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**Professional Practice**

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**Section (2)**

**Individual Work**

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**Part 1:**

**Interpersonal skills**

* **The definition of interpersonal skills:**

Interpersonal skills are features we depend on it when we want to communicate with other people and interact with them properly, and they cover groups of miscellaneous Scenarios where collaboration and Communication are urgently important, and these skills include that you can communicate and build a relationship with others.

And there are many examples, types, effects, and the importance of interpersonal skills.

For the First,

* **Examples of Interpersonal Skills:**

1. Patience
2. Leadership
3. Motivation
4. Empathy
5. Flexibility
6. Dependability
7. Responsibility
8. Communication skills
9. Teamwork

The second thing,

* **The types of interpersonal skills:**

There are many types of interpersonal skills but the important ones,

1. Communication: The ability to communicate between two or more people in a good way and exchange ideas and can expression clearly about it and there are different types of it, Verbal, Nonverbal, and Public Speaking.
2. Leadership: it's Not only related to an administrative position, but you can also be an employee to have skills and show that can be a natural leader, and that help to motivate other team members, example: Ability to inspire trust, Ability to instruct.
3. Conflict Management: it's about listening carefully to both sides, and that they can arrive at a solution by using creative problem-solving, for example, Constructive criticism, Counseling.
4. Positive Attitude: people with positive energy and attitude, kind, and keep a calm demeanor, this skill can make the workplace far away be toxic, example: Networking, Social skills.

The third thing

* **Importance of Interpersonal Skills:**

Interpersonal skills, it's very important in our lives, why? To be able to secure a job and get promoted, it's a Basic requirement for any job like problem-solving and negotiation. And Social competence is one of the decisive Factors to build positive situations facing life, and these skills helped us in our project with many things like getting throw the problems and solving it like our disputes and giving great ideas.

The fourth thing

* **The Effect of Interpersonal Skills:**

Interpersonal skills affect us personally, so it can build your skills and relationship with other employees and team members by making you communicate with them in a way or other by improving your communication and listening to them and showing Empathy and that makes them trust you, and can be able to solve problems arising in the workplace​ like the Conflict Management, so you get respect from them, or Negotiation to them or for your own good, and can help you to be more confidante with yourself because you have many skills that can be used to get promoted ​and that you have a different way of thinking comparison with other people, and get you able to do a different type of skills at the same time.

The fifth thing.

* **The Self-Evaluation:**

I always when I was younger have that specific thing that want me to be everything perfect and end with the final due especially with the big things like this project, so I can do a final touch comfortable and without a hurry, so that helped us here when doing the meeting and be that person to check all the work to finish it in that perfect image, and find times for the meetings, and we had some issues that can destroy our team and our work, so I have been to find a way for solve that, so I started to be positive, and the same time can Guidance and check the work and give a critique about it so at this situation that I need to be less positive, so we didn't have that big issues until the team members got busy with other work, so we didn't finish at our Schedule and that need my naturality, so I get to not accept delay for more time and need to find a free time to finish and see the work before submitting it.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The Types of Interpersonal Skill** | How / Where did I use it | Evaluation of my Performance | Effectiveness of Applying the Skill | Areas of Improvement |
| Communication | I used the Communication skill when there was a discussing about the work or share the ideas and discuss it | I was great at communicate with the team and I didn’t face any problem to show my opinions about any work | It can make you Public Speaking and communicate with important people that can help you in your life and improve yourself | I see that I need to be more specific on my words to show my ideas clearly and without be fast in show it |
| Conflict Management | I used this skill when there was some of the conflict in the members in our team, so i do it and i solve the problem and finally We understood each other | I was the better person that solve any conflict between the members team because I knew what every person wants and thinking about so how can reach to the better solution | Can help by letting everyone see that you are a kind person and care about the workplace to be a great and criticism Counseling and Mediation Problem-Solving easily | In this maybe I can be better at it by put the other emotions on the side and start to manage the conflict and have patience |
| Positive Attitude | I used the skill when we need a positive feeling because we didn’t do that much of work, so it helped us to motivate and finish as mush as we could | I was very good at because I need to finish at time, so I need it to have a good reaction, so I knew how to Use it to get them done | It can help us to Rapport Building and be Friendliness and make a Networking and build a Social skills | I can do it by myself not just in specific times or problems to be more helpful and give a better vibe |

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**Part 2:**

**Problem solving Techniques**

* **What is Problem solving?**

The problem solving it’s a way used to solve the problem in our lives, and it can’t be done without doing the four steps step by step:

1. Define the problem
2. Generating alternative solutions
3. Evaluating and selecting an alternative
4. Implementing and following up on the situation

* **The Problem-solving Techniques:**

If we want to use the Problem-solving Techniques, we need to know the best Technique for us to use with your problem and there are so many of them, and these 3 of them can help for an event:

1. OODA: this technique it’s to filtering the available information and put it in the context and take the quick decision.

