

SEP_AIN3069

by Student Help

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**INDIVIDUAL REFLECTIVE JOURNAL: PERSONAL AND
PROFESSIONAL DEVELOPMENT (PPD)**

Course:

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Introduction

A personal development plan is a way to enhance academic and professional skills in terms of grasping proficiency in career growth. In terms of achieving employability, some important skills, such as communication, problem-solving, ICT and other relevant skills are needed to learn in terms of gaining competencies in managing employability for long-term career success. This study is going to highlight all relevant skills for the PDP plan to gain achievement by deploying some objectives for future career growth.

Evidence of examples to support achievements

Skill developmental activities are needed to enhance by analysing the strengths and weaknesses of students. However, I noticed that some skills have been modules, where verbal and written communication skills, research skills, problem-solving, networking and teamwork, use of ICT technology and time management skills have been mentioned. I positively worked with my team members to establish good communication as I got opportunities to interact with my team members. This situation creates opportunities for me to do collaborative work based on the research process to improve my research skills. As per the opinion of Fayyaz *et al.* (2020), collaborative practices can enhance knowledge based on business ideas where an employee can easily get to know about the perceptions of others. Due to this reason, I communicate with my team members to improve my communication skills, research skills, teamwork and self-management skills. Hence, I acquired these skill strengths for enhancing my employability.

It is also important to understand the networking process to connect with all team members which will help to attain feasibility to accomplish projects. This practice can reduce time and solve all problems. In that case, ICT technology is also required. However, I realised that I have less competencies to make a broader connection with team members because I could not interact with all team members which denotes my poor team network skills. As a result, I could not submit my project on time which is not suitable for business development projects. Along with that, I lacked knowledge based on ICT technology for the online communication process. According to Tijan *et al.* (2019), time delay issues can affect the implementation of new business concepts; as a result, customers and clients can be dissatisfied due to getting delayed products. Thus, I realised that I have poor knowledge of ICT technology, networking, time management and problem-solving issues.

Discussion with Gibbs' reflective cycle

Description

I participated in the module session where I interacted with my team members in terms of discussing the research projects. A group discussion has been organised in the workplace where my team members and I participated to discuss PPT presentations and research projects in terms. At this time, we were communicating with each other to solve the project issues. This time, I realised that my communication skill is good and teamwork capabilities will be effective to enhance my employability. At this point, I positively focused on the verbal and written communication process in terms of developing my research skills.

I also noticed that I have issues managing the ICT technology because I failed to use collaborative tools for online communication in terms of making a team network. Contextually, Bahrini and Qaffas (2019) stated that the implementation of ICT technology can improve the online communication process that is majorly used in business firms in order to manage the communication processes of those who are working remotely. While pursuing the course at this university we were asked to participate in a group discussion session. There we were supposed to share our knowledge about ICT technologies. Initially, I was quite excited. However, I got so nervous when it was my turn to address the group members and I hardly could share my opinion with them clearly as I started stammering. Tutors have established technical problem findings. At this point, I could not find any specific issues in collaborative systems. However, it was evident that I lacked effective problem-solving skills and necessary knowledge about the topic.

Feelings

I feel motivated because my team members are supportive and they helped me to proceed with PowerPoint presentation projects and other research projects. Along with that, my team members and I have been working all together to make good relationships with each other. Due to this reason, we are feeling happy to do all the research and PPT projects properly. Contextually, Hofmann and Jaeger-Erben (2020) opined that a good collaborative structure in business projects can help to establish a cultural environment within the workplace. Due to this reason, I positively focused on these skills during the module session to be a successful employee in future. Before grasping skill strengths I was confused and afraid; after communicating with my team members I feel enthusiastic to work with them. On the other hand, I also felt frustrated to solve technical problems because I have less knowledge regarding ICT technology so that I could make a team network in terms of accomplishing my research project. As a result, I felt disappointed due to not adopting these skills.

Evaluation

Mainly, I experience positive effects from my team members because they were supportive and cooperative. I also learned from them these behavioural patterns which are mandatory for employability. During the verbal communication process, I feel free to interact with them which went well to understand the PPT presentation process. According to Ribeiro *et al.* (2020), good communication can help to make a strong bond with all employees and hierarchical members. Due to this reason, I focused on this strategy so that I can grasp all skill strengths. However, I grow my competencies in communication skills, teamwork, research and self-management skills. My team members influenced me in self-management skills by demonstrating all slides-making processes and other relevant teamwork. Additionally, I noticed that team networking practice is difficult because a maximum number of employees are involved in the team. Some of them were remotely doing their work. In context, Amershi *et al.* (2019) mentioned that team networking issues are not creating project accomplish activities which can affect employability. In contrast, Kisely *et al.* (2020) argued that mental strength is required by focusing on the active listening process. At this time, I failed to use ICT technology for communication purposes. In result, I have become demotivated to proceed with my research process; however, I have the efficiency to make my own research projects by maintaining verbal and writing skills. My tutors helped me to overcome research-based projects so that they can overcome my PPT-oriented issues. However, I focused on the group discussion session, where I faced issues managing ICT technology and problem-solving skills.

