

PROFESSIONAL CAREER DEVELOPMENT BMSW4005

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Introduction

This report's focus is on the self-reflection and career development techniques we learnt during this module. By conducting a role play with a partner class, we also learned how to become competent and confident workers. I will discuss my personal experience and lessons learned in this paper. We gained knowledge about how to set both short- and long-term objectives. I created a quiz where I discovered that my learning style is kinesthetic since I prefer to process my thoughts independently. However, I am also a visual learner who prefers to observe and use what I see to further my understanding.

Recruitment

The act of actively seeking, locating, and employing applicants for a certain post or career is known as recruitment. The complete hiring process, from the beginning to the recruit's personal integration into the business, is included in the definition of recruitment.

Reflection on the Role-play game

The role-playing exercise that was a component of this lesson was very helpful to me since it taught me how to prepare for potential interview questions, how to ask good questions, and how to respond to them effectively. I learnt that if I prepare properly for the interview, I can be more likely to get the job. I could have asked questions in addition to those I had prepared beforehand. We saw several films in class that taught us what not to say in interviews and how to approach effective responses, and they also helped us prepare for the role-play questions and answers. My advantage was that I learnt that if I prepare properly for the interview, I can be more likely to get the job. I could have asked questions in addition to those I had prepared beforehand. We saw several films in class that taught us what not to say in interviews and how to approach effective responses, and they also helped us prepare for the role-play questions and answers. I used my role-playing as a recruiter to better understand the entire hiring process, but I still have a lot to learn, according to the feedback from the lecturer. I need to learn to control my emotions and speak clearly and authoritatively so that the recruiter can see that I am capable of doing so I am a confident candidate. I discovered after reading various magazines and watching some videos on recruitment processes that many organisations have a tendency to set up a certain structure to locate the ideal applicant for their firm. As a result, I picked up some advice from them on how to respond correctly without feeling rushed or emotional. The majority of businesses look for people with abilities including good communication, time management, ability to think critically about a situation at work, and problem-solving capabilities. It was difficult at first because my role partner, Eugenia Teixeira De Sa, came from a different industry than mine (Chief – A Sous), but I performed my homework to gain a better understanding through her job. During the lesson and role-play, I learnt how to present myself properly in an interview and how crucial it is to make eye contact with the hiring manager while speaking. I also learned the importance of using suitable body language and dressing professionally, both of which are requirements. As a result, I believe I am better prepared today for a real interview as I learnt how to be well-prepared through this practise interview. It's crucial to have a thorough understanding of both the business you wish to work for and the sector. You can enter the interview with greater positivity and confidence if you conduct your research beforehand.

Self-evaluation review - Self-motivation

In order to move forward, stay focused, feel more content, and enhance our general traits in life, self-motivation is what propels us forward. You can improve other areas of your life by improving your self-motivation.

Engaging in the process of self-analysis is one of the fundamental elements in self-development. To be able to identify areas for development and afterwards strive toward progress as a long-term effective professional, one must engage in the process of self-analysis objectively. In order to advance as a competent professional, it is thought that self-development is a crucial stage.

Learning Style

A particular type of learning is kinesthetic learning. Each of us has a favourite learning method that enables us to pay attention to the material and remember it. The three main types of learning are auditory, visual, and kinesthetic. This programme taught me that my preferred method of learning is kinesthetic. I recall material more readily when I practise or complete tasks on my own. I enjoy learning new things and experimenting with them. I learn more quickly when I practise alone.

Gibbs Learning Style

Personal development planning

Using a personal development plan enables people to take charge of their own education. You can learn a new skill and accelerate the achievement of a goal with PDP. It can assist you in enhancing your performance in your current position or in addressing impending adjustments in your career goals for a future position.

