PERSONAL AND PROFESSIONAL

DEVELOPMENT

Student Name-

Student Enrollment Number-

Batch Number-

Lecturer's Name-

Date/Month/Year of Submission-

BTEC HND DIPLOMA IN BUSINESS (LEVEL 5) ASSIGNMENT COVERSHEET 2014

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ASSESOR				STUDENT ID	
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ASSESMENT CRITERIA TO BE ASSESSED IN THIS ASSIGNMENT

Identify all criteria to be assessed in this assignment

Achieved pass criteria	LO1		LO2				LO3					LO4		
Original Submission	1..1	1.2	2.1	2.2	2.4	2.5	3.1	3.2	3.3	3.4	3.5	4.1	4.2	4.3
Resubmission														

Achieved Pass Criteria	Merit criteria			Distinction Criteria		
	M1	M2	M3	D1	D2	D3
Original submission						
Re-submission						

AUTHENCITY STATEMENT

I certify that the attached material is my original work. No other person's work or ideas have been used without acknowledgement. Except where I have clearly stated that I have used some of this material elsewhere, I have not presented it for examination / assessment in any other course or unit at this or any other institution.

Signature: …………………………..   Date: ……………………………….

Assessment has been internally verified for use			
Internal Verifier Name and Signature		Date verified	16/04/2014
ASSESOR'S FEEDBACK			

Batch Number

GENERAL COMMENTS
SPECIFIC COMMENTS
HOW TO IMPROVE YOUR ACHIEVENMENTS IN THE FUTURE

ASSESORS SIGNATURE AND DATE	

Acknowledgement

This would not have become a success without the contribution of many. And I make this the opportunity to thank all of them who gave the support.

I would like to extend my sincere gratitude to ………………………. for her guidance and constant supervision in completing the project.

Also I like to express my special gratitude and thanks to industry persons for giving me such attention and time by providing necessary information regarding the project.

My thanks and appreciations also go to my colleague in developing the project and people who have willingly helped me out with their abilities.

Thank you.

………………

Batch Number

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Introduction

Here the entire report has aimed to investigate about the self-managed learning and the way of enhancing the lifelong development through the self- managed learning itself. Further it explains about the way of developing a proper personal and professional development plan with analyzing the way of reviewing the activities and the procedures with the emerging requirements. Finally it has described about the way of acquiring the required interpersonal and transferable skills in order to meet the professional standards while explaining the work based problems with the recommendations to overcome from the gender based discrepancies of the given context as well.

Task 01

1.1 The Approaches to Self-Managed Learning

Self managed learning is a process which an individual may find various kinds of ways for learning something. Further it is possible to recognize as a process of setting the learning goals through the evaluation of the learning purposes with as well as from society itself in various ways as follows;

Social Networks

Today, there are several kinds of social networks like face book, twitter etc. There the people can learn so many things as the available information within such kinds of social networks.

Internet

There an individual can learn anything via the internet easily and quickly without getting the support of none. Furthermore it has provided wide range of information for an individual.

Seminars & the Conferences

An individual could learn through participating to the seminars and conferences while allowing presenting the knowledge as well. (Bullock**,** Jamieson**,** 2012)

Therefore through these kinds of methods, an individual could experience the new things which may encourage both of the professional and the personal context.

1.2 Ways of encouraging lifelong learning

Lifelong learning can be identified as a continuous process of learning personally which may cause to the development of the professional context. Therefore one can use the Self Assessment test which implies assessing the own strengths, weaknesses as well as the opportunities and the threats. So the *SWOT Analysis* will help with identifying the internal and external influences which may impact on the personal and professional lifelong learning process of an individual. Other than the SWOT analysis, it is possible to use *Self- Reflective Learning* which is aiming at learning new skills within the work premises in order to develop personal skills via carrying the work tasks as well as the assigned responsibilities itself. Furthermore the self-reflective learning may try to review personal opinions as well as the judgments and the actions which an individual is prefer to deal with. Furthermore the *Continuous Professional Development (CPD)* also led to combine the techniques which help for developing personal learning as well as the potential development itself. Therefore this may link both personal and professional development through planning as well as evaluating the learning effectiveness which may become possible through the judgments and the opinions as well as the society too. (Bullock**,** Jamieson**,** 2012)

