CAREER ACTION PLAN AND SELF-REFLECTION

By

Course

Instructor

Institution

City

Date

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# Introduction

**Summary**

Recruitment consultancy is a career path that is advancing, and I am interested in it based on my capabilities and educational qualifications. As a recruitment consultant, I will be responsible for attracting, hiring, training, and helping organizations retain competent employees. According to Barnay (2016), organizations that offer services related to recruitment assistance for the law are in high demand. This follows government restrictions on the implementation of rules and regulations for sustainability achievement. Therefore, I plan to match companies with legal experts.

I currently studying Human Resource Management and willing to grow by acquiring leadership, teamwork, communication, technical, situational handling, and critical thinking skills. Personal and professional development helps me maneuver different industries and fields, including the fashion retail outlet I visited for my primary research and legal recruitment I explored. Today, a paradigm shift continually occurs, and firms are interested in experts from different fields who can handle civil, commercial, criminal, and contracting law (Davis 2009, 4-5). Most of the outsourced lawyers working on a short-term basis are experts in healthcare, business management, litigation, security, crime, data privacy, and legal compliance, just to mention but a few. I am a consultant who identifies, recruits, and trains experts to offer quality services aligned with the organizational vision and mission. I will also help candidates negotiate salaries better because, based on personal experience, most freshers lack sufficient knowledge on identifying jobs and career paths that would reward them based on their capabilities (Bencsik and Machova 2016, 42). After graduation, I want them to assume responsibilities that would give them the desired salaries. Besides the background of my job, I will be providing services based on my qualifications, skills, and experience as further detailed.

**Key Skills**

* ***Organization and planning*:** I am a dedicated professional with excellent organizational and planning skills. Generally, a recruitment consultant must manage workload effectively and accomplish tasks on time because delays could affect a brand’s image (McGinley and et al. 2014, 93). Naturally, excellent organization skills make me solution-oriented.
* ***Communication*:** I am a good listener and have a command of different languages (Bulgarian, Spanish, Castellano, English, and basic Italian). Also, I prioritize matters of interest to the clients. Language competency expands one scope of work and, increases the chances of understanding other cultures (Omar, Manaf, Mohd, Kassim, and Abd Aziz 2012, 104). I have a strong interpersonal, presentation, and communication skills that make it easy for me to organize teams and facilitate projects.
* ***Leadership***: I am a reasonably good leader. According to Visagie and Koekemoer (2014, 47), a recruitment consultant trainee must have the ability to motivate others, and leadership skills assist such individuals in realizing their objectives. I have consistently exhibited leadership in my undergraduate studies and workplaces. According to Delery and Roumpi (2017, 5), a consultant lawyer with a background in recruitment and training must possess supervision, administrative, staff regulations, and planning skills to integrate legal practice and human resources management.
* ***Conflict Resolution***: I have average conflict resolution skills. Recruitment consultants must possess emotional intelligence skills to handle conflicts within organizations. I am confident in my conflict resolution skills and have applied them to managing clients and colleagues in the past.
* ***Time management***: I have excellent time management skills that increase my chances of screening applications and matching applicants with organizations within a short period.
* ***Adaptability***: In the everchanging world, one must adapt to different environments. I naturally adapt to change and engage in continuous improvement to ensure that I fit easily in various industries.
* ***Teamwork***: I believe in collaboration and strive to get along with people to achieve common goals.

**Knowledge/Expertise**

* ***Information Technology:*** Technology is crucial in managing modern-day HR practices. It assists in headhunting, talent management, recruitment, training, and retention (Coverdill and Finlay 2017, 3). I made a personal initiative to learn new technologies to continue being relevant as an HR practitioner in the consultancy environment.
* ***Negotiation*:** Recruitment consultants must have excellent negotiation skills and expertise to strike an outstanding balance for employers and employees (Borbély and Caputo 2017, 321). I am an experienced contract negotiator who helps freshers get the best salary deals and excellent workplace environments while ensuring that the employers work with productive teams.
* ***Recruitment and training***: I am experienced in screening, attracting, recruiting, and training candidates. I match them with organizations that advertise vacancies and desire competent candidates. Additionally, I help candidates prepare cover letters, CVs, and attend interviews to land their desired jobs.
* ***Basic Law***: I have a basic law background. To be an excellent trainer and an expert in short-term legal projects, he or she must have experience in all the fields of law (Henderson 2010, 376). Hence, I am dedicated to sharpening my skills in different areas of law and human resources management.

