

CAREER DEVELOPMENT PLAN

Part 1

Personal Statement

I have always enjoyed learning since I was a child and therefore I am a highly curious and proactive individual who likes to learn and comprehend things by actively taking part in them and executing them in reality. I am a highly adaptable person who can adapt to any kind of situation, be it out of my expertise or beyond my skill level, I will ensure some kind of personal achievement from it to make sure that I can use that learning experience in my future endeavours. Hence, I have always been a highly motivated individual who is constantly driven by the passion for advancement and growth through learning and am extremely committed to creating and disseminating positive impact around me. I hold diverse educational and technical expertise from various fields such as humanities and the social sciences, science-based research, and technology-related exploration. Therefore, I am very much capable of bringing varied knowledge and expertise to decision-making from a diversity of perspectives and evidence-based theoretical viewpoints. I am also a highly capable critical thinker and problem-solver as I can analyse any problem from its root causes and use the inductive method of reasoning to form general conclusions about any given situation. My strong points are much more prominent in dynamic environments where there is the opportunity to grow from taking on challenging tasks.

In terms of working in teams, I have always excelled in leading team or group projects or assignments, and am a great collaborator in times of great stress. I am an excellent contributor to team knowledge-building and am always available to help others. Thus, I have strong communication skills which allow me to share or convey complex thoughts and ideas concisely and clearly. I prefer working in diverse environments which allows me to connect with people from diverse backgrounds. My professional ethos includes continuous learning, adaptability, and change which allows me to constantly evolve with technological and other unforeseen circumstances. This allows me to take on challenges with resiliency and a solution-focused mindset. Lastly, my ethos includes impacting people, nature, and communities positively by ethically driving innovation.

Individual Action Plan

Specific: Currently, my main aim is to enrol myself in a digital marketing course within the coming 6 months so that I can learn about SEO (Search Engine Optimization) and its applications, data HR analytics, and various types of content creation and designing. This would help me to reach a global audience, build the brand that I will be associated with in the future, and educate employees and other stakeholders within and outside the company. Additionally, I will be able to identify and apply the core features of retention programs and CRM (customer relationship management) systems. It would also

allow me to design better loyalty and compensation programs for employees which is one of the core functions of HR professionals. Thus, I specifically focus on learning data HR analytics, CRM systems, and other types of content so that I can apply their expertise in my future HR role.

Measurable: I will enrol myself in a 6 months digital marketing program and will track my progress weekly as per the tests provided by the course. I will also participate in specific activities like creating my content portfolio, and CRM applications, fashioning loyalty and bonus structures, and generating mock retention programs using knowledge and skills learned. To assess my comprehension and learning over time, I can apply learned concepts in real time to understand their impact.

Attainable: I am highly proficient in interpersonal intelligence, problem-solving, cognitive flexibility, people-management and communication skills, organization, analytical skills and reasoning, and the ability to generate and drive change using modern digital media and emerging technologies. This ensures I will be able to attain new skills faster than most people in this industry and role. I am also proficient in certain computer applications and technical skills like budgeting, application of talent management systems and HR software, managing employee benefits and compensation, scheduling important events and organizing data digitally. Considering my proficiency in all these areas and skills, I will require approximately 10 hours every week to learn the new field area or targeted skills. Therefore, I will allocate 2 hours per day for 5 days and will use 1 extra day for testing my learning thus far through online mock tests and course assessments.

Relevant: Learning HR analytics, content creation and application, CRM systems, and other digital marketing skills are directly relevant to my future professional role in human resources. Digital skills are necessary in this contemporary business landscape which is why I want to keep updating myself in every way I can. Thus, broadening my technical expertise which I can apply to HR roles and possibly in future opportunities is crucial in this technologically evolving world.

Time-based: My timeline for achieving targeted skills is 6 months until the completion of my course. This course deadline is effective in ensuring consistency and steady advancement. Furthermore, I have broken down the entire process into weekly 10 hours and daily 2 hours, which allows me to stay focused while ensuring balance in other areas of my daily life.

Additional Activities and Experience

Additional experiences or activities that I have planned for myself for HR employability skillset expansion include participating in conflict resolution workshops to gain mediation and negotiation skills for addressing future workplace conflicts. It also includes learning and familiarizing myself with HRIS

(HR information system) metrics and tools for proficient data analytics and management. Furthermore, I also want to participate in HR labour law compliance seminars to learn about legal frameworks and how to comply. To gain knowledge about employee wellness I will participate in employee wellness workshops. Lastly, I will also enrol myself on HR internships to learn more about the processes by doing.

Professional Associations

I have recently associated myself with an internship program that allows me to engage in employee relations tasks and also assist in policy development. I have also been able to learn about onboarding and recruiting processes through this internship program. I am also a member of the human resource management society which allows me to learn about best practices and industry trends. I have recently enrolled myself in a digital marketing course from a professional learning institution as well. This would allow me to enhance my targeted skills in HR analytics, content creation, and CRM systems applications.

