**“PERSONAL AND PROFESSIONAL DEVELOPMENT (PPD)”**

**“INDIVIDUAL REFLECTIVE JOURNAL”**

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# Introduction to the Assignment

***“Personal and Professional Development (PPD)”*** sheds light on the strategies instrumental for entailing corresponding abilities and skills for maximising the true potential of an individual. Education, coaching, training and more can be considered as potential aspects of PPD which pave an impetus towards accomplishing the objectives for generating bespoke outcomes. In this regard, the appraisal of fostering ***"Continuing Professional Development (CPD)"*** sheds light on the initiation of strategic interventions which can be instrumental in enhancing personal growth. The assignment has articulated the generation of a plan based on certain objectives by the application of the ***"Gibbs Reflective Cycle"***. In this context, the integral steps acknowledged from the model have been reflected in this piece of literature which can be indispensable for honing those skills.



**Figure 1: “Gibbs Reflective Cycle”**

(Source: “Self-Developed”)

# “Description”

I was provided with an assignment regarding ***housekeeping services*** at a private home in London, UK. The assignment was based on a module, which focuses on the implementation of a CPD for driving an impetus towards articulating a dedicated PPD. I have segregated the whole assignment into the corresponding segments so that I can deal with a single element daily. As I possess the ability in maintaining critical circumstances which can generate stress, so I focused on enhancing corresponding work ethics and consolidated my skills for rendering outstanding customer service. The assignment included washing, dusting, polishing, vacuum cleaning and sweeping. Based on the views of Keefe (2021), the determination of a PPD can be indispensable for piecing the assignment together and completing the assignment within the stipulated time. However, I was a bit nervous because I lack in managing the given piece of work within the proper time along with identifying possible hindrances and fostering their redressal mechanism.

I lack communication with the proprietor of the private home which is subject to confusion to determine exact requirements and sustain a better living ambience. In this context, my objective was to ***create a CPD*** where I can evaluate my working potential and enhance my “research and problem-solving skills”. Furthermore, my team and I had faced hindrances in gathering potential information that can have been instrumental in rendering bespoke outcomes as being abided by the PPD. As per the views of Terng *et al.* (2022), the objective was to ***gather for a group discussion*** for defining household commodities such as mops and washing utensils for cleaning the walls and floor. On the other hand, the objective to ***determine the expenses*** has been conducted through my computational skills mentioned in my resume. Therefore, I have motivated my team to give their best in rendering an ideal solution for gaining loyalty from corresponding customers and maintaining bespoke outcomes associated with the respective infrastructural aspects.

# “Feelings and Thoughts”

The assignment concerning housekeeping services in the private home consisted of several tasks starting from the refurbishment of the ambience to the evaluation of the outcomes and expenses. As commented by Lindy (2020), the segregation of the entire work function among my team members has driven an impetus in sustaining resilience along with the feasibility of determining effective strategies for addressing unprecedented complexities. I was frustrated, However, I gathered that the creation of relevant CPD can be instrumental in determining the ways of gathering knowledge regarding the management of housekeeping services and appraisal of the boons of teamwork. However, I have experienced working in a team or independently, so entailing the aspects of teamwork was flexible for me to manage the respective work functions required for generating the desired outcomes.

The articulation of the PPD has been instrumental for me in achieving employability. However, I had to enhance my communication skills, which have been instrumental in conveying potential information to and from my team members. As opined by NISHONOVA (2020), the possibility of generation of ambiguities in completing the given assignment can thus be eradicated accordingly. This signifies that the articulation of a prompt CPD can be instrumental in enhancing my supervision abilities at the highest level. Moreover, I felt that the ability to inculcate faster decisions by adopting various approaches can be instrumental in generating a faster and bespoke outcome possessing a conscientious work ethic and attaining PPD. The reason is that its deployment can help in controlling my emotions and motivate me to work under pressure and possess good problem-solving and analytical skills. Some of my team members decided to leave work, which made me feel guilty about my work practice. Therefore, I had to articulate a PPD for the appraisal of CPD in gaining courage in tackling unfavorable circumstances. Thus as a team player, I managed to develop trust and impart motivation among my team members which energized their morale to continue with the given assignment.

# “Evaluation”

I have acknowledged that the strategies concerning motivation within the team have witnessed the commitment to appraising good practices and innovation. Based on the views of Fromke *et al.* (2022), the development of verbal and non-verbal approaches has been an indispensable aspect for determining the ways in inculcating my CPD concerning the generation of PPD. The reason is that the role of conducting effective communication has been instrumental in sharing ideas and avoiding the occurrence of communication issues from being manifested while conducting the given assignment. This evaluates that attaining PPD can be acknowledged by enhancing my communication skills through the implementation of CPD. Its importance can help me gain insight into the issues faced by my team members, based on which I can provide them with adequate strategies for resolving their issues.

The deployment of a PPD can drive an impetus to evaluate the procurement of raw materials and instrumental data that can be arranged and processed in respective Excel sheets. This signifies that the contribution of PPD has been instrumental in accomplishing my objectives which can drive an impetus in honing my skills. As per the views of Foong *et al.* (2021), the versatility and veracity of this work can be appraised by enhancing my ICT skills, which includes the evaluation and development of crucial working records using digital devices such as computers for conveying important information to the respective proprietors or my team members through email and social media. This signifies that the development of my communication skills can be optimized by the aspects of verbal and nonverbal abilities for handling unprecedented circumstances. On the other hand, I gathered that the deployment of a CPD can be instrumental in driving an impetus for achieving employability in future. This signifies that drawing a dedicated PPD can be instrumental in appraising the aspects instrumental for articulating a proper CPD. On the other hand, I evaluated that the determination of significant ethos can be instrumental for ushering adequate “time and self-management” aided through “teamwork and networking”.

