyond the soft skills, I mentioned earlier companies are also looking for technical skills or "hard skills." The most demand at this present time is the technical competences, the companies that seek to position themselves with technological advantages. According to LinkedIn in 2019 the 25 technical skills that recruiters sought were:

Cloud and computing, Statistical analysis and data collection, Web architecture and development, User interface design, Network and information security, SEO-SEM marketing, and Business intelligence. Being the ideal candidate can be a combination of factors with many companies looking at hiring employees with no previous work experience but with the personality profile, they seek. They will be looking at training them while they work to the company's required standards. Although hard skills or technical knowledge are important in many job roles, CVs cannot be lacking in personal data as more employers look to human relationships, attitude, and teamwork in the workplace.

Self-motivation is considered the ability to do what needs to be done without being affected by circumstances and others.

Self-motivation is urging you to keep moving towards a goal even when you feel tested. The main shared factor of each effective individual is their desire to overcome their fear noting I use the power of music to motivate myself. I take advantage of most types of music as this increases my mood and my energy levels, this also helps me out of depression and helps me focus more on my tasks. I always try to cultivate a positive mindset along with developing my ability to look on the bright side.

I am a visual person where learn best when I read or see the information represented in some way such as texts, books, on the board or in the notes. The **Vak** system describes how the human mind works and how it is structured, it talks about how the information reaches the person who receives it from outside sources, it has three categories being visual, auditory and kinesthetics

Employability is the set of personal characteristics that make our job placement more effective. Some authors say that employability is the personal ability to adapt to the demands of the labour market. We can find three important factors being an attitude, ability, and structural factors.

Positive attitudes and value of employment are basic to being employees.

Having and showing an interest in the job.

Having availability (geographic location, ability to be flexible, being available at short notice, availability to get to work.).

Companies are constantly evolving and must adapt to changes in the current market, to do this they ask for flexible working and who can always adapt to their specific needs.

Interest in learning and continuing training regarding their job roles and the company's needs.

They also influence certainly, factors such as knowledge of the demands of the current labour market, the job search techniques used, professional experience and educational level,

Professional vocation, people who choose their profession according to their vocation are more employable than people who choose one or another activity for other reasons (economic benefits, having a stable or comfortable job, not trying too hard in training or preparation, etc.)

People who are more motivated, are more effective and have higher levels of performance, it is understood that they are working in the job they like and enjoy.

I must show concern and curiosity about everything related to my professional activity.

The skills or abilities that a person has and that makes it more effective when looking for a job can be classified into two types: personal skills and professional skills.

Cross-cutting skills that are not causally related to a specific job and that are "always helpful" are Personal Competencies

For example, responsibility, organization, initiative, flexibility, adaptability, social skills, communication skills, conflict resolution, etc.

Those that are related to the training and experience of people are the technical-professional competences, are those competencies and qualifications necessary to correctly perform a certain position

Structural factors are related to general economic, political, or social conditions,

They are those conditions that affect the entire society in the same way.

I must focus on the profession that I like as It is the best way to have a positive attitude towards work.

I must apply my training, either self-taught or attending training courses for the job role.

I must find information on current trends in the labour market and adapt to them

I must obtain advice on which companies are seeking to fill the positions related to my profession.

I should browse the job offers that gives many clues about what knowledge and skills are most valued.

Now that I know what the market demands, I must try to adapt to the current market's needs.

If I discover that speaking English, having a certain professional card, accreditations, using different computer software, understanding a specific technology, all are essential in my profession and if I have already established these, I can move onto our next objective.

I must continue to develop my personal skills by trying to exercise my communication, teamwork, and organization skills.

Employers must seek to train their workers in readiness for internal professional promotion. They can offer the possibility of promotion or increased responsibilities (with a salary increase) as this contributes to the employee feeling that they are developing professionally within the company. Many small businesses do not have a career plan and they do not consider one until the business begins to grow.

If I'm not satisfied with my work and believe that I need a change the first thing I should do is think or write about what kind of change I want, it is good that I think about the change I want to make in my life and how work fits into this

I need to learn something new because if I do not have the knowledge or because I want to specialize in a specific task, I need to find a course and sign up noting there are many free courses on YouTube and given by the government.

I will write down where I want to be in one, two- and three-years' time. I must visualize where I want to be and what I want to obtain.

We understand by STRENGTHS (internal factors of a person or organization) the existence of a capacity to do, advantages gained or resources in the conditions that need to be applied.

We can consider three aspects, from the labour perspective:

- ✓ 1 Interpersonal skills and emotional intelligence.
- ✓ 2 Intellectual skills
- ✓ 3 Educational studies and qualifications gained.

