

Career and Workplace Essentials
Professional Development Plan
Understanding Myself as an Individual in the Workplace
Reflection on Self- Assessments and Action Plan (15%)
Due Week 14

Purpose:

At this point in the course you have gained information and initial insight into your working style after having completed your **MBTI** profile. Through teacher presentations, class discussions, web and text readings and the response sheets you have also gained further insight into the world of business and the workplace in general. Specifically you have investigated companies in your field of study through internet readings, assignments and by completing your information interview.

In this assignment you will have an opportunity to identify what skills, abilities, and knowledge areas you feel are important for you to develop in preparation for your career. Remember that this assignment and this course is only one opportunity on your journey to graduation day.

Report Format:

Word processed, double spaced, stapled, proper title page

Professional appearance:

 Error free (spelling and grammar)

 Organized with proper headings and subheadings

 Proper referencing where necessary

The Report:

Part A: The World of Business and the Contemporary Workplace

Based on class discussions, readings, your assignments and personal experience describe today's workplace. This is a summary of the key things you have learned about business and the workplace.

What **skills, knowledge, abilities and attitudes** do you think your future employers will be looking for?

Example of a paragraph that you might write: With rapid change and globalization employees today need to be flexible and innovative in their thinking. With more and more companies using teams to get work done, employers will be looking for people with strong interpersonal communication skills and who can use those skills to work effectively and efficiently with other colleagues.

Part B: Understanding Myself

Provide a **detailed summary** what you have learned about yourself. Think of yourself in an interview situation and an interviewer is asking you these questions. What would you say? In an interview you need to be concise, yet also tell enough so that the interviewer gets a

clear picture of what you might be like as an employee. Remember that the interviewer is also trying to see if you would be a good “fit” with their company. And you should also be considering if the company would be a good fit for you.

Part C: My Strengths and Weaknesses

Based on what you have learned about yourself from completing your self-assessments, identify your

1. 3 key strengths (what you have to offer potential employers)
2. 3 key weaknesses or gaps (what you feel **you need to develop further**)

Part D: My Action Plan:

Give two strategies for how you could develop the areas that you would like to improve on.