And the letter in OODA have meaning and questions at the same times

O: **O**bserve: (What is your current situation and what is the reason you want to change?), gather as mush recent information as mush as you can to identify the problem and get a whole idea about the environment.  
O: **O**rient: (Where are you now and where do you want to go?), analyze the information and thinking about what and why this decision takes before choose and see where you will  
D: **D**ecide: (How are you going to face the problems that come to your way?), this point offers and ideas about response plan and develop the plan for action.  
A: **A**ct: (What is your action plan?), implement the changes.

1. GROW technique: it’s a simple technique but it’s very helpful, it was created in 1980s by sir Jhon Whitmore, and it’s the most popular technique for the coaching model to problem solving, performance improvement and goal setting.

And the letter in GROW have meaning and questions at the same times

G: **G**oal: (What is the purpose of this session?) need to look and identify the behave want to make it, be sure that when this   
R: Current **R**eality: (What is the goal/problem?), describe the reality to see how much the space between the person and his goal.  
O: **O**ption (or **O**bstacles): (What is the goal/problem?), create a possible strategies to reach the goal.  
W: **W**ill (or **W**ay forward): (How will you stay committed?), Commit to specific actions for improvement and plan for follow-up to assess progress.

1. PDCA: it’s associated with dr. William Edwards since 1950s, and this method was created because he wants to know why there’s some products don’t work as hoped

P: **P**lan: Identify your problems.  
D: **D**o: Test protentional solutions.  
C: **C**heck: Study results.  
A: **A**ct: Implement the best solution.

* **Critical Reasoning:**

Critical Reasoning it’s the ability to analyze, think logically, identify evaluating arguments, in a way that we can choose the next step, and reasoning it’s the way to move from the evidence to the conclusion, and all of us have an example of it in their life because every decision need to make the best results

Before the event started, when we were marketing the event, we figure out that we have a problem that we can’t sell more than 50 tickets, so we used critical reasoning to solve the problem, at the first we ask ourselves what’s the problem, and we know it so at the second we analyze the problem by knowing, understanding and give ideas about it and dig deeper on the reasons, at the third we start out the information together and know what the connected with it is and which isn’t, at the fourth we start put questions without biases to see it like (are there any viewpoints we missed) and start exclude any choice if there was any bad biased, at the fifth we think about every idea we put and choose the best one and that give us more profit with less lost, at the end we present all the solution to be sure that what we choose is the best from all, and after that, we put into place to see if we solve the problem or not, and we’re.

* **Improving The Critical Reasoning Ability:**

There are many ways to improve the ability:

1. Become more self-aware: That mean you need to become more self-aware and that means considering your opinions, thoughts process from values and ethics and morals, and thinking objectively about what you love and don’t love, it can help you understand why your situations are from a certain perspective.
2. Evaluate existing evidence: you should use the last expertise and facts to help you take the decision by critical reasoning like do you face any challenges like this before? What do learn? By searching and using the experience as evidence, you can reach to an effective solution.
3. Ask questions: when you aren’t sure just ask questions always, start from what you know already and confirm that all the details are right, and you can ask them to repeat if you didn’t get it, this way can help you to assign purpose and the value for part of the information.
4. Understand your mental process: that’s meant to evaluate and understand how to process and get the information, understand how you listen and interpret all these, and your reaction to the information because you are a critical thinker you know and understand your biases and how it can effect on the decisions.

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**Part 3:**

**Team dynamics**

* **The definition of the team dynamic:**

Before begin, we need to know what is the team, it can definition that two people or more work together independently to arrive the same purpose or goal, and it's very similar to team dynamic, but there’s an essential difference, the group two or more have something common, but the team dynamic is a group commonality is a shared goal, it can be created for a short term or a long term, And for Team dynamics, Kurt Lewin he’s who is credited with coining the term, in the beginning of the 1940s, and he noted that people usually make a great decision and show a special skill when they worked in groups, it created by the natural work for the team, the personalities, and their relationships, and the environment, and can improve the performance of the team and get the most out of the members, and it can found when you look to the member behave inside a small team.

