



Programme: Certificate of Higher Education
Employability Skills

Module: Professional Career Development

Module code: BMSW4012

Part 1: Individual Reflection

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Total word count: 1500

It is easier to shape a vision for the future, set goals, stay motivated and adapt to changing circumstances if we build a solid base. That comes from gaining a deep understanding of us – not just superficial, obvious things that first come to mind but the profound insights (Cottrell 2021) Upon attending the lecture, I feel like I am improving myself drastically through learning and training to advance my career, my skills and personal knowledge that I can use and bring with me in day-to-day life or in a professional environment. The SWOT analysis that was done during the lecture has made me have a much clearer understanding of what my strengths, weaknesses, opportunities and threats actually are. I can now identify my weaknesses and threats which may have affected my ability to grow and enhance further knowledge. I have now set myself small goals to gain more confidence and skill, so I am able to eventually turn a weakness into a strength and turn threats into rewarding opportunities. This personal swot analysis was also able to help me acknowledge my strengths and understand that my willingness to learn and my great communication has a great impact on work, study and personal life. As communication amongst working in customer service is a great skill to have so customers are always feeling understood and listened to during their experience. However, the personal swot analysis also made me aware of my main weakness, which is classroom training, being out of studying for so long and then going back is something I am trying to adjust to and put my full concentration into so I can go into further training and study for my future career. Since studying at university of Wales I have a better understanding at opportunities. The mentors, books, researching safely on the internet and work placements amongst numerous other opportunities to help me gain more experience and more confidence in moving my threats and weaknesses to a strength and gaining the right knowledge to continue my life journey. One way of maintaining momentum is by sharpening your awareness of the benefits to you – and reminding yourself of these periodically (Cotrell 2021)

This course so far has been outstanding and full of information not only in regard to a work environment but common knowledge of areas I may have lacked in everyday life. During the course I have set me some goals and a main action plan to move forward and continue my journey of wanting to gain a degree. For one year I will study Employability skills and gain as much knowledge and skill as I can alongside doing research and gathering information on the career path, I would like to pursue. For this I will take the most necessary courses to gain the right qualifications, take our 3 hours an evening 4 days a week to study and do plenty of research on what I am studying and all relevant information that may be beneficial to me and also surround myself with great mentors that can direct me in the right way to gaining the correct skills and knowledge. Remaining focused will push me to my end goal which would be graduating and receiving a degree in law.

Human qualities such as intellectual skills, could be cultivated. And that's what they were doing, getting smarter. Not only weren't they discouraged by failure, they didn't even think they were failing. They thought they was learning (Dweck 2007) Having more of an understanding of my learning styles that I have recently figured out about

myself is that I am a reflector and a pragmatist. In regard to being a reflector I am a very open minded individual, I will gather information from all parties before making my finalised decision, I have a great skill of reading other people's character, upon doing some research on genetic matrix it states a reflector will watch themselves interact with other people to see what negative and positive aspects those people will bring to a relationship. This is something I do on a day-to-day basis to ensure I am surrounding myself with the correct people and making sure I also am aware of my own positive and negative traits that I bring to a relationship or a work environment.

"Johari is a very elegant and potent model, and as with other powerful ideas, simply helping people to understand is the most effective way to optimise the value to people. When people understand it in their terms, it empowers them to use the thinking in their own way, and to incorporate the underlying principles into their future thinking and behaviour." The Johari window has been a great visual framework I have used to understand more about my conscious and unconscious biases. This is a skill I have used to improve self-awareness and also help build a stronger relationship amongst the people I work or study with. During this part of the course this gave me a wider understanding of myself and what others may see or think about me. My open areas would be based around work and home life which would include confidence, great communication, independent and a great team player, in my work environment you must have great listening skills as dealing with customers on a day-to-day basis you need to cater to each one as an individual. My blind area from doing research amongst the lecture would be I am trustworthy, open minded and have strong leadership traits. I sometimes can naturally take charge of a situation and without realising it can boost the people I work amongst confidence, alongside mine. My hidden area is that I am a peacemaker, very accepting and extremely forgiving, as much as I can get my point across in a situation, I would always prefer to come to a conclusion that will keep the situation a peaceful environment. My unknown area would be having a degree in law, this is something that has never happened in my life and therefor is an unknown area for me.

As the name suggest, personal development planning involves formulating some kind of plan, strategy or general route towards achieving our aims. The nature of this is highly individual and will change over time. (Cottrell 2021) based on the knowledge and skills that I have gained from this course I am able to now put together a personal development plan with confidence and a clearer view about the life that I want. And also, that I can work and grow towards an end goal of becoming a solicitor. I will aim to reach my goal by doing this year studying on the employability skills course and gain a qualification, I will then look at my options with my qualification gained from this year alongside studying english to gain extra knowledge and relevant qualifications to what I would like to study in the future. By doing this it will boost my confidence in overall studying gathering basic knowledge that I can carry with me in regard to gaining further qualifications. My end goal would be that I will study two years of the solicitors' qualifying exam, alongside qualifying

work experience. Giving myself a time frame of five years to receive the right qualifications to achieve my dream job. Acknowledging that I am also a single parent and there may be obstacles that may arise during this time of studying however having goals set and continue to stick to the original plan I can achieve anything I put my mind to doing. To be successful without taking action is like hoping to catch a fish without bait. Action is about movement; you could be on the right track but if you are not moving nothing will happen (Eggert 2012)

The personal knowledge I have secured during this course that may be basic knowledge to others but have helped me have a clearer understanding and have the ability to use the skills I have gained in work dealing with customers, and also at home in my personal life being a parent. 'Success is not about being the best success is the process of becoming your best self (Hogshead) Learning the numerous different models such as the Johari Window, Learning style, PDP and SWOT has giving me the ability to recognise my biggest weaknesses and threats and also how to strengthen my opportunities not just my weakness. I have gained so much confidence in my workplace and my personal life and now have the ability to deal with threats that may occur in a more positive and organised way. I can continue to use these methods to enhance my skills for my future career and also to help build my personal character and develop a growth mindset. Brian Tracey announced in the 7 essential pillars of personal development video that personal development is the process of improving yourself through conscious habits and activities, we peruse personal growth to enhance our quality of life and achieve our dreams and aspirations. Tracey (2017)

References

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