PERSONAL DEVELOPMENT PLAN

	<u>Short-term time frame</u> What do I want to accomplish in the next three to six months?	<u>Mid-term time frame</u> What do I want to accomplish in the next six months to two years?	<u>Long-term time frame</u> What do I want to accomplish in the next two to three years?
<u>My goals</u> What are my overall goals that I want to accomplish in this time period?	I wish to archive the level 4skills for the workplace diploma, I am currently studying	I want to open my family restaurant which I have been dreaming about for a long time.	I want to finish building my dream house in Romania.
<u>Section2-Skills and knowledge to be learned</u> What specifically do I need to learn and what project do I need to work on?	I must complete all assignments on time, complete and submit everything that needs to be submitted.	I need to improve my knowledge in the business holding industry, then find a good location for my restaurant. Applying for licenses and permits, and finding the right equipment.	I have to think wisely about the money I work for with my husband , and if it is necessary to take out a bank loan to realize our dream of "our house".
<u>Next steps</u> How am I going to acquire the skills and knowledge and how am I going to do this project?	I review each task to make sure it is completed properly and according to the structure of the task and that I understand all the criteria.	I'll find a lawyer to help me with the licensees, then I'll market the place to attract customers and test it to make sure everything works well.	We are in the process of designing our house, all the chain of documents needed to be completed to be in order with the state with all that is required from the government for a new house built safely.

SWOT Analysis

I'll base my SWOT analysis on the objectives I listed in my personal growth plan. I'll keep my eye on the prize.

Strength - as I have added more goals to my goal-archiving list. I've developed abilities that I'll require for support in achieving my objectives. I can manage my restaurant because I have the capacity to operate under pressure. My ability to communicate clearly will be helpful to clients.

Weaknesses –I need to work on some of my flaws. One of them is that I don't know much about the business sector, market shares, or local rivals; as a result, I need to study more and educate myself, as well as speak with professionals and coffee shop owners, in order to learn more. If I am well informed, it will help me run my business more precisely.

Opportunities –I will have additional possibilities and connections in the small company sector as a result of learning new skills. I also want to complete the degree I'm taking because it will open up additional job prospects for me.

Threats –Being a tiny firm, I am aware that I will have many rivals, which could be risky for me and difficult to attract clients. To that, I'll add superior products at competitive pricing. The pandemic crisis we are currently experiencing poses a threat to us as a young, small firm. Because I will need to adjust in accordance with the new laws and standards.

SMART goals

To establish archival goals and keep focus, SMART goals are crucial for businesses.

Specific –When I finish my studies, I want to open my own restaurant, café, and traditional food company.

Measurable – Because I aim to complete it as soon as feasible in the near future, my goal is measurable.

Fileable – I'll start setting aside funds to launch the firm and also apply for a bank loan to help me out financially if I need to purchase the required equipment. I also took classes that helped me get better at baking and cooking.

Relevant –I established goals specific to my startup company to help us advance and expand more quickly, such creating a website to draw in more clients and make people aware of our existence.

Time –By giving ourselves a deadline for completing our goals, we are forced to give priority to the tasks that are most vital in order to complete them.

Johari Window

What do employers want?

Most companies want honesty and integrity from their employees, but in order to be dependable, a person must also be able to listen to instructions from others and work well with others. It's critical to show that you can manage your time effectively. For instance, if they assign you a work at a specific time, you must ensure that you can do it. Multitasking is something that employers expect from their staff. My profession has given me the opportunity to become more outgoing and gregarious over the past few years, as well as more adaptable to any expectations or constraints placed on me at work. socialising with individuals of many philosophies and traditions. This inspired me to put in more effort as I learned new abilities that will be useful in my future profession.

Conclusion

To sum up, this module was incredibly helpful for me because I learnt how to build archiveable goals, which inspired me to make actual goals and create this report based on those goals. I can use the PDP I learnt how to make to archive my objectives. I also gained knowledge on how to conduct yourself during interviews and how to provide the best responses.

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Appendix

Role-Play task 1. Professional Career Development

Questions to my partner:

Hi Eugenia. Have a seat and thank you for coming to the interview today. I saw your CV, so I'll ask you a few questions.

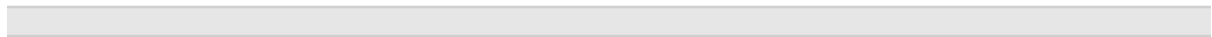
1. Tell me about yourself?
2. What do you know about our Restaurant?
3. Why do you want to work for us?
4. Please give me your definition of A Sous?
5. How long would you stay with us?

Thank you for being here and coming. You will be informed soon about the acceptance in this position.

Waiter



Name: Adriana Toma



Job Description

Job title: Waiter Restaurant

Reporting to:

Job Description

Job title: Waiter Restaurant

Reporting to:

We currently have an excellent opportunity for a temporary hospitality waiter to join our team. This is a great opportunity for a customer focused individual to join a world leading food and facilities management company, which can offer unrivalled opportunities for career progression.