Part 2

Belbin Test

Section A: Options 5, 6, 8 (5, 3, and 2 points respectively)

Section B: Options 3, 8 (5, and 5 points respectively)

Section C: Options 4, 5, 6 (5, 3, 2 points respectively)

Section D: Options 3, 8 (6, and 4 points respectively)

Section E: Options 2, 5 (5, and 5 points respectively)

Section F: Options 3, 5, 6 (4, 3, and 3 points respectively)

Section G: Options 1, 7, 8 (4, 4, 2 points respectively)

Score: CO- 20; TW- 18

Personal Swot

Strengths: My primary strengths based on the aptitude test include being self-confident, calm, and controlled in my abilities and expertise functions. I am a great co-ordinator who is approachable and trusting in nature. I have good interpersonal skills and have a broad outlook on things. I can quickly

command the respect of others. I can work with diverse people and provide solutions in a calm manner which helps other people to depend on me more readily. I tend to appreciate potential contributors and their fruitful contributions, and I rarely lose track of time and the primary objectives. I am also sensitive at certain times and a socially oriented person. I also can respond to different situations and people while at the same time promoting team spirit. The big personality test revealed that I had a high openness to experience new things and intellectual pursuits. I tend to enjoy thinking about different and new things all the time. I am also emotionally stable and less reactive to stressful situations as per the neuroticism scale. My conscientiousness is also high indicating that I tend to follow rules and prefer organization and cleanliness over haphazard working. I am also assertive in my communication.

Weaknesses: My primary weaknesses include creative abilities that require abstract thinking and imaginative prowess. I am also very indecisive at times of great stress for brief moments before collecting myself and handling the situation. I may also struggle to lead people in times when I have limited knowledge and skills. I often feel less sure about my ability to teach things to others in such situations. I tend to think of conflicts as unnecessary when in reality they can also be productive and fruitful for analyzing important patterns and significant trends. The Big Five personality test revealed that I need to improve my extroversion skills for better teamwork and people management. I also rarely agree with others before analyzing situations, while this is a good practice, it often imparts the wrong idea to others. Being an assertive communicator can also impart a harsh idea about valuing others.

Opportunities: Opportunities that I have gathered from the aptitude tests include increasing my leading or leadership skills so that I can lead people and team members better. Retrospection and reflective practices can help to enhance creative thought processes and imaginative prowess. Exposing myself to new situations, people, and challenges can also help to advance faster rather than working alone or in comfortable working spaces. I also have the opportunity to enhance my extrovert skills by communicating and associating myself with people from diverse backgrounds and walks of life. I also have the opportunity to balance out my assertiveness with a little politeness and consideration for other's situations. I should also use the opportunity of ensuing conflicts to practice my conflict resolution skills.

Threats: The possible threats that can affect my working as an HR professional in the current employability landscape are the continuous need to improve recruitment strategies based on the demands of the competitive job market to attract highly talented candidates; and the rapid technology advancements that necessitate HRIS improvements. Additionally, due to changing legal structures and global expansion companies need to constantly adapt to regulatory changes which can be challenging for me to manage daily.

Part 3**Cover Letter**

January 10th 2024

To the HR Manager,

PriceWaterhouseCoopers

London, United Kingdom.

Dear Mr. XYZ,

I am writing this letter in the interest of expressing my honest and keen interest in the position of human resources generalist at PwC, as has been advertised on social media. I have a master's degree in human resources management as well and I am going to enrol myself into a digital marketing course to advance my content, CRM, and HR analytics skills. This opportunity is extremely important for me and I am quite enthusiastic about embarking on a journey with the dynamic team of PwC while learning and growing with everyone. Due to the company's reputation for always having a positive and motivating work environment as well as a knack for innovation, I am extremely drawn to this particular company. The fact that you emphasise more on employee growth and development perfectly aligns with my passion for contributing to the creation of inclusive workplaces and my ethos of learning on the job.

While I may relatively be a fresher in this field within the industry, my list of skills and academic achievements offer me the necessary skills needed to perform and execute HR generalist tasks and perhaps take on bigger and more important roles in the future. My hard work and consistency are visible in my academic and past internship records. I have a degree and certificate for my community outreach contributions which have equipped me with strong communication and interpersonal skills highly effective for an HR generalist. I have also organized several assignments and projects which has developed my organizational and problem-solving skills. Thus, my credentials and experiences offer an excellent candidacy for your advertised HR generalist role at PwC, London. I am looking forward to hearing from you since I am quite excited about this opportunity to gain hands-on HR experience within a corporate landscape.

Sincerely,

XYZ

Company Research

PwC or PriceWaterhouseCoopers International Limited is a professional multinational services firm brand that operates as partnerships under the main PwC brand. It is considered to be the 2nd largest network of professional services globally and falls under the Big Four accounting firms with Deloitte, KPMG, and EY. Currently, the company is located across 157 countries in a total of 742 locations and has over 328,000 employees. The brand is known for its diverse workforce as about 26% is based out of the US, 32% in Western Europe, 26% from Asia, and 5% from Africa and the Middle East. The latest version of the company was formed in 1998 when a merger between Price Waterhouse and Coopers & Lybrand took place. The US and UK-based firms are all operated on limited liability partnerships. The company headquarters is located in the United Kingdom. It is known to provide several services like risk assurance, task advisory, risk advisory, analytics and data, legal services, digital transformation, forensic accounting, and financial advisory.