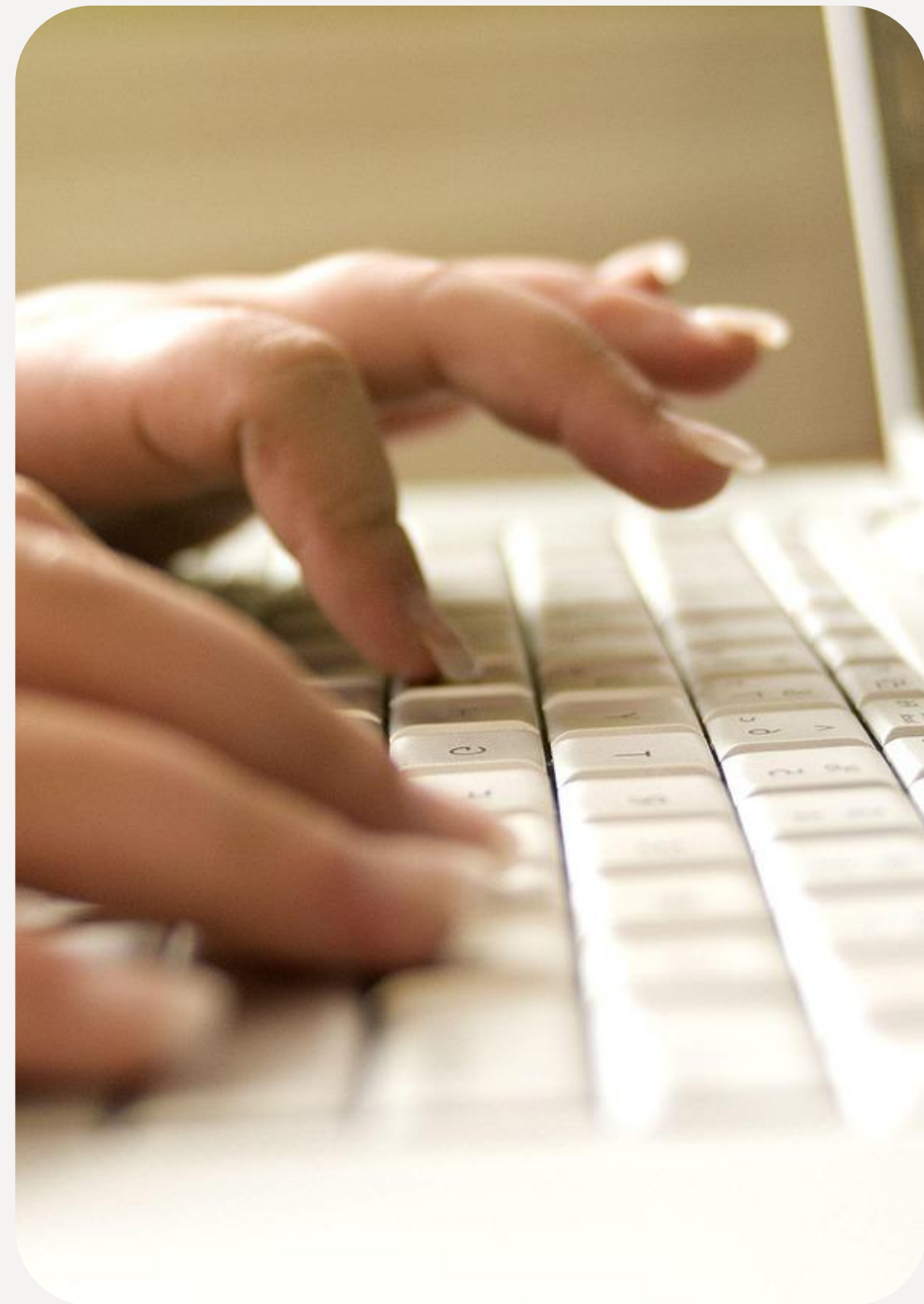


Professional Career Development Week 1

Building Essential Skills, Navigating the Changing Workplace, and Reflective Practices for Future Success





Introductions and Overview

Introductions and overview of the module aims



Assessments and Deadlines

What assessments and deadlines to expect



Attendance and Career Connection

How attendance, participation, and independent study connect to your future career



Welcome to Professional Career Development

What to Expect



Practical, interactive sessions with hands-on activities to support your learning.