1.3 The benefits of self-managed learning to the individual and organization

Through the self- managed learning; an individual as well as the entire organization can be benefited simultaneously. When it comes to identify the benefits that an individual can get himself/herself alone; it may encourage their skills and the capabilities specially communication skills as well as the presentation skills and the team work skills itself. here the individual could develop his/her communication skills through the self- learning which may also help with becoming independent in selecting own preferred method. Not only that but also it may lead to create synergetic effects to the organization as well. So the self-managed learning benefits with developing the professional contexts of the employees through enhancing their own decision making skills, flexibility, problem solving skills, communication skills etc. meanwhile helping

people to develop in a professional way in order to accomplish the goals and objectives of the entire organization in an effective and efficient manner as well. (Golding, Gray, 2006)

Task 02

2.1 The current skills and competencies against professional standards

Each and every organization is trying to accomplish their SMART objectives through evaluating and implementing qualities as well as the expectations of the staff with whom the organization has already contracted. So here the ABC educational institute is expecting to have staff with potential skills like leadership skills as well as team working skills and the writing, communication skills etc. with having the qualities of problem solving, decision making, flexibility as well as the adaptability and self-confidence etc. therefore the ABC institutional objectives or the professional standards can be compared with the personal skills as follows;

ABC professional standards and organizational objectives

Here the organization expects an individual offering a dedicated, comprehensive service to the customers, responding to the requirements of the customers through effective analysis of the internal and external environment, supporting to the organizational staff while motivating them, maximally serving to the customers, enhance the overall service quality while minimizing the errors with using the various strategies etc.

Personal skills

Here it can be identified through the personal assessment test, having better listening skills, communication skills and the writing skills as well as the researching skills and the negotiation skills, team work skills etc. as the main strengths or the own personal skills of myself. So it may better help with meeting the professional standards as well as the organizational objectives successfully.

2.2 The development needs and activities

Here the organization is expecting to have better time management skills as well as the IT skills which have become major weaknesses of me. However I'm expecting to engage myself with the training sessions at the workplace in order to enhance my skills in relevant specific areas as mentioned in above. Furthermore I have measured my time management ability with the work started and completion by me. Not only that but also I participated with more class presentations in order to overcome from my communication weaknesses.

As the personal strategy, I have already compelled to read books as well as newspapers etc. With the purpose of implementing my communication skills which are the organization is expected. Furthermore I can improve the strategic planning through referring the Harvard learning style related to the business reviewing itself. Other than those, I personally learn through researching myself with evaluating the political, economical as well as social and cultural and the technological environments itself. (PEST Analysis)

2.3 The Development Opportunities

As the present needs, I had to have completed my diploma level while completing all the relevant assignments for the semester in order to commence the degree level of the business management by the end of the next June. When it comes to see the future needs, I have an opportunity of completing my current studies as well as   continuing it with the further education as well. Furthermore I have an opportunity of studying for degree level while being specializing within the field as well as masters' degree within the strategic management area with formulating the future strategic plans as well.

2.4 Personal and Professional Development Plan

Personal development plan can be identified as the way of planning the own personal and the professional development while identifying the current status as well as the potential status to be expected. There the organizations are trying to encourage the continuous update the records relating to the professional and personal development. When it's going to design my own

personal and professional development plan, it requires to more flexible since the job requirements as well as the organizational aspirations. Changes are required to keep new knowledge while expanding the existing abilities in order to attract rewards for emerging opportunities itself. (Golding, Gray, 2006)

Development Objectives	Priority	Activities	Resources	Target Date	Actual Date
Developing my own CV (Short term)	01	Carrying out a self-assessment test	Time Effort Materials		
Diploma level Completion(Short term)	01	Relevant Assignments Completion	Learning ,Financial & Human resources	June,2015	
Implementation of 5years action plan for further education (Long Term)	02	SWOT Analysis, CPD, Self-Reflective learning	Learning ,Financial & Human resources	August, 2015	
Review Date: 31/12/2015					

Task 03

3.1 Processes and Activities to Implement the Development Plan

Here it can be identified several kinds of activities and the processes required with implementing the pre-designed personal and professional development plan as mentioned in the above. So it may require carrying out successful self-assessment tests like SWOT analysis, CPD and Self-reflective learning etc. meanwhile analyzing the external environmental factors with the PESTEL analysis as well. Furthermore it requires completing all the relevant assignments on this semester in order to complete the diploma and commence the degree level of studies as well.

