**Assignment Guidance**

**LC580 Employability and Professional Development**

**CW1 Career Development Action Plan**

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# Work-related goals and strategies to achieve them

**Smart goals**

Based on the work-related practices for employability skills, I would like to describe my work-related goals through the SMART format as follows:

**Specific:** I would like to develop my employability skills in the health service areas of counselling where I would be working with the patients to determine their issues and would refer to the necessary health professionals or treat them. I would like to improve my communication and listening skills so that I can communicate well with patients and offer them proper solutions.

**Measurable:** I would like to improve my communication skills by taking courses in communication and attending mock interview sessions where I would get the chance to communicate one-to-one with the teachers and would like to improve my communication skills by two months (Hooley and Grant, 2017). Additionally, the mock interviews will offer me the opportunity to improve my listening skills through the understanding of the questions of the teachers.

**Attainable:** I would further have the goal to develop emotional intelligence and ethical awareness through the understanding of the issues of the patients, developing interpersonal relationships with them and keeping the information of those people secured. I would like to attain these skills by practising counselling after the completion of the present graduation course.

**Relevant:** I want to be fluent in communicating with patients and listening with empathy regarding their problems. On the other hand, I would further like to develop my time management skills through which I would be able to maintain the time for different jobs.

**Time-bound:** I would achieve all these skills by the end of July 2023.

**Strategies to achieve them**

The strategies through which I would like to achieve the goals can be described here. Firstly, I would like to take an emotional intelligence skill test to determine the areas where I need to improve. Further, the attending of mock interviews and others will be done to determine the knowledge regarding communication.

# Personal strengths and how to enhance the same

From my experience of taking this course, I have developed ideas regarding my personal strengths. Through the understanding of the Bucks Graduate attributes, I would like to describe that I have developed the strengths like self-development and knowledge regarding different transferable skills like empathy and others.

From the same, I made an observation that I need to improve my communication and listening skills so that I can get attached to the patients and can listen to their problems carefully (Rook, 2013). To enhance the same, I would like to improve my skills through participation in mock interviews.

I have also conceptualized that the development of empathy through emotional intelligence is necessary and there I need to take emotional intelligence tests and improve the areas.

In future, I would like to experiment with different soft skills like CV preparation, personal statement development and others according to the job needs in different institutions.

# Personal weaknesses and how to address these

I have weaknesses regarding confidence and listening to someone carefully where I have to develop a lot. In my personal experience of taking different activities regarding transferable skills in this assignment, I have found a lack of confidence.

From the same, I observed that I need to work more on my listening skills and develop myself through different activities in this module.

From the same, I have conceptualized that I have to work on developing confidence which can help me communicate with the patients carefully (Pool and Sewell, 2007).

Lastly, I would also like to develop the ability to take responsibility for the patients and offer proper counselling.

# Conclusion

From the completion of the action plan, I would like to conclude that these areas can help me in developing myself as a professional in the working field.

# References

Hooley, T. and Grant, K. 2017. You’re Hired! Graduate Career Handbook. Bath: Trotman

Rook S. 2013, The Graduate Career Guidebook. Basingstoke: Palgrave Macmillan

Dacre Pool, L. and Sewell, P., 2007. The key to employability: developing a practical model of graduate employability. Education+ training, 49(4), pp.277-289.