* **Characteristics of a winning team dynamics:**

1. Shared purpose: so, all the members work as much they could to achieve their goal
2. Trust and openness: so, every member need to trust his teammates to share the ideas and information without judge or fear from the punishment.
3. Willingness to correct Mistakes: you need to be wanting to correct the mistakes, when the success depends on the result, track your work and be ready to change the road, so and admit your fault.
4. Diversity and inclusion: success teams useful from the different ideas that every member doubt it to get into more creative solutions.

* **Belbin Test**

A test developed by Meredith Belbin in 1981 after 9 years from studying, and it can help you to now your roles in the teamwork, and support build the team, it can use wisely to take a perfect look for the team working and identify the team weaknesses and strengths and that can be helpful, and you can have one or more roles.

* **Belbin roles:**

1. Thinking: Plant, Monitor Evaluator, Specialist.
2. Social: Recourse Investigator, Teamworker, Co-Ordinator.
3. Action: Shaper, Implementer, Completer Finisher.

**Our roles:**

* **My Roles:**

I was a good member of the team, I was never late for any of our meetings, I always finished my work ahead of time so that I could review it, and I used to look at all the work of the other team members so that I read it to review it and correct the mistakes in it if it was light, but if She needed another job, so I told them what was wrong and where to start and how, and I also gave solutions to problems by thinking sometimes or by listening to the opinions of others, evaluating and criticizing solutions and in the end choosing a solution from them, like what I did when we faced the problem of our inability to sell More than 50 tickets, and we reached the final solution of them from what I evaluated, here my role was that I'm a Monitor Evaluator, and I also when assembling the work with a comprehensive vision of the work to be sure that we added all the necessary details, here my role was that I'm a Completer Finisher, and also I could do a special final touch such as if I came up with a great idea and put it and take the opinion of the team, and I also motivate them from During certain points such as breaks or making them think about the final mark that we will get and that it is worth our time, here my role was that I'm a Shaper, and I also planned a certain strategy so that we can finish as quickly as possible and distinguished and this helped us to finish almost on time. The rest was just for Final touches, and I was doing them on every work for every member, so the final touch was easier.

* **My Team Roles:**

Jana: It was a good help, when we faced the problem of not selling tickets, she thought critically and came up with a solution that we used after we studied and saw it, as it was the best solution among the solutions and the least losses, and here she was Planter, and she also helped us through her experiences, and she accomplished the work On time, but sometimes we would get some work done when she was late, and she was always cheerful and excited and sometimes lost interest in the work and also had that curiosity to think of many solutions to bring to the team, and here was the Resource Investigator.

Khaled: He did a lot of work, starting with the design which it turns out he knows very little about so his skills helped us design professional designs, and here he was the Specialist, and he also helped pick out the best logical solution, he was also doing some checking of some final work, and he was in some Sometimes he doesn't have that work, but he gets it done in the end, and he also had that ability to motivate and be optimistic and not lose focus, so he was here a Shaper.

Ahmed: He was very positive and helped us overcome many problems. He even created another plan when we were a little late so that we could accomplish many of the remaining works with high efficiency, and here was the Implementer, and he also helped others to complete their work and accomplish it until it was finished on time, And also when there were conflicts, he avoided doing it with anyone and was indecisive in some decisions regarding the future of the team, and here was Teamworker.