3.2 Development Activities

Here I have planned to complete my diploma by next June while finishing the relevant assignments while expecting to design own action plan with long term objectives on further education. Here I hope to implement my own IT skills through enrolling with a better IT course as well as the training sessions. Not only that but also I anticipate to participate with three month training program regarding developing Decision Making Skills, Negotiation and Time Management Skills etc. furthermore it requires me to find a better institute which may help with completing my masters level in Strategic Business Management area here.

3.3 Own Learning against Original organizational Aims and Objectives

Here even I have lead to follow a specific IT course from a reputed institute, it is possible me to develop my own learning style which may help with learning from different sources as I preferred. But it doesn't give me a certificate or well-reputed and accepted qualification that I have already learned such skills. Furthermore I prefer to learn time management and decision making process through my own style of learning within the work place. But I had to follow the organizational training procedures within their training session in order to get the organizational acceptance and to prove the successful personal and professional development myself.

3.4 Updating the Development Plan

So according to the institutional requirements, I had to complete my dissertation for the successful completion of the diploma level here. Therefore it requires updating my development plan with completing my own dissertation successfully. There I had to investigate about an area where am I going to investigate while researching the information from relevant parties and authorities with the approval. Finally is should be revised my own development plan with the planning to complete my college dissertation in order to go with accomplishing the long term objectives of degree and masters levels of my further education process here.

Task 04

4.1 Work-Based Problems

Basically the work- based problems are occurred under the ground of the different demographical factors such as gender, race, religion, nationality as well as the ethnicity and the appearance etc. therefore each and every organization is trying to eliminate those discrepancies among the staff here. According to the context, it has clearly specified that the main work based problems are occurred under the gender base of the company. So that could be eliminated through the implementation of the equitable opportunities within the work place with the new strategic plans and the procedures itself. Furthermore it requires organizing more team activities as well as training and development sessions which may encourage the equitable thinking behavior of the staff as well. (Bullock, Jamieson, 2012)

4.2 Support from the Organization Levels

Here the organizational top level, middle level as well as the lower level employees should have to practice separate procedures which may help with eliminating such work based problems. There the top management should have to plan, organize as well as direct and control the equitable opportunities within the organization through implementing new strategies and plans. Furthermore the middle level functional managers should have to implement new functional strategies and the functional plans as the departmental wise such as HRM, Accounting, IT, Finance, Marketing etc. Finally the lower level employees should have to give their maximum contribution and the dedication for the better accomplishment of the established goals and objectives related to the equal opportunities for both men and women within the work place itself.

4.3 Evaluate and use effective time management strategies

It is highly important to manage the time effectively in order to keep a balance between the work life and the personal life of a person. So it may require to have better skills related to the setting the goals and objectives, breaking the goals into discreet steps and also finally reviewing the progress through an Action Plan itself. Therefore it is necessary to implement several strategies for having effective time management such as prioritizing the needs, organizing a work schedule, list making as well as perseverance with the wrong things and avoid the procrastination etc. not only that but also it is possible to use action planning, creating habits, keeping to-do list, using a time-log and reviewing the progress etc. here it should have to be noted that it is highly required to setting SMART objectives which are specific, measurable, attainable as well as the realistic and timely etc. However it is not enough only setting such goals, it is necessary to prioritize and planning the prioritized works in order to meet the deadlines as well.

Conclusion

Self- managed learning can be identified as an effective way of learning by someone through the own desired method of learning itself. But here it should require reviewing, monitoring the progress continually and timely. Furthermore it requires establishing the goals and objectives at the initial stage of development plan in order to identify what would expect to achieve at the end of the self- managed learning process here. Finally it can be said that the self –managed learning is an important tool of motivating the employees to carry out innovations and new creations within the organization which may give more competitive advantages as well.

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