

**Course Name: Certificate in Higher Education for the
Workplace**

Module Name: Professional Career and Development

Lecturer Name: Joanna Walsh

**Prepared by:
Andre Luis Mendes**

Introduction

The aims of this academic report are to reveal my need to enter and explore the labor world of the labor market, using a huge range of knowledge and techniques required for a work worthy of name. To achieve this, I want a deep analysis supported by time that will allow me a retrospective reflection that guides me to a chronological reading that will show me the past, the present advisor who will show me the plans for the bright future in a professional area. To make my report credible, I will base my foundations on the theoretical references that I have been studying throughout this now ending level so that I can achieve the desired plans.

Self-evaluation

Polyglotism and nomadism are among the most obvious characteristics of the African people, due to the constant bet on emigration, sometimes forced by numerous situations. This leads the African (including Guinean, which is my case) to travel always in search of new horizons, new opportunities and new challenges to assert themselves on the path of globalization.

I was born in Guinea-Bissau, a tiny country somewhere on the west coast of Africa with only one million eight hundred thousand inhabitants but with a very rich cultural mosaic, 36 different languages make up my beloved people. But it is also a country with a host of social problems that have led young people to opt for emigration as a way of doing so at least professionally. It was in one of these waves of emigration that in 2003, after completing my secondary studies, I embarked on this adventure in search of new challenges and new achievements. My first stop was in Portugal, which is actually my second country or my second homeland due to the historical heritage that joins me. I had a long season, a total of 13 years in Portuguese soil where I learned and grew a lot in academic and professional terms. Over the years I was able to do my training in theater and cinema, I could be an actor, author, poet and writer.

After 13 years in Portugal, after stepping on national and international stages as an actor and poet, I felt fulfilled on Portuguese soil, but I felt that something more than I had already achieved was missing, I wanted to dream more and achieve more, for I felt that it was time to go on another adventure, discover other barriers and fight to overcome them, that's where I chose France as the next destination and next stage of the challenge. I arrived in France, at the end of 2013, without knowing how to speak French and without anyone to help me, basically, I started from scratch. A completely different environment from the Portuguese environment, a much more open culture, facing reciprocity, which allowed me to be quickly included during my first year of training the French abroad. After that time, already with an accepted level of a beginner of the French language, I joined a theater group in Vernon, a small village in the center of the Normandy region. The theater group helped me a lot in linguistic terms because it constantly taught the use, placement and articulation of words, which led me to deepen the French language, leaving my comfort zone that is the Portuguese and the Creole that I spoke in my respective Portuguese and Guinean communities. With the theater group would be required to speak only and only French. Therefore, it would not be impossible to grow in linguistic terms.

Three years later, already with a robust Frenchman and a solid theater performance, with a strong knowledge of cinema and French culture in the seventh art, I felt that France had already given me everything he had to give and it was time for more. an adventure seeking

more challenges, I had to leave France and come to UK. I chose UK precisely because of English because I could not speak English and, in fact, I still do not speak English, so it is more than a worthy challenge to the eternal nomad who wants, among other values, to reach the polyglotism that mirrors the current African youth.

I landed in London a little scared that I didn't know how to communicate, how to talk to people, how to get work, and how I could manage to interact with colleagues in the workplace. All of this made me sleepy and I lived the first weeks in absolute uncertainty until a "divine hand" appeared, a friendly person who guided me to get a job even though I didn't speak English. My early days were turbulent and funny at the same time because they asked me for things I didn't know the names of and it was a real struggle to understand them and make them understand me too. With my first salary I enrolled in the English course to at least beginner level, which later helped me get into this course I now attend. Once again, I feel that this spirit of constant nomadism will bear fruit in the not too distant future.

Self-motivation

For those who have experienced countless constant difficulties throughout their lives like me, it is a must to make motivation their constant shield. I am a lucky man because I was born multi-talented, I say this because I have a tremendous ability to adapt to whatever circumstances life presents me. I am an art lover and very passionate about culture, maybe that's the secret of my nomadic life because I always want to travel and meet new people, new culture and new world. I am an actor, poet, writer, and screenwriter, passions that make me love culture in every way and in every way.

