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**Assessment Coversheet**

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| **Student Name** | **Ruqaya Raad Mustaf** |
| **Student ID Number** | **00610776** |
| **Level** | **5** |
| **Programme of Study** | **Cyber Security** |
| **Module Title** | **Career Development** |
| **Lecturer** | **Dr.Mahmood Alqerom** |
| **Assessment Task/Title** | **Final self-assessment report** |
| **Assessment Due Date** |  |
| **Word Count (if applicable)** |  |
| **Declaration (Please e-sign your name)**  *I declare that:*  *This work is my own.*  *If this is a group project, each student has contributed to the work in accordance with the set criteria.*  *The work of others used in its completion has been duly acknowledged.*  *Experimental or other investigative results have not been falsified.*  *I have read and understood the Academic Misconduct Procedure.* | **Ruqaya** |

Introduction

Career development can assist in finding new and better job opportunities. and I was able to improve a several of my skills that were so crucial in my personal growth. I have decided to write about these six skills. I will go over each skill and how it helped me grow in my life.

Not everyone has every

Communication & presentational skills importance + personal experience + rank myself+ how to develop it + good points bad points

No matter how advanced technologies are today or how modern the universe can be using Artificial intelligence, we always communicate with each other every day. As a person, I have learned to value the significance of creating and developing effective communication abilities. My ability to sustain eye contact during a face-to-face conversation is one of my major strengths (Worth, 2004). Which is an amazing quality since which builds trust and a sense of confidence. One of the essential methods for gaining confidence is eye contact. It is also crucial to realize that one of the qualities that interviewers look for in candidates is their ability to maintain a certain level of confidence (Worth, 2004). Another key asset I have is my ability to communicate effectively using modern technology gadgets (Worth, 2004). This includes devices like tablets, smartphones, and PCs. This includes social media platforms like LinkedIn, Facebook, and Instagram. I typically use these platforms to express myself and develop a strong social network. My outgoing personality is one of my best strengths. Due to this personality, I was able to enhance some communication skills, like better listening and following up on any issues or issues with communication that might arise between my friends and myself. I have also been able to make many college friends. Therefore, where there are strengths, there are also weaknesses. Because of my attitude to easily get angry, I do have poor communication skills. My tendency to talk a lot is another weakness. I talk quickly, therefore it is hard for me to be silent while I am with people. Despite these weaknesses, I usually put some effort into focusing on my great strengths while significantly reducing my weaknesses.

Management of self and own performance

Self-management demands interpersonal and organizational context management skills. The ability to work with others and have decent manners are the two most important self-management skills. Working is by its very nature a social activity. Almost no one can effectively work alone. No amount of computer skills, rote learning, or academic qualifications can assist you if you are not able to collaborate with others and get the best out of them. In my life, I have met a lot of immature and rude people, but I have always treated them better than they treat me. Speaking about my performance, I discovered that doing exercise was necessary for weight loss. I understood that I needed to start slowly and build up to it because I was not someone who regularly exercise. I was already feeling stressed and anxious from the responsibilities of my work and my education, so it was expected that boosting my daily activity would help. It also managed my stress and anxiety and made me lose weight. Newson and Kemps (2007) were aware that regular exercise boosted both physical and mental wellness. I always refuse to let any obstacles stop me which helped me become the best version of myself.

Adaptability and flexibility

Being adaptable allows you to be open to new concepts, challenge the system, and defy expectations. adaptable people are not afraid of change. Most businesses currently place a high value on individuals' ability to adapt. According to 91% of HR professionals, an individual's ability to adapt will be a key criterion for hiring by 2018. an epidemic struck in 2020. It was a remarkable year in which terms like "unprecedented," "exponential," and "social distance" pushed their way into the dictionary. In our lifetimes, perhaps, we will not have to face another year like that. Everyone suffered, both physically and psychologically. Many people have experienced setbacks in their professional development and training. The pandemic drove me to adapt, and it appears that the lessons I learned from last year are still important today and in the future. when I was in my final year of secondary school, it was not hard for me at all to balance my studies and achieve a high grade, I managed to get 9th place among all Bahrain students. As the Ministry of Education published the results, my life changed. I am flexible and adaptable, and I am extremely proud of what I have accomplished.

Leadership

A leader is someone who encourages, motivates, and directs those who follow him. A leader will face many challenges from all sides, including his followers. To accomplish my goals, I should be capable of arguing and convincing. I carefully choose my words as a leader. I discovered that speaking up for what I believe in is important for a good leader, regardless of the result. On the other hand, I ought to try to speak up loudly and openly about issues. however, I would be able to learn more about what makes me special and accept that others might not agree with my points of view. Through problem-solving, clear communication, taking initiative, and strategies, I would aim to grow everyone within the organization. As a leader my decisions must embrace togetherness to prevent the staff from holding frustration toward me (Zenger, Joseph, & Scott, 89). Self-confidence is the primary foundation from which leadership develops, according to Dao (n.d.). I may take steps and develop abilities to increase my level of confidence, which will help me lead project teams. I am aware that I must improve my ability to lead myself before I can successfully lead others. My motivation will rise as my self-confidence rises because I will feel more capable of pursuing my goals.

Problem solving and decision-making

In life, we should always aim for the best. Making decisions is an essential part of life, and those decisions will undoubtedly have an impact on my future, either directly or indirectly. Therefore, before making any kind of decision, I need to be in the clear head and give it my whole attention. One of the most important processes we all go through in life is decision-making. Making decisions involves gathering information, drawing conclusions, and applying experience to new situations (Russo & Schoemaker, 2002). Over the years, I have come to realize how important it is to be capable of thinking clearly and sorting through precise information to make wise decisions. I can think creatively, and some of my best decisions come from that. My parents always wanted me to study medicine especially since I got a 99% GPA in high school, However, I felt that studying medicine was not the best option for me because I love new tech, computer systems, programming, and mathematics. As a result, I decided to major in cybersecurity, and I could not be happier with my decision. I have made a lovely network of friends, the experience I am getting, the environment here is to die for, and my grades as well are going great. I am hoping to study master's and complete my studies to be the person I have always wanted to be. People sometimes say I make strange decisions and choices, but they are not strange to me, and this was one of my best choices.

Team and customer working

In my opinion, the primary conditions for creating the perfect team are that the team members work efficiently and equally to fulfill the team's goals. When I first met my team, we were all strangers to each other; we had no idea about each other's mindsets or the optimum times to work, so I never imagined we could connect and function properly. However, once we began debating our ideas, everyone felt comfortable sharing their perspectives. I was part of a team, and I valued all the new ideas and perspectives. My group members all had a pleasant attitude toward one another and were working perfectly in a nice quiet, comfortable environment. However, one of my group members was having difficulty finishing their work on time, so I assisted him in doing his task, and he was quite concerned about not finishing on time. I was extremely flexible at work; I shared positive thoughts and ideas, and I played Jaz music to help them relax.

By emphasizing individual strengths and eliminating discomfort, conflicts, or shortcomings, any team can achieve tremendous balance and that each team member can perform much better. This cooperation practice will allow me to collaborate with others and prioritize people's interests in the coming years. In my future career, I will be able to maintain a pleasant connection with my supervisor and coworkers.

Conclusion

Finally all the skills I have written will help me find better job opportunities, become the best version of myself, due to focusing on my personal growth I will be more self-reliant.

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