Regular discussions and questions to encourage critical thinking and share your ideas.



Take part in teamwork and group activities throughout the module.



Bring a pen and paper to every class – this is essential!



Check Moodle weekly for lesson materials and resources, whether you attend the session or not.



Be prepared to participate – your engagement is an important part of your learning.

Icebreaker: Who Am I Professionally?



Discuss Your Future Job Interest and Skills

Discuss your future job interest and the skills you already have



Share Employment Concerns

Share what worries you about employment



Introduce Your Partner

Introduce your partner to the class using your discussion points



Define what success means personally

Define what success means personally



Identify what you hope to gain from this module

Identify what you hope to gain from this module



Connect your expectations to employability and career development

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What Is a Successful Career to You?



Employability in Today's Labour Market

Employability is more than simply getting a job



It is about developing the skills, knowledge and behaviours that employers value.

- Being employable means you can find work, perform well in your role, and continue to grow throughout your career.
- Employers are looking for people who are adaptable, reliable, willing to learn, and able to work effectively with others.
- Strong employability skills can help if you want to start your own business or become self-employed.



Employability in Today's Labour Market

Key Components of Employability



- **Transferable skills** – communication, teamwork, problem-solving, digital skills, and time management that can be used in many roles.
- **Personal attributes** – Reliability, adaptability, professionalism, resilience, and a positive attitude.
- **Lifelong learning** – Continuously developing your knowledge and skills to remain competitive in the workplace.
- Employers value a combination of skills, knowledge, experience and attitude.