Firas: I don’t know anything about his roles, he didn’t do any work even 1%

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**Part 4:**

* **The importance of Continuing Development Plan and their Contribution:**

The continuing development plan its get increasingly important every day because it helps the people to enhance their current skills with reducing any shortfalls in knowledge, and that provided a special competitive in time that person need it like it can mark the induvial in the business market, and you can track the skills you have, and it can increase your strength by knowing the possitve parts to work on it and erase the weakness from them, as many a lot of the candidates they have the similar basics of the qualifications, so the planned for CPD can give the induvial take the responsibility of their career aspirations and to develop of it, the whole idea from all that you need to keep update yourself and earn more of skills that will help you in your life, like you can learn a language and by that you learn a thing new every day, and it can add to your career life, and it will be with you all the time like the English and improve it that means make it better and can travel to another county and helped you there and maybe love another one, so you can learn it and that (Continuing) mean it will be with you all the career life and (Development) means you will improve yourself all the time without even stopping and (Plan) that you will put a plan to improve yourself, it can help you learn things for the first time and improve what you already learn every time you want to learn, and it makes you learn more than one skill or thing because every time you use it that make you close to another thing and that’s mean it makes all of you better, it’s a diagram that connect to all that, like if learn language maybe English tour confidence will increase and your communication with other culture and know them and means that the people can understand you and you too, and it ensures that all the qualifications for the academic part don’t get old and that allowed the individual keep improve their selves, and another one if you want to see where you will be after 3 years after the university or at the work it can helps you the weakness and the strength as we talked, its important in many fields like the employees and the university, as Salder Smith found what CPD avails for like Enhanced Mobility, Updating, Competence, that’s mean by Straight, improve all your skills, makes your skills up to date, made you compete with the other in the same field.

**Motivational Theories**

1. **Herzberg’s Theory:** this theory was made by two factors, the Motivational Factors and the Hygiene Factors, and it’s made to can understand the dissatisfaction and how to create a vibe of no dissatisfaction and dissatisfaction

**Hygiene Factors:** it's the individual factors that will profit only the hand particular life not the career life similar as the social connection’s payment, and the working conditions. And this is in every factor but in different situation, if it was at the least so its in no dissatisfaction, because no want to work her der with a bad salary and dirty office, and if was at maximum it will not cause any dissatisfaction, because everyone want to be happy work with a good alary and collaborating colleagues, at some point of the employee life career, the hand would suppose that he needs a further challenge to consider it as a jewel for his career and to get that feeling he wants to involved for a high responsibility workplace, this why sometimes it doesn’t work

**Motivational Factors:** it’s the individual factors that will profit the hands career to proud of themselves as the achievements, and we can say this effective can put in the CV and can cause the weather satisfaction and without that there is no satisfaction but is there a good hygiene factor. That will not make them upset, everyone love do effect that make them jewel.

* **To Improve:**

We should balance between the factors to save the employees and company limitation, and with that, it will not make any dissatisfaction, if the company give the god salary and the workers signed that are working with equivalency, if they give the workers the opportunity to take responsibilities, they will be more affective.

1. **Maslow’s Theory:** it’s a theory which you walk through it to get the asked outcomes**,** and in their meaning climb a hierarchy to reach what you want, and its 5 stages start from: the human needs like water, food, sleep, and the secod one feel safe like financial savings, the third one, that to have a good relationships with, friend, family, and get a wife, the forth one, its loving yourself and thinking about improve yourself so you can feel like a special person, the fifth one and the final stage, it’s the creativity, it’s when you don’t need anything else, so you need to consider you as a influencer in the people and their lives, often it’s for the success managers.

* **To Improve:**

This theory shows that there things should be in everywhere, so because of that the employee accept the jobs, and this is the first stage and that the human need to be safe for the second, after that that would love their salvers for what they worded so its all about that give them what they needs and you them work hard to get to the promotion that they need to arrive what goals they want, so they will work had with the best as they could and their performance, and that if they are Aim to the best.

1. **Goal Setting Theory:** is a theory aim to focus on a specific goal to finish as much as you can at the perfection, and that means the maximum as you can do, in the organizations and the companies, these goals being targeting by the managers so they can give it to that work harder to give the best results and often its hard to finish it but for the human nature, challenge is a trait, so we accept this to arrive it and even we know it’s a hard one, and that’s require a lot of the hard work because all the attention will be on us, and the result will be a great one if they are a reaction, we love to see people reaction with our success, and that’s make us want to do more.

* **To Improve:**

This theory uses for make the employee find strategies to how arrive goal in a high effect, and when we gave the employee a specific mission he will, so he will put all his effort to arrive the goal, so the company will appreciate the work that he done, and will made more for his company, and the result will be that they benefit from each other.

|  |  |  |  |
| --- | --- | --- | --- |
| **Theory** | Maslow | Herzberg | Goal setting theory |
| core concept | that people are motivated to achieve certain needs and that some needs take precedence over others | This concept puts forward two factors that motivate employees: job satisfaction and job dissatisfaction. While these might seem like opposites, they work together in a cycle | specific, difficult goals engender higher performance than does merely urging individuals to do their best |
| 2 similarities | Help understand the psychology for the employee  Emphasized the importance of whet the employee needs for motivation | same | same |
| 2 Differences | It’s classified the human and it 5 needs into 2 factors  Its doesn’t focus on the job | Its more for the professional employees  Its focus on the job | For the employee who need basics  Its focus on the goal |