We understand WEAKNESSES (internal factors of the person or organization) to the lack of a certain capacity or condition that can separate us or hinder our achievement.

The list of personal weaknesses must include those characteristics that can affect management knowledge, have bad work habits, lack of education and experience, overcoming shyness that takes away options for professional development, overcoming a bad temper and being able to finish what we started.

A professional development plan is to guide and monitor the development of skills within the workforce. A personal development plan is a method of evaluating a person's professional life, knowing where I am and where I would like to go, giving importance and priority to the things that are important to develop of my career.

In the plan, I have objectives, the dates in which I must have been fulfilled and the different tasks or activities to established.

Always fulfilling the objectives, checking, and evaluating the progress being made. It is key to be able to grow professionally and develop a working career, always developing, and improving.

A professional development plan establishes the means and procedures by which the objective is to achieve growth within my job.

Company's Human Resources department are to help employees set goals and achieve them via training and helping develop my careers and generate a motivational feeling that encourages the improvement and development of personal performance in my job.

To prepare a professional development plan it is necessary to consider firstly the type of career that is intended for and the profession.

It is necessary to understand and evaluate the goals that are intended to be achieved and to reach a high level I must try as much as possible to achieve my and the company's goals.

The different aspects that must be established and developed to prepare the plan are:

1-Understand yourself: A self-criticism must be carried out to find out in which situation we find our self professionally, our performance is currently being carried out in the job our currently do.

2-Analyse the strengths and weaknesses: we must carry out self-criticism and analysis of our weaknesses and strengths.

3-Analyse the current situation: It is necessary to analyse the labour situation and the current market trends.

4-Establish objectives This objective should be the realization of an entire working career and be carried out with a forecast, for example, 5 years ahead.

At the same time, it is necessary to establish objectives in the short (maximum of 1 year) and medium-term (maximum of 2 years) that must be met to progress,

Objectives must be well defined and prioritize those that are most important for career development.

5-Establish specific activities to achieve objectives and develop personal skills: To achieve the main and final objective in addition to those established in the short and medium-term, it is necessary to establish a series of specific goals that will be achieved through the different activities that are specified and which will be of great importance to developing as many professional skills and faculties as possible. These specific activities should be carried out in the short term, they must be able to be achieved in a period of between one to three months so that learning and the achievement of objectives are constant and to continue carrying out activities until the final objective is achieved. These activities could be face-to-face or online courses, readings, working with a mentor, acquiring more responsibility at work, or performing tasks that are outside the usual tasks and normal comfort zone.

6-Constantly evaluate progress and performance: We must monitor and evaluate all the time all progress no matter how small. The evaluation must be periodic, weekly, monthly, quarterly, or annually, depending on the periodicity of the tasks and activities that are carried out and, on the objectives, set.

A critical evaluation must also be made, for example, an employee wants to be promoted to team leader within six months to achieve this several objectives have been established in a shorter period. Example - the employee that makes the most sales each month, always provides reports on time also writing them in as much detail as possible and propose improvements in the sales process to the manager say every quarterly.

Conclusion

The professional development plan manages to increase the ambition, commitment, and productivity of the worker.

Specific objectives are established which need to be met in the short and long term and are achievable.

The workers will need to increase their motivation and self-esteem to meet the set targets

Recognition by others for work done in the company is also encouraged.

The employee undertakes a journey of learning new skills which constant effort is required along with a good attitude.

Job performance is monitored, and professional development is maintained throughout the process.

Preparation to achieve their goals is important and needs proper planning and monitoring. This will increase an employee's performance and efficiency helping business productivity.

The professional development plan is an effective and useful tool to highlight certain objectives and guide the employee through the process.

Self-assessment:

Currently, I have good interpersonal skills but am a little shy. I am an interactive person, but I need to improve my leadership and time management skills. I must also improve my communication skills regarding the English language.

Goal:

I want to increase my salary by 25%. I would like to find a better career such as in Tourism. Obtain a good job promotion (to be a supervisor) and advance in my current job.

Strategies:

Accept greater responsibilities in my current job and complete a leadership course In specific training technique about team leader. Finish my university in levels 5 and level 6.

Recourses:

Company videos and e-learning regarding different methods of team supervision. University courses. Online studying.

Timeline:

All this I would like to achieve in the short term being two years.

1996, Carlos Llano Cifuentes, Professional Career Development

2017, October Jen Sincere, you are a Badass

(website), jobs.ac.uk, How to Create a Professional Development Plan