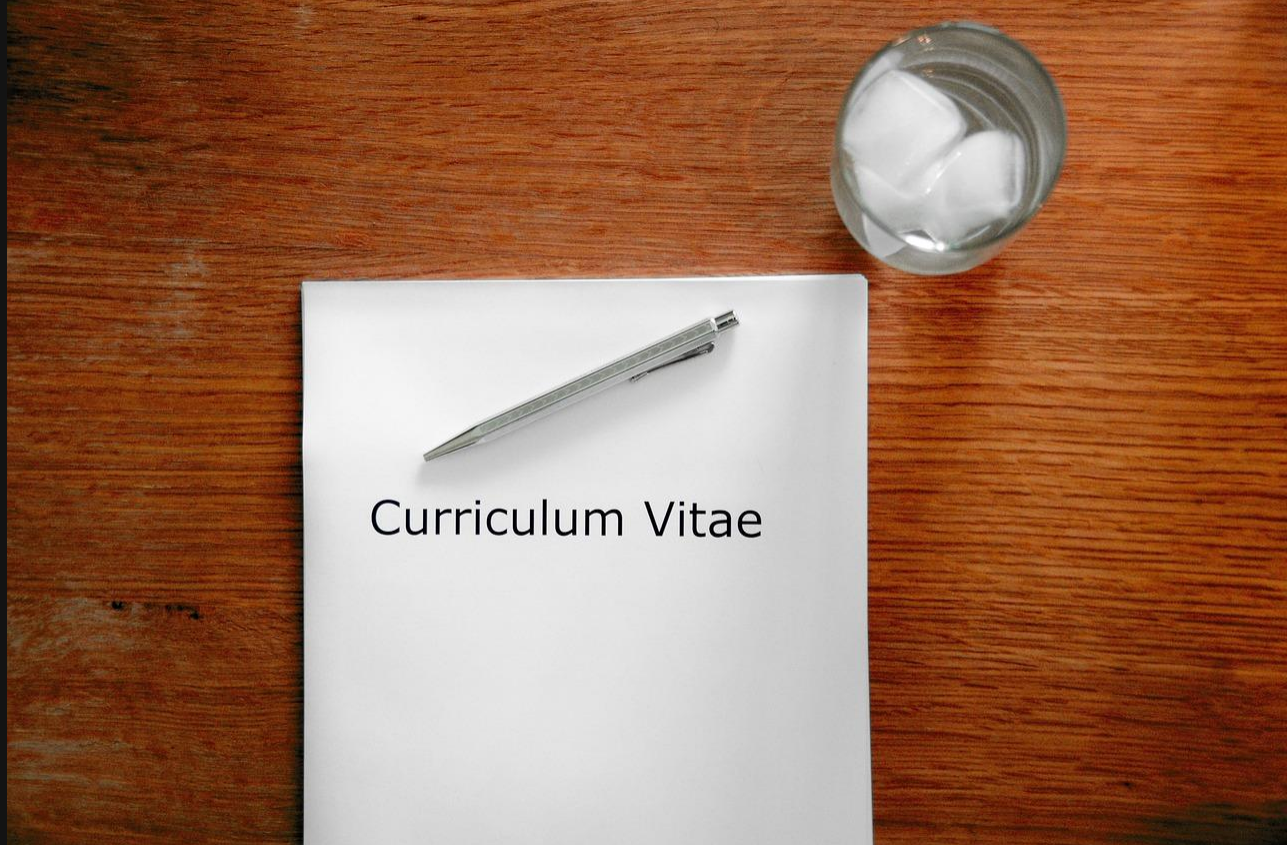
Employability in Today's Labour Market

Role of Career Adaptability

- Career adaptability is the ability to adjust to changes in the workplace and job market.
- It helps you respond to new opportunities, challenges, and employer expectations
- Being adaptable means you are open to learning new skills and embracing change.
- Adaptability is an essential skills in today's fast-changing world of work.



Employer Expectations: What Employers Look For



Curriculum Vitae



Shaping Factors of Employer Expectations

Expectations are shaped by increased competition and digital transformation



Impact of Skills Shortages

Skills shortages influence hiring and development priorities



Beyond Qualifications

Qualifications alone are not enough to demonstrate employability

Mini Activity: Employer Wishlist



Step 1: List Employer-Valued Qualities

In small groups, list ten qualities you think employers value most



Step 2: Compare with Employer Reports

Compare your list with the 3 employer reports



Step 3: Discuss the Importance of Employability

Why does employability matter beyond qualifications?



Communication and teamwork

Communication and teamwork



Problem-solving and leadership

Problem-solving, leadership, adaptability, and time management



Digital and emotional skills

Digital literacy, emotional intelligence, and professional behaviour



Professional Skills: The Core Set

Skills in Different Organisation Types

Large Organisations

- Structured roles, specialist functions, and formal processes
- Clear career progression and defined responsibilities
- Greater opportunities for training and professional development
- Teamwork and following organisational procedures are essential

Small Businesses and Entrepreneurial Settings

- Broader responsibilities and fast learning
- Employees often wear multiple hats and take on varied tasks
- Greater flexibility, innovation, and decision-making opportunities
- Adaptability, initiative, and problem-solving are highly valued

Activity: Skills Ranking Exercise



Rank the Skill Cards

Rank the provided skill cards from most important to least important



Justify Your Choices

Justify your top 3 choices with brief reasoning



Group Comparison and Reflection

Compare rankings in groups and reflect on differences



Identify Your Strengths

Identify which professional skills are your strengths



Recognise Development Needs

Identify which skills you need to develop to improve employability



Plan for Future Use

Plan how you will use this insight in the next parts of the module

Reflection: Your Strengths and Development Needs



Why Businesses Exist



Businesses exist to meet customer needs and create value

- Businesses provide products or services that solve problems or meet customer needs.
- Creating value helps attract customers and build long-term success.



Profit links to value creation through meeting market demand

- Profit is earned by providing products or services that customers want.
- Businesses use profit to invest, grow, and improve their products or services.



