

Personal and Professional Development Plan

Student's Name

Institution.

### **Executive Summary**

This report is a personal development plan that identifies goals and actions from February 2018 to the end of 2019. The report follows detailed extracts of my experience at Owl Pastries, a local cafe, as an assistant manager. The personal development plan is a depiction of back-to-class journey after a short stint at the cafe and a desire to apply new knowledge and learn even more