# Personal Analysis

**SWOT**

***Strengths***

* I have a Bachelor's degree- Business Management with Foundation Year from the Buckinghamshire New University. Majoring in HRM makes me competent in identifying, screening, recruiting, training, and attracting candidates.
* My studies are still in progress, which allows me to continually gain knowledge on my field of practice effectively. I will continue to learn ways I can become more proficient before I complete my course, which is a strength that will be beneficial in my practice (Thornton 2016, 1)
* A basic background in law gives one an excellent understanding of the law's theoretical and practical aspects. They also make one a good researcher and an excellent project manager (Michels 2016, 15). I have a basic background in law, and I'm confident in my ability to deliver results from an HR consultancy perspective.
* Excellent communication skills make me a competent operations manager, trainer, administrator, and team builder. Both verbal and written skills enable me to present well, write excellent proposals, defend training projects, and demonstrate the ability to work with individuals from diverse backgrounds.
* I am competent in MS Office.In the world of computer literacy and internet connectivity, every field deserves an expert in MS Office. I use the MS Office packages for research, database management, and communication with organizations and recruits.
* I have excellent planning abilities, which help me prepare for recruitment, training, and retention. I use planning skills to schedule interviews, team building activities, simulation tests, training programs, and conferences, depending on organizational needs.
* Exhibition of professional and ethical conduct helps me maintain excellent relations with legal firms. Hence, I get referrals and repeat consultancy contracts.

***Weaknesses***

* I exhibited average leadership and conflict management capabilities. Hence, I must work hard at working on emotional intelligence, leadership, and effective team management. Integrating the three would transform me into a competent HR specialist capable of conflict resolution.
* My strength in HR is occasioned by specialization in the field, but I have a basic understanding of the law. It would be excellent to focus on improving my law background to work well with applicants and companies. This will make it easy for me to generate job adverts that will attract the right candidates.

***Opportunities***

* Due to technological advancements, I can look for clients online, take short online courses free, and engage applicants virtually as (Wang 2019, 66) recommends. I can also update databases occasionally using various applications to manage employee-employer relationships well.
* My HR practice prioritizes the legal environment, which keeps changing very fast, and one must change with it (Henderson 2010, 378). Change opportunities are inexhaustible, and law firms also embrace marketing and media coverage for exposure.
* Leadership course in human resources and legal work strives to build relationships between employees and employers. Leaders influence the followers to embrace change, develop their confidence, and help them identify opportunities (Salas-Vallina, Simone, and Fernández-Guerrero 2020, 2). My approach is to strategically direct employees so they can take advantage of inexhaustible opportunities. Since consultancy involves short-term projects and a lack of permanent attachments with firms, I have sufficient room for personal growth. I also have adequate room and resources to achieve my dreams (Legg 2018, 2).

***Threats***

* With an increasing population of legal experts who specialize in various areas, the field has become extremely competitive. I must continue learning both legal and HR practices to ensure that companies are satisfied with my work. My objective is to ensure that I become creative enough to make the career sustainable.
* As a recruitment consultant, I must realize that salaries and contracts are inconsistent. Therefore, when I get a client, I must maximize service delivery in case I do not get another client soon.