Innovation supports growth and competitive advantage

- Innovation means developing new ideas, products, or ways of working.
- It helps businesses stay competitive and respond to changing customer needs.



Entrepreneurship and Value Creation



Entrepreneurship focuses on turning opportunity into action

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Entrepreneurs create value by identifying needs and designing solutions

Entrepreneurs create value by identifying needs and designing solutions



Innovation and problem-solving are central to entrepreneurial thinking

Innovation and problem-solving are central to entrepreneurial thinking

Business Types: Who You Might Work For



Sole traders and start-ups

- Usually have small teams and flexible working environments.
- Employees often take on a variety of tasks and responsibilities.
- Opportunities to learn quickly and make a direct impact.



SMEs and large corporations

- SMEs (Small and Medium-sized Enterprises) often offer varied roles and close working relationships.
- Large organisations usually have specialised roles, structured training, and clear career pathways.
- Both provide valuable opportunities for career development.

Business Types: Who You Might Work For

Professional Career Development – Week 1



Impact on Employee Roles and Growth#

- Each type shapes employee roles, expectations, and growth opportunities
- Your role and responsibilities will depend on the size and type of organisation.
- Smaller businesses often offer broader experiences, while larger organisations provide greater specialisation.
- Understanding different business types can help you choose a career that suits your skills and goals.

Entrepreneurial Focus Case Study Task



Step 1: Review Examples of Businesses

Review two examples: a local independent business and a multinational company



Step 2: Compare Employer Qualities

Discuss how they differ and what qualities each employer may seek



Step 3: Analyse Employee Opportunities and Challenges

Consider opportunities and challenges employees might face in each context

Critical Thinking: Small vs Large Organisations



Why might someone choose a small business over a large organisation?

Why might someone choose a small business over a large organisation?



Skills valuable in entrepreneurial environments

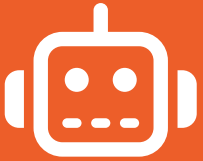
What skills become especially valuable in entrepreneurial environments?



Impact on employability strategy

How can these differences affect your employability strategy?

The Changing World of Work (Overview)



Impact of Artificial Intelligence on Work

Artificial Intelligence (AI) is changing how tasks and hiring work



Globalisation's Effect on Workplaces

Globalisation is increasing diverse workplaces and global competition



Emergence of Hybrid Working and the Gig Economy

Hybrid working and the gig economy reshape flexibility and employment patterns

Trend 1: Artificial Intelligence (AI)



Automation and Task Changes

- AI automates routine tasks, allowing employees to focus on more complex work.
- Many job roles are changing as AI becomes more common in the workplace.



AI in Recruitment

- Employers use AI to screen CVs, schedule interviews, and identify suitable candidates.
- Understanding how AI is used can help applicants prepare stronger job applications.



Skills and Preparation

- AI creates new opportunities but also changes the skills employers need.
- Digital skills, adaptability, critical thinking, and ethical use of AI are becoming more important.

Trend 2: Globalisation



Global Business Dynamics

- Businesses operate across countries, creating both new opportunities and increased competition.
- Employees may work with international customers, suppliers, or colleagues.



Diversity in Workplaces

- Globalisation has created more diverse workplaces with people from different backgrounds and cultures.
- Respecting different perspectives helps build effective teams.



Cross-Cultural Employability

- Employers value people who can communicate and work effectively with individuals from different cultures.
- Cultural awareness, adaptability, and communication skills are increasingly important in today's global workplace.

Trend 3: Hybrid Working



Hybrid working offers flexible arrangements

- Hybrid working combines working from home with working in the workplace.
- Many organisations now offer flexible working patterns to support employees.



Advantages of hybrid working

- Greater flexibility and improved work-life balance.
- Access to a wider range of job opportunities, regardless of location.



Disadvantages of hybrid working

- Requires good self-management, communication, and time management skills.
- Employees may experience fewer opportunities for face-to-face collaboration and networking.