At the beginning of this course I was very lost and demoralized because I wanted something that would have to do with culture in a direct way, I wanted something that would transport me to the cinematic or theatrical world, something alive and full of rhythms. I felt that because I could not stop to see the other side of the advantages that the course offered, perhaps due to the huge language barriers that destroyed me during class, I went silent and left quietly in all classes, I was always a good communicator and a great presenter and speaker. But all my anguish was over when I began to see subjects that had to do with self-confidence, organizational skills, strengths and weaknesses, teamwork and time management. I soon realized that after the course I would have more tools to exploit every opportunity in the working world, I would have the ability to do any negotiation and to take advantage of it, I would be very likely to become a good leader or an excellent manager, I would be able to create the My own business and know how to manage it with extreme efficiency and certain guarantees of great prospecting.

Skills to improve

I have been saying that the only way not to fall off a bicycle is to keep your balance and keep on cycling. By this I mean that as much as I feel capable and equipped with a great deal of knowledge, I have to have the notion that learning is eternal and for that I always have to worry about learning more and more. So, there is always a need to improve skills here and there so that you can always be in the acceptable quadrant of securing the desired position. I speak of skill because it's something that has a lot to do with my world of theater and cinema, as it involves the emotional side, the fear, the frustration and the nervousness. Speaking of the latter reminds me every time teachers ask me a question, it is always a tremendous nervousness because my English is terrible and I have great difficulty understanding my reasoning, which led me to realize the urgent need to devise a strategy in

ways that address this problem. I concluded that I would have to bet more on robust readings from all literary genres and always write even if it was wrong. Fact that led me to revisit the Vark analysis with the well-known theory of Neil Fleming (1987) showing the four forms of learning (Visual, Aural, Reading / Writing and Kinesthetic) I find this theory interesting because even when we start learning a particular language we base it. always in these components: Listening, Speaking, Reading and Writing. When you can master all four components, you have the language mastered.

Some argue that sight is the highest human preference but I prefer hearing, at least in linguistic terms, because it is hearing that works to help me get a good pronunciation and thus learn to speak correctly, although the whole of the four components is the most appropriate.

SWOT Analysis

SWOT is certainly one of the best things I learned in this training because, in fact, everything in life goes around it.

You can't project anything for a success without considering SWOT. You cannot enter a "war" without knowing the potential it has to win the battle, much less without knowing and recognizing the failures that can dictate your defeat. So, it makes perfect sense, before any project, to identify your strengths and weaknesses and to uncover opportunities and possible threats, is SWOT.

SWOT is a perfect compass that guides you to a great execution of your plan, going through all the details throughout the process. Starting with an internal analysis depending only on me, that is the strengths and weaknesses, as well as the external factors that are the opportunities and threats.

This method is very clear in its aim that it is to help me with skills and techniques and to address and overcome external factors through the ability to identify my strengths and recognize my weaknesses and / or limitations and study a method of combating my weaknesses. SWOT helped me create my plan for success by eliminating all barriers and threats. My plan consists of the following:

- 1- Create mechanisms for the suppression of the language barrier. Mechanisms that necessarily pass through the use of the VARK method mentioned above.
- 2- Take advantage of the opportunities that emerge along the way to the consolidation of my plan;
- 3- Create tools that can address and eliminate the external threats that will surely exist to ruin my plan.
- 4- I strive hard to achieve excellence as a student and can thus dare to dream big as a man of art and culture, to dream professionally in the UK without fear of the language barrier that will surely be largely overcome.

To make this possible, I have to list my weaknesses, my strengths, my weaknesses, my opportunities, opportunities and threats:

Strengths- A huge range of experiences accumulated in the cultural area during many years of exercise as an actor, director and writer.

Weaknesses - joining work and school in a country where I do not speak the language, which significantly reduces my time to study.

Opportunities- Being in this training is certainly a great opportunity to be able to fight for my goals.

Threats- The only subject that takes sleep to any citizen of the European Union today in the United Kingdom is the famous Brexit. The thought that Brexit implementation could reduce or eliminate numerous opportunities currently in the UK is frustrating.

SMART Goals

During the course we learned that SMART Business Goals is a rule of thumb on how to set goals so that they are clear to everyone and there is no way of not understanding where you want to go.