Responsibility for:

- Serving food and beverages in a professional manner with high levels of customer service.
 - Setting and cleaning tables and service areas.
 - Dealing with customer complaints.
 - Checking with customers to ensure that they are enjoying their meal and take action to correct any problems.
 - Escorting customers of daily specials.
-

Responsibility for:

- Serving food and beverages in a professional manner with high levels of customer service.
- Setting and cleaning tables and service areas.
- Dealing with customer complaints.
- Checking with customers to ensure that they are enjoying their meal and take action to correct any problems.
- Escorting customers of daily specials.
- Explain how various menu items are prepared, describing ingredients and cooking methods.
- Informing customers of daily specials.
- Presenting menus to customers and answer questions about menu items, making recommendations upon request.
- Removing dishes and glasses from tables or counters and take them to kitchen for cleaning.
- Serving food and/or beverages to patrons; prepare and serve specialty dishes at tables as required.

-Stoking services areas with supplies such as coffee, food, tableware, and linens.

Location: Canary Wharf, London

Overall purpose of the job:

Greets customers and offers restaurant or cafe menus, answers questions about menu offerings, processes food and drink orders, carries food, and drinks from kitchen to tables, and prepares bills and process payments.

Key activities:

- 1.High energy level.
 - 2.Stress tolerance.
 - 3.Accuracy and attention to detail.
 - 4.Teamwork.
 - 5.Ability to multitask.
 6. To perform the job in accordance with the company's policies and procedures, especially the Equal Opportunities and Harassment Policy. Adaptability and appreciation of diversity.
 7. To perform any other duties as may be reasonably be require from time-to-time. Customer service.
-

Any special requirements:

There are no other requirements.

Person Specification

Company name: Woody Restaurant

Job Title: Waiter

Criteria	Essential	Desirable
Qualifications	-formal education -physical strength -familiarity with alcohol restrictions or laws -positive attitude	-ability to multitask -service skills -ability to work under pressure
Skills/Competencies	-interpersonal skills -food safety -resolve conflict -persistence -high energy	-basic Maths GCSE -stress tolerance -teamwork -adaptability -excellent customer service
Previous experience	-customer service skills -a desire to help people -active listening skills	-ability to work well with other -a good memory -the ability to accept criticism and work pressure
Experience required	-no formal education most waiter learn through sort term on the job training usually lasting a few weeks	-trainees typically work with on experienced waiter, who teachers them basic serving techniques
Personal qualities (for example, self-motivation)	-primary and high school -entry 1 Esol an Elementary A2 English -level 3 and Level 4 Business	-special courses Diploma for Waiter

Job Application Form

Application for [job title] – Waiter Restaurant

Your details

Name: Adriana Toma

Education and training

Please give details:

I finished primary and high school. After I started a course for 8 months at BTEC Level3 90- Credit Diploma (LD Training services LTD), and for a year I studied at the University Wills Trinity Saint David – Level4 CerTHE Skills for the Workplace London Campus.

Qualifications

Please give details:

Qualifications

Please give details:

-Entry 1 ESOL- English -Elementary A2- English -Level 3 BTEC 90-Credit Diploma -Level 4 CerTHE Skills for the Workplace.

Employment history

Your current or most recent employer

Name of employer: Domestic cleaning at other people

Job title: Cleaning – domestic hoses

Length of time with employer: 8 years and 4 months

Reason for leaving: With a baby boy (one year old and 3 months), pregnant with a baby girl is born soon

Duties:

I always had to clean as I was asked and, in the time, calculated by the owners I had. I was paid every day at the end of everyone's work. With some I had to supervise the children as well: nanny, and even cook food.

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

I worked at a cleaning agency for 2 years and was getting a lot of jobs where I learned to use GPS well to be able to travel to different areas of London. This helped me both to meet

Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

I worked at a cleaning agency for 2 years and was getting a lot of jobs where I learned to use GPS well to be able to travel to different areas of London. This helped me both to meet people of different nations and traditions, and to learn the strict traditions.

Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

I applied for this job because I believe that I have the right skills for the position that I acquired during my previous employment. Although I want to change something new in my life, I want to test new changes. I am a hard worked, eager to learn new skills and multitask. I can adapt very quickly to a new job.

Right to work in the UK

Do you need a work permit to work in the UK? Yes

References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

Reference available on request

Declaration

I confirm that to the best of my knowledge the information I

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name: Adriana Toma

Signature: Toma

Date: 12/11/2022