* **CDP For Employees**

CPD For Organization and employees:

The continuing development plan is being used in companies and for a single person too, for organizations, it makes the organization to be up-to-date, updating their performance to get the best results, and make the organization survive any changes and not be eliminated in any point in the future because the plan makes them avoid mistakes that might cause big damage. It’s very important due to having a lot of advantages that make it an essential thing to have:

1. Promotions: CPD makes the person get higher promotions, which increases his reputation and salary.

2. Balancing and quality of life: people who use CPD, will track their progress which will cause them to know what they have to improve and what they should do in the next steps, which is going to make them prepared in work or personal environments.

3. Capability Enhancement: the plan will make people improve way much better, so they can reach their goals and fight the problems that they might face.

4. Improving: it will make people track their skills and make sure that they won’t lose them at any point in the future.

CPD is made to make people’s lives easier because the plan is step-by-step that aims at a single goal to achieve it. For example, if someone wanted to obtain a specific trait, he will use CPD to get it, especially that goals that need much time to obtain. The good thing about CPD is that all the knowledge and skills that you obtained won't be gone because one of the good traits about CPD is to make sure that whatever you obtain, it will remain.

* **CDP Evaluation**

It is made from five levels to measure if the attendance has obtained the outcomes:

1.Participants' Reactions: Environmental issues, we have to know whether the attendance was comfortable in the class, for example, did they like the perfume used? Did they feel normal and not in tension? And we can know that by seeing their expressions and taking notes from them to see if they're what they did not like. To improve it, we will make sure that we don’t commit the same issues again.

2.Participants Learning: In every event, we have outcomes that we want to reach it out to the attendance, we will see the attendance whether they got ideas that we wanted to reach or not, we can also ask them if they got advantages from the event. To improve it, we can change the content to better content that will make it more understandable for people.

3.Organizations' support and changes: to make sure that the event or the program is good or not.

4.Participants' use of the knowledge: to see if they acquired the new skills or not.

5.Student learning outcomes: by knowing what was the impact that we have caused to the student and are achieving something due to that impact.

* **Measure the Success of Plan**

Everyone has his own measurement that will make him know whether he got the skill or not, and every skill has its own criteria to measure. First, knowing the actions required to get the desired skill, then what resources and help you need to get it, then you will put the criteria to get the results whether you get it or not, then put a deadline, and it should be enough for that skill.

For example, to have a healthy body, I have to know what actions I should take to achieve it, which is eating healthy food and doing exercises by going to the gym and doing sports, my resources are by motivating myself and staying committed to my plan to achieve the desired goal, then after the deadline shows up, I see whether I changed or not, by seeing my body if it's in a better shape or not, and by going to the doctor to do some checks to know my body average.

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| --- |
| **Career Development Plan** |

1. **What Is Your Definition of Success?**

|  |
| --- |
| **I shall consider I am successful when I:** |
| My Definition of success is to learn from anything that I do, and when I learn every time a new thing and benefit from it, that is a win because all what I have learned that’s mean i get closer to achieve my goal, and that what I can called success. |

1. **Identify your values**

- Choose three values and explain why they are important to you.

|  |  |  |
| --- | --- | --- |
|  | **Value** | **Why it is important to me** |
| **1.** | Openness | That gives me a very good relationship with everyone, and the people love who don’t judge them, so I’m not a judge mentally, and I’m open to any ideas and opinions that they have, and that makes them trust me. |
| **2.** | Honest | I believe that every lie is a big one even on the little things and that people could trust you, so I do it to have people trust and to don’t regret on and because it’s the right thing to do. |
| **3.** | Respect | Respect brings respect, which means people will respect me if they see me respect them, and that builds a good relationship, and it's the better behavior to do. |