For this was chosen the word SMART which is:

- 1-Specific
- 2-Measurable
- 3-Attainable
- 4-Relevant
- 5-Temporal

For my success plan I draw my SMART as follows:

Specific - Being an actor and director in the UK.

Measurable- My goal will be about 75% geographically so I find my criteria subjective and impossible to measure.

Attainable- Have English, interpretation, choreography and film courses.

Relevant- In addition to being a world I know very well, culture is the area that I have most studies and experiences in various countries where I was before coming to the United Kingdom.

Temporal- about 5 years.

Studying the Recruitment Process

I was very interested in this subject during the course because I think it is a key piece in the working world. Because of the importance of choosing the right people for the right jobs, corporate human resources departments are looking for ways to design ever more efficient recruitment and selection processes, because the better the recruitment and evaluation of candidates, the better the company's results will be. cur medium and long term.

This requires developing a systemic vision that enables recruiters to identify the true needs of the company and then define the objectives of each step of the procedure. This led me to revisit Kehoe (2013) who defined organizational behavior as a group of people who are organized and managed to achieve collective goals. The author leveraged his research with three major goals:

- 1- Explain factors influencing behavior.
- 2- Predict behavioral consequences and their variants.
- 3- Control behaviors to improve organizational effectiveness.

This article has uncovered many details about the working world regarding recruitment and makes me more aware of the details.

Nor can we talk about the world working without addressing the employability issues which is one of the key points, but the most crucial. This subject led to a great study of the theories of (Maund et al, 2017) that approach the job search process as one of the pillars of the employment dynamics, defining it in broad stages from researching, exploring, applying, following, interviewing and negotiating.

In the first phase, which he (the Maund) called the first stage, the unsure candidate of what he really wants, opens a broad search, blending everything in order to have a wide margin. But this happens after the candidate has a kind of self-assessment to explore themselves and their careers. In the application process the candidate works hard on himself to get a great presentation of competency that goes through, among others, the elaboration of CVs and motivation letters to create a good impression to the employer. Another very crucial phase for the candidate's success is the interview, the first contact with the employer, the first impression that the candidate leaves and which may or may not dictate his / her acceptance for the desired position. Therefore, this stage must be carefully prepared from the message to be conveyed, preferably without nervousness, to reveal a careful appearance and to respond with a logic capable of anticipating the questions.

A strong cordiality should be present during and after the interview, always thanking you. This is already in the field of follow-up that goes through a simple thank you after the interview and can extend until, for example, send email or letter by hand thanking the opportunity. The last one is, by the way, not least because it gives the candidate the opportunity to ask the questions he always wanted, but he could do it early on because he would be very upset and risk not being chosen for the post. But once in the business field, the candidate asks questions about pay, working conditions, benefits and so many other work-related issues. This candidate's stance is supported by the theory of (Maund et al, 2017) that states that from the candidate's point of view this process should be much more than a simple Yes. All this reminds me of the first months in the restaurant where now I work as a recognized professional and a gifted grill chef. I used to work on the side of the kitchen and my job was to wash dishes and replace them in the kitchen. I liked what I did, although it was hard work that required me a physical effort due to the stones that would have to carry all day from side to side. I liked what I did, but I wanted more and better. So, at the first opportunity I had to be able to deprive myself of the top manager in the restaurant chain where I work, I asked him all possible and imagined questions about my position and pay, I clearly showed him my ambition to work. to deserve more and more remuneration. That's when my boss showed me the way to success, taught me how to work on myself, get into cooking classes and qualify in certain areas of catering. All of this has given me a certain maturity and self-worthiness that appears in one of Johnson's (2012) passages: "The calculation of its value includes its training, time of experience, certifications and managerial responsibilities." A candidate with these attributes can negotiate with the employer by speaking the same language as the forum requires.

Communication skills

Communication is basically a process that involves a sender, a receiver and the transmission of a message. The ability to express themselves efficiently is a requirement of the job market, and the difficulty of communicating is a constant challenge among professionals and one of the main companies face to achieve results.

Many people believe that the ability to communicate is a gift, so it is impossible to develop or perfect this technique. This is wrong because one can learn to have an enviable communication skill by training for it.