# “Analysis”

The assignment has worked well and decided to segregate in the smaller fragrance as per the working potentials of my team members. I analyzed the role of drawing a dedicated CPD can be instrumental for determining the amounts of time and patience required for deriving the outcomes. Thus the determination of respective working potentials is required to be assessed carefully while allocating a given assignment. However, I had analyzed that the development of PPD can be instrumental for deploying strategic interventions for driving and impetus towards the development of my communication skills. The corresponding articulation of the intervention in gaining trust among the associated stakeholders while formulating the "CPD''. This strategy can be indispensable for enhancing the feasibility of achieving employability.

The modules regarding the refurbishment of the private home need careful acknowledgement of the modules and respective handbooks. In this context, I can develop my ICT skills by conveying important notifications among my team members about the rules, regulations and associated formalities mentioned in those documents. As commented by Moe *et al.* (2021), the development of individual PPD can be instrumental in generating equanimity while addressing critical hindrances. This signifies that articulating a proper CPD which aids in the enhancement of personal skills required for accelerating the quality of the concerned work function. I have analyzed that The determination of potential resources can be instrumental in deriving accurate information for rendering bespoke outcomes.

Conducting a group discussion with my team members can be instrumental in incorporating innovative strategies for boosting the quality of the given assignment. Therefore, I acknowledged the design of the CPD to acknowledge PPD and drive an impetus towards achieving employability in my career. Furthermore, my team members supported me to acknowledge hope and encouragement for honing my skills. Therefore, I can say that the appraisal of the aspects of a CPD has played a major role in inculcating confidence while confronting others along with adapting the working tactics as per business trends.

# “Conclusion”

The strategy to bifurcate an entire assignment into corresponding segments among the crew can instigate excellence in appraising the supervision abilities to reach its highest level. As opined by Kamarudin *et al.* (2021), team spirit can be acknowledged by appraising the aspects accurately with a conscientious work ethic, which helps to maintain effectiveness and the spirit to render better performance. On the other hand, the development of the CPD has been instrumental to submit my assignment within the stipulated time. However, I will continue to evaluate my work performance and Keep up with the pace and veracity for rendering effective outcomes.This can help in availing loyalty from the proprietors which can generate an impetus towards the development of my career as well as push our team spirits to reach its zenith. On the other hand, I will develop my verbal and writing skills which can accelerate my research skills. This signifies that the deployment of a CPD can impart resilience among a team which can shed light on generating PPD as a key aspect towards achieving employability. The conventional methodologies thus acknowledged can be instrumental in honing my skills to sustain betterment in solving various problems.

# “Action plan”

I gathered that the determination of a SWOT analysis Of my team can help determine their strength and weakness. Based on the views of McKenzie *et al.* (2020), extrinsic and intrinsic aspects that pose the potential to generate threats in their work functions along with possible opportunities can be traced significantly. Thus, the determination of the studies to counteract the unprecedented inferences can be instrumental in appraising my career growth and inculcating employability. On the other hand, I can use particular account management software such as MS EXCEL, which can help me in maintaining the records along with financial transactions for monitoring the requirements and tasks in completing the entire assignment. This intervention can also drive an impetus towards addressing potential barriers which are subject to occur while conducting the work function. Moreover, the affirmation strategy can be instrumental in accelerating the probability of attaining employability where I can develop my ICT and linguistic abilities. I can use Social media as an effective medium for conveying respective strategies which can help in developing the perceptions of my team members. In addition, I can gather innovative ideas from my team members as well as issues based on which we can all provide strategies for addressing them. This can also motivate them towards achieving jobs in the household sector. Therefore, the articulation of a CPD can prove to be instrumental for ushering PPD within my intellect which can pave the way towards appraising empowerment including management of the work and rendering better outcomes within the stipulated timing. Therefore, the sustenance of the interventions can be instrumental in fostering problems solving skills to a further extent. On the other hand, I have learnt to calculate the NPV value which can be obtained by differentiating the total PV and initial investment. This has helped in maintaining adequate economic background in the future concerning the conduction of entrepreneurship.



Furthermore, I can determine the payback period by conducting the account management process which can help in retaining adequate financial assets. However, I need to develop my level of confidence and stay calm and monitor the work process. This includes empowering the team members in generating appropriate perceptions while conducting the work functions. On the other hand, I need to develop the corresponding ICT abilities which can assure the possibility of achieving employability in the future.

# Conclusion of Study

The study included a reflective insight regarding the instrumental factors which includes the designation of CPD aided by PPD for completing a given assignment. On the other hand, the study has provided the phases of the Gibbs Reflective Cycle, where necessary interventions to achieve employability have been articulated in the aforementioned sections. The skills mentioned in this piece of literature have provided the interventions which could shed light on developing overall personality and also determining the ways to manage a team and usher benefits in a career.

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# Appendices: Payback Periods for Projects A and B and respective NPV.