1. **My Goals**

- Describe your intermediate-term goals (2-5 years).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Personal Goals** | **Action Steps** | **Resources** | **Deadline** |
| **1.** | Healthy body | Start eating healthy food  Go to the GYM  Start sports | Motivate myself by see the fitness videos and how my body will become if I commit | The end of half 2023  30/6/2023 |
| **2.** | Influent English | Read English books  Talk to native Americans | Be more know how to open a subject with the American strangers and that need time | The end of 2023  31/12/2023 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Educational Goals** | **Action Steps** | **Resources** | **Deadline** |
| **1.** | Learn About AI | Need to enroll courses | Motivate myself that it will be helpful to me and stay Committed to benefit my person | By the quarter of 2024 |
| **2.** | Learn about my major as much I can | Enroll advanced courses, search and study as much I can to be the best | Committed and motivate myself so I don’t get bored and lose interest about know more because that need hard work | By the end of 2025 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Career Goals** | **Action Steps** | **Resources** | **Deadline** |
| **1.** | Work in a world company | Get a certificate from the courses that I have taken and got an excellent on the university before I graduate | Never stop working for the company I want to get in, because it would happen at the end if I worked in myself from courses and studying | By the start of 2026  After that I graduate |
| **2.** | Open my own compony | Have a capital and experience from the compony that I worked in and take more advanced courses for my major and leader skills | Never stop learning and never feel tired.  At the end you need to work so | By the start of 2028  After 6 years from now |

1. **Develop a S.W.O.T. analysis where you:**

* List your strengths and weaknesses in relation to your current skills and any special resources that may or may not be available to you.
* Evaluate opportunities that might arise from your strengths.
* Evaluate possible threats that might arise from your weaknesses.

|  |  |
| --- | --- |
| **Strengths (Current)** | **Weaknesses (Current)** |
| Able to handle stress, overthinker, can complete my work in a short time, hard worker, if I don’t know my mission I can search and start on it, problem solver, always positive and give good energy. | Get distracted quickly, can’t organize time enough, rarely when I listen to all the opinions at the end, I apply mine and its not the best. |
| **Opportunities (Future)** | **Threats (Future)** |
| I can get a great Opportunities because I’m a hard worker, and when I do something that I love I get started on it, and I got trust from everyone quickly because what I do and from my values so that helped me for solve conflicts, and when I do a work I finish it perfectly.  **The Possible opportunities**  A manager if I improve myself more, and a offer to work freelance before I graduate because I can work hard and can know a lot in a short time. | Often when that one decanoin depend on an opinion it can ruined it, and if didn’t commit with my plan I can feel desperate, and that could decrease my options in the work.  **The Possible Threats**  Maybe I will not be a manager in the work if I keep put my ideas first and don’t benefit from the time as much as I can |

1. **Develop a Skill Audit where you must:**

* Identify a job/internship you would like to take in the future from a career listing that is related to your field
* List at least six examples of technical and soft skills, which you consider important for your future career.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Skill** | **Competency** | | | |
| **I do not have the skill** | **Low**  **level** | **Medium level** | **High**  **level** |
| **1.** | Communication |  |  | I’m great on it but need some improve when I talk to the native speakers |  |
| **2.** | Creative thinking |  |  | I can be creative but need to improve it |  |
| **3.** | Leadership |  |  |  | I have it and know how to deal with the members |
| **4.** | Time management |  | Bad, Need to put a lot of effort to improve myself here |  |  |
| **5.** | Ability to work under pressure |  |  | I’m doing very well on it but I need to improve my focus |  |
| **6.** | English Language |  |  | I’m very good at it but need to improve myself and be influent on it |  |

1. Based on your skill audit use the templates below to identify at least four **development needs.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Development Goals**  What knowledge or skills do I want to develop? | **Development Activity**  How will I achieve this? What is the most appropriate development activity? | **Success**  **Criteria**  How will you know if you have been successful with each action? How will you measure success? | **Support**  **Needed**  What resources or support will I need?  Financial, time, resource | **Date for Achievement**  Target Dates for review /completion |
| **1.** | Communication | Talk more to native speakers | When I can open any subject with them and without fear that they will judge | Some confidence and along time | The Quarter of 2023 31/3/2023 The next year |
| **2.** | Creative thinking | Solve a lot of problems | When I see my self thinking for a solution and it’s a creative one without trying to be a creative one | Much of thinking and time and self-confidence  And commit on practice solving problems | The half of 2023 31/6/2032 |
| **3.** | English Language | Talk English with strangers and American speakers and talk with my friends in English and chat. | When I turn speak influent and without mistakes and test that by record me talking | A lot of practice and speak with an American friend to see myself | The end of 2023 31/12/2023 |
| **4.** | Time management | Put a daily schedule and commit on it | If I commit by the schedule or not, daily, weekly | Commit and time | There is no specific time but  There is a date I need to be commit before  30/11/2022 |
| **5.** |  |  |  |  |  |

**Belbin Test:**