# SMART Template for Career Action Plan

|  |  |  |  |
| --- | --- | --- | --- |
| SKILLS/KNOWLEDGE AREA | ACTIVITY | DURATION | OBJECTIVE |
| Leadership | I will improve my understanding of leadership traits and characteristics through reading books, and researching about proper leadership activities. | 6 Months | Understand at least 8 different leadership traits, their advantages and disadvantages, and determine my best leadership abilities. |
| Conflict Resolution | I plan to examine resources that can educate me about conflict management from the library. I will examine important components of conflict resolutions, and read about conflict resolution mechanism. | 8 Months | To completely understand different conflict resolution approaches and their significance when dealing with different people. |
| Improve competence in Information Technology | I should learn about IT infrastructure, basics of computers, MS Office packages and the internet. I will take online classes and seek assistance from friends on how to advance my competence of IT resources. | 4 – 5 Months | Knowing how to properly use computers, access the internet, and handle basic tasks such as typing, research, and spreadsheet calculations. |
| Enhance knowledge in Law | I purpose to read many books about law and legal procedures involved necessary in various fields. | 8 – 10 Months | Sufficient understanding of legal regulations that govern my field of practice. |

# Curriculum Vitae

Name

Address

Phone number

Email

**Personal Statement**

I am a Business Management graduate with Foundation Year. Besides, I am an excellent human resources expert with an eye for consultancy. I am prepared for new challenges in life, and I will embrace the legal practice and HR opportunities.

**Skills**

* Adaptability
* Time management
* Communications and interpersonal skills development
* Planning and organizational development
* Conflict resolution
* Leadership

**Employment History**

**May 2013- Present [7 years 4 months]**

**Beauty Therapy**

Self-employment

London, England, United kingdom

**Responsibilities**

Did face peels, masks, and scrubs

**April 2004- April 2005 [1 year 1 month]**

**Chief Cold Cuisine**

Laguna Beach, Black sea Bulgaria

Responsibilities

Washing, cutting, and preparing food before it is cooked

Making sure excellent nutritional standards are maintained when preparing meals

**Education**

**2018-2022**

**Buckinghamshire New University**

Bachelor's degree in Business Management with Foundation

**1998-2001**

**School for clotting and nutrition"Raina Princess."**

Bulgaria, Stara Zagora

Clotting and nutrition

Maintaining the facilities in adequate conditions

**Languages**

Bulgarian, Spanish, Castellano, English and basic Italian

**Interests**

Reading books, research, public speaking, traveling, meeting new people

**Referees**

Referee 1

Referee 2

Referee 3

# LinkedIn Profile

**About**

I have excellent analytical and observational skills

I possess exceptional verbal and written communication skills

My language skills are advanced. I speak Bulgarian, Spanish, Castellano, English and basic Italian

I am a good team player

I am organized and SMART

I am highly adaptable

**Activities**

"The harder the conflict, the more glorious the triumph"- Thomas Paine#quoteoftheday#law#jmc#legal#recruitment#careers

Liked by Nelly Ivanova

"Opportunities don't happen; you create them." #quoteoftheday#law#jmc#legal#recruitment

Liked by Nelly Ivanova

**Employment History**

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1998-2001

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Maintaining the facilities in adequate conditions

**Skills**

* Adaptability
* Time management
* Communications and interpersonal skills development
* Planning and organizational development
* Conflict resolution
* Leadership

**Groups**

* Human Resources (HR) & Talent Management Executive
* Film & TV Tech Professionals
* Information Security Community

**Endorsements**

# Conclusion

To sum up, a career in consultancy law is gaining momentum, and everyone must look for a creative way of remaining relevant in the competitive employment market. My approach is to integrate human resources functions such as recruitment and training of law graduates to fit comfortably in various organizations that need them permanently or on a short term basis. As a graduate of business management and specialization in human resources, I must improve my legal expertise to serve clients better. I have excellent communication and interpersonal skills, coupled with outstanding planning and coordination capabilities. I am interested in learning more about human resources management in the changing world to integrate innovative concepts in my career. My objective is to have a stable and sustainable job characterized by continuous growth. As the law and human resources environments change, I plan on remaining relevant across different generations by improving my areas of weakness, such as leadership and conflict resolution.

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