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Reflective Report

Professional skills development is important in every person's aspect. Employability skills are highly valuable as it teaches us how to be effective in any workplace regardless of roles or title in their jobs and teaches us the key point in becoming successfully employable [Employability relates to your knowledge, skills, and attitudes, how you use those assets, and how you present them to employers in today's context. \(Kelley, 2020\).](#) As an individual who is studying employability skills, I've spent a significant amount of time researching all the key elements in enhancing my own knowledge and skills due to committing to my classes and paying attention to my lecturers. I will take you through the process behind my own reflection after attending this course.

In particular a few of these elements stood out to me on a personal level as I haven't yet had a job due to circumstances, a couple weeks ago my lecturer has taught our class a personal S.W.O.T which is essentially a self-assessment in evaluating strengths, weaknesses, opportunities and threats. This exercise has made me

observe myself in a way I haven't experienced before as it made me aware of my internal and external factors. Recently ive noticed one of my weaknesses in class, which is being more interactive in these sessions. I see how other classmates were more involved in participating in what was discussed in class whereas I was more silent and not voicing my perspective. This comes from lack of experience as most of my classmates have had a job before and were familiar in the pros and cons of working in an industry, on the other hand I was interested in what was taught and I paid attention. Although, I noticed I am more observant than opinionated which is one of my strengths as I can stand back and see the flaws and improvements that could potentially be made [Noticing tiny details of your surroundings, igniting innovative thoughts, becoming open to observing the triggers of positive and negative behaviour in the people around you will help you emerge as an individual who notices change in the environment and acts accordingly \(Kaur, 2021\).](#) I think that's valuable in a workplace as it having this skill enhances the ability to notice, understand and respond to challenging obstacles around you and this ability is needed in most team related jobs.

The Johari Window shows us intimate parts of ourselves that we might not be aware of which divides an individual's knowledge into 4 blocks that would enhance their understanding about themselves and the unknown about themselves. The Johari Window is simply a just a

tool that allows us to see ourselves and our relationships with others. Recently I have done a short experiment using the Johari Window with some of my friends and I introduced what this tool means to them. We each made a window on a paper and wrote down the open area, blind area, hidden area and the unknown area, I got the feedback from them and for the open area they've told me they know that I have great passion in cooking/baking, which is accurate as one day I would be over the moon to make this hobby a career one day which is the main fact all my close family/friends know about me which shows my focus and strive as I am set on my goals and future which is a powerful trait as it drives me to success and I use it as my compass for my future, also it was mentioned that I am an introverted person which is also accurate as I struggle with voicing opinions and I work better independently and strive better reserved which I think makes me emotionally self-aware because I have the ability to spot inaccuracies. However, the blind area is also my introverted character. As I tend to be more observant and enjoy solitude, this could potentially make it challenging for me as this attribute can make me result in being over-looked and miss opportunities for myself.

[Either they're forgotten or left out, or they take themselves out of the mix. Several introverts admit to politely declining and remaining within their comfort zones \(Elkins, 2015\).](#) In my hidden area would come my ability to adapt to any situation, I can adjust my behaviour, my perspective and approach to any situation. Because of

this I am resilient when it comes to dealing with changes as life is unforeseeable, but I can bounce back in a time efficient manner from unpredictable setbacks because I have great problem-solving skills as personally I want to come up with a solution to move onto the next subject that needs attention. The skill of having the capacity to be able to adapt to challenging setbacks is a great skill to obtain as it gives me substantial independence as I am more than agreeable to solving complex problems in my own solitude. In my unknown area must come my communication skills. As I mentioned I prefer to work solely so having good communication skills is potentially something I might lack and need to improve on. Without having good communication frequent misunderstandings can occur and cause unnecessary conflicts and I also need to work on adapting my communication based on the person I am conversing with for example I would need to know how to formally communicate with a manager that's telling me the bases of my job and how tasks need to be done and presented in contrast to speaking with a fellow employee while having a casual conversation. I can communicate and solve through problems, but my introverted character slows down the process of my communication levels which I need to make drastic improvements on while this is all due to lack of experience I do believe with time and patience I can improve on this flaw.

The Honey & Mumford is a theory that shows the four types of people, learning styles and types of learners this is important as a society we all gain knowledge and perceive situations and experiments in different but unique lights If we acquire information differently, that must mean we learn in different ways.. (NHS, 2012) The one that I identify as would be a reflector. In fact, a couple weeks ago we've been told to participate in a short survey regarding this topic and my results were a reflector. The four main types are listed as Activists, these types of people prefer to learn by trying things out themselves and enjoys experiences, the second type is a Reflector which is a person who watches and mentally evaluates activities and situations before giving things a try, the third type is a Theorist which essentially often times thinks for reasoning and through theorising situations and facts to follow a clear path and lastly the Pragmatist which is a person who learns more efficiently through applying learning to real issues. As a reflector I have realised that I prefer to observe and listen instead of being in the centre of attention as I would prefer to analyse also gather information. Every job that requires teamwork needs a person who is a reflector because when a team has got a conclusion after trying to problem solve or manage a task a reflector would have an overlook over the reasoning and understanding behind the team's decision which could potentially lead to successful outcomes.

My personal Development plan consists of trying to get out of my comfort zone due being an introvert. This trait can be a double-edged sword as being an introvert gives me the ability to see situations in a different setting it also drags down my potential which is something that needs to be improved on.

The Hollands theory is based on RIASEC which is essentially an idea that people's personality types are based on the jobs that they go for. For example, if a person is artsy and has good social skills, they often go for careers such as an artist or a drama teacher. What RIASEC stands for is Realistic, Investigative, Artistic, Social, Enterprising and conventional. These examples are what's often based on an individual's personality and then compared to the job they might have. This particular theory is interesting to me because as I would like to make a career out of my cooking it makes me question whether this theory is accurate and if I can maybe test this theory if I have the opportunity to make a career out of my hobby.

The Myers Briggs is a personality test that groups people into 16 types of personalities. It's a structure of how people compute information, get energy, make decisions and live their lives. MBTI helps people with planning their careers and improves their self-awareness it also helps to builds individuals communication and dealing with teamwork. It's essentially a guide for people to help them

understand themselves and others which I would like to add to my own development while studying this course because I think as a young individual this would help me get through the tasks and challenges I will face [The MBTI assessment is designed to help people identify and gain some understanding around how they take in information and make decisions, the patterns of perception and judgment, as seen in normal, healthy behaviour.](#)

This reflection report has made me have a deeper understanding of myself as an individual as I can spot my personality traits, strengths and weaknesses and spot if there's any improvements that I can tackle. Using the personal S.W.O.T, Myers Briggs and Johari window can help me land in a professional field that I want to succeed in as these tools are extremely helpful to get through tough and complex situations.

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[Noticing tiny details of your surroundings, igniting innovative thoughts, becoming open to observing the triggers of positive and negative behaviour in the people around you will help you emerge as an individual who notices change in the environment and acts accordingly \(Kaur, 2021\)](#)

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