Communicating well is almost a must for me for a very simple reason. All I have been doing from an early age and in all my fields of profession is communicating. I am a man of arts and cultures and that is why I feel so comfortable with communication thanks to long years of theater and cinema as a professional, as well as a writer and decliter. I can communicate in every way that communication carries past the all-existing types of communication and especially body that I explore a lot when I'm on stage in the theater.

Nowadays in this world of speech, those who have the ability to communicate more have the opportunity to employ themselves, because employers themselves prefer the owner and owner of the word rather than an accredited person who does not have the gift of speech. was referenced by Archer Davidson (2008) where he spoke of the 86% of employers who consider that good communication skills are important.

The importance of good communication is to give us an essential tool for achieving productivity and maintaining strong working relationships at all levels of an organization.

Teamwork Skills

Working as a team means creating an effort to solve a problem, it is people who are dedicated to performing a task in order to complete a certain work, each performing a specific function, but all united by one goal, to achieve the desired success. Therefore, everything I do, I do it as a team. In theater nothing is achieved except in the team spirit, in cinema nothing is achieved but as a team, and I am a set of pieces of these two horizons that make up my world. Even when I'm writing my books and movie scripts, so that I can achieve what I wanted in my mind, long before I put it on paper, I always invent characters who can come out of the book to form a team for me to do more work. mature, because collectivity or teamwork is fundamental for any task to be done with determination and dedication. The skill of teamwork is the secret key to the success of any business, because when the company operates as a whole, the gains will surely be greater and benefit everyone as a whole.

Problem solving ability

A problem is understood as a situation in which the way to the solution is not known. You can't plan a project that you want to be good and promising without thinking about the problems that will become obstacles to the project's completion. Problems make the paths to success; the important thing is to know how to deal with them and find the strategies that lead us to overcome. All of this reminds me of one of Adair's (2016) passages on problems and solutions that, according to him, problem solving helps us learn key techniques and models to make the best decisions with confidence and solve the most difficult problems. This only reinforced my thesis on knowing how to deal with the problem because only by accepting the existence of the problem and knowing the problem well can we be able to eliminate it thanks to the problem-solving ability of exactly using methods, in an orderly manner, to find specific problem solutions.

The ability to work under pressure

Some say that the routine of the working world is very busy, with little time to do much, which leads us to say that nowadays it is not enough just to know how to work in a team or

to be creative. It is necessary to gather several qualities and, above all, to know how to work under pressure.

These days it seems to me that efficiency and perfection have given way to pressure and speed. Everyone wants everything at all costs and that makes us the slave of our own ego and puppet of the demands of the modern world. The speed with which everything moves leads us to create new human faculties, responsiveness in whatever pressure environment we subject ourselves to, although Weinsinger & Pawliw-Fry (2015) state that under pressure people are closer to the risks of failure. than the demands of excellence.

Personal development plan

My primary goal, therefore, my concrete plan is to be a Film Actor, Director and Screenwriter here in this country. But in order for this to be possible, I must develop a concrete personal development plan to guide me to the desired success. Therefore:

- 1 Be an Actor, Director and Screenwriter.
- 2 Improve my English, overcome the failures that come with it, and commit even more to training.
- 3 Enrolling in a language course (English course) to try as quickly as possible to overcome this language barrier that continues to be a major barrier to achieving my goals.
- 4 Join a theater and / or film academy to learn the shape of English art and better integrate with what is done here in cultural terms.

Conclusion

As I come to the last lines of my long report, I feel like an accomplished student and happy with the path I've taken during this last term. I feel quite prepared to withstand the clashes of skills in the vast universe of business.

To get this report I had to make a trip inside myself, revisiting the memories that I had no idea of its existence somewhere inside me, an intense self-reflection. Outlining plans and strategies to improve the outlined plans are the hallmarks of success, as well as the full help of extra qualities for guaranteed success.

I would like to conclude this report with a certain amount of boldness in stating that we are facing a life cycle where we were born and after a few months we learned to sit down, say the first words, gain the courage to take the first steps and finally learn to run to life and live it with all our might and in all its fullness. If no, let's see:

Throughout the whole process that is our life, we go through the constant experiences that serve as tools that underlie all the plans we have throughout our existence.

After all this, I am more than determined to tackle all the points that threaten my bright future, removing all the barriers that still insist on postponing my success and finally asserting myself with all the success I have always longed for.

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