Analysis

Team activities and communication procedures went well because all members were cooperative and they have good behavioural knowledge to make a collaborative environment. At this time, I realised that I have strengths in communication, research and team working skills. As a result, my tutor appreciated me due to preceding with good research quality where I followed the proper verbal processes to discuss with my team members to solve critical problems. In this way, I managed my written skills in the research process. Thus, I did not understand the setting of the ICT technology and collaborative tools so I faced problems and was unable to solve technical problems. According to Abdillah *et al.* (2019), time management capability can enhance the project progression procedures by which business members can create a committee or team formation for business growth. I have also seen that my team's networking issue created barriers to submitting the final research paper to my tutor. This activity can affect my employability. As a result, critical skill growth issues occurred in my performative practice.

Conclusion

I have learned that team management practices are essential to learning communication procedures and research practices. I could use my networking, ICT technology management skills and problem-solving skills to resolve my time-consuming issues. This is effective for employability because business members are eagerly looking for problem-solving activities so that they can control all risks through communication procedures and technology management skills. I also got support from my team members and tutors in terms of changing weak skills. In that case, I need to overcome problem-solving, networking, time management issues and ICT technology skill issues. Along with that, a PDP plan is needed to solve these issues.

Action plan

I would focus on leadership activities so that I can understand teamwork development activities and networking formation. Along with that, I also need to enhance my technical competencies in order to control collaboration tools, such as *Zoom, Microsoft Team, Google meeting* and other relevant tools. At this point, I have to follow tutors' instructions and online tutorials so that I can easily adopt all my poor skills. Along with that, my *decision-making skills* need to develop in terms of rectifying problem-solving issues. Furthermore, I need to follow behavioural theory, transformational theory and TAM theory in enhancing my knowledge regarding my strong and weak skills.

PDP plan

Objectives	What do I need to do?	Resources	Who can help	Time-bound
To improve networking skills	Build a connection with professional business members	Online tutorials and collaboration tools	Tutors and professional leaders	2 months
To be capable of ICT technology usage	It is needed to practise the use of collaboration tools	Zoom, WebEx, Google Meeting and other tools	Technical experts and online tutorials	1 month

To enhance knowledge in problem-solving skills	Need to adopt a root-cause strategy	Explore new solutions for a particular problem	Tutors, team members and leadership theory	4 months
To reduce time delay issues	Regular practices regarding the project-making process	Management skills, time auditing practices	Tutors and my regular practices	3 months

Table 1: PDP plan

(Source: Created by Author)

Analysis

Networking skill issues can be resolved by building connections with professional business members so that I can learn the way professionals have created a business network in the workplace. In that case, I can take help from my tutors and professional experts. Additionally, I also need to focus on online tutorials, and collaboration tools so that I can acquire networking skills for communication and team management. On the other hand, I also need to be capable of enhancing my knowledge regarding ICT technology which is mainly used to communicate with remote workers. In that case, I need to learn the use of Zoom, WebEx, Google Meeting and other tools by taking the help of technical experts and online tutorials that will take 1 month. As opined by Liu *et al* (2020), technical experts have the knowledge to enhance knowledge regarding ICT technology, collaboration technology, and other technical systems so that they can proceed with the digital transformation capabilities for business growth.

Some problems often arise within the organisation where risk management competencies and decision-making skills are required to solve problems. At this point, I need to follow a root-cause strategy in terms of gaining problem-solving skills. I have to explore new information and strategies in order to mitigate technical problems and team issues. According to Han *et al* (2021), B2B approaches and decision-making skills can increase the capabilities of markets and business managers in terms of solving business risks. Due to this reason, I need to resolve this issue in 4 months. I realised that I have issues submitting projects on time which denotes time management issues. Therefore, I included this skill in my PDP plan by practising projects regularly so that I can submit my work on time to get academic success. In context,

stated that time management capabilities can improve skill strengths and resolve poor knowledge gaps by accelerating the pace of learning. Based on this strategy, I followed management skills and time auditing strategies where I can take help from a tutor. Along sides, I also need to make a schedule to practise my project work to resolve time delay issues in 3 months.

Conclusion

It can be concluded that I have the capability in managing communication patterns, teamwork, research skills, and self-management skills. Additionally, I have issues with problem-solving skills, networking, ICT technology usage and time management skills. Regarding these weak skills, I have taken steps along with leadership theory, behavioural theory, and decision-making skills so that I can overcome my poor skills in terms of gaining employment opportunities in well-known companies. Additionally, my technical knowledge needs to be strong to work remotely in future.

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