Trend 4: Gig Economy



Definition of Gig Work

- Gig work includes freelancing, short-term contracts, and self-employment.
- People often work for multiple clients rather than a single employer.



Advantages of Flexibility

- Offers greater flexibility over when, where, and how you work.
- Provides opportunities to gain varied experience and develop different skills.



Challenges of Gig Economy

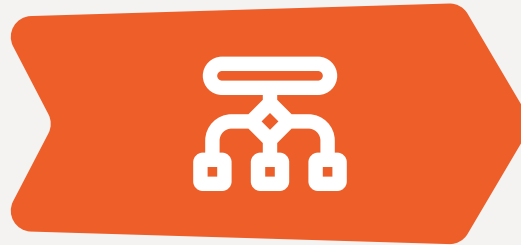
- Income can be unpredictable and work may not always be available.
- Success requires self-motivation, organisation, and continuously developing your skills.

Group Activity: Future Jobs Debate



Step 1: Topic Assignment

Each group is assigned a topic: AI, hybrid working, globalisation, or the gig economy



Step 2: Analyse Employment Changes and Opportunities

How does this trend change employment and what opportunities does it create?



Step 3: Identify Challenges and Needed Skills

What challenges does it create and what skills do future workers need?

Plenary: Share Your Debate Findings



Groups present how the workplace is changing for their assigned topic

Groups present how the workplace is changing for their assigned topic



Discuss skills implications for employability and career adaptability

Discuss skills implications for employability and career adaptability



Capture key takeaways for future career development planning

Capture key takeaways for future career development planning

Reflective Practice: Why It Matters



Reflection is an Essential Employability Skill

Reflection is an essential employability skill



Use Reflection for Personal and Career Growth

Use reflection for personal development, career planning, and continuous improvement



Reflective Practice Enhances Professional Practice

Reflective practice supports better professional practice over time

Gibbs' Reflective Cycle (Steps 1–2)



Description: What happened?

Describe the situation or experience by explaining what happened.

Focus on the key facts without giving any opinions or judgement.



Feelings: What were you thinking and feeling?

Reflect on your thoughts and emotions before, during, and after the experience.

Consider how your feeling may have influenced your actions.

Gibbs' Reflective Cycle (Steps 2–4)



Evaluation: What was good and bad about the experience?

Identify what went well and what could have been improved.

Think about both the positive and negative aspects of the experience.



Analysis

Explore the reasons behind the outcomes by considering what influenced the situation.

Link your experience to relevant knowledge, theories, or evidence where appropriate.

Gibbs' Reflective Cycle (Steps 5–6)



Conclusion

Summarise what you have learned from the experience.

Consider what you could have done differently and the key lessons you will take forward.



Action plan

Identify the steps you will take to improve in the future.

Explain how you will apply what you have learned in a similar situation.

Individual Reflection Activity



Think About a Previous Experience

Reflect on a moment where you learned something important in your life.



Choose Your Context

Select an experience from school, work, volunteering, sport, or family responsibility.



Complete the Gibbs Template

Use the Gibbs reflection template to analyse that experience.

Reflection Questions



Self-Discovery Through Reflection

What did you learn about yourself through the reflection?



Enhancing Employability

How can reflection improve your employability?

Module Handbook



**Swansea Business School
Institute of Management & Health**

**Certificate of Higher Education in
Business Skills
LEVEL 4**

Module Name: Professional Career Development
(BMBS4005)

Module Lead: Scott James
Email: scott.james@uwtsd.ac.uk

**Term 1
2026- 2027**

Formative Assessment: Reflective Paragraph



Reflective Paragraph Task

Write a short reflective paragraph (around 250 words) on your current skills and development needs



Reflective Structure Guidance

Use Gibbs' Reflective Cycle to structure your response



Reflective Prompt

Which professional skills do you currently possess, and which skills do you need to develop to improve employability?

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Self-Awareness, Emotional Intelligence and Professional Behaviour



**If you have any questions, please do
not hesitate to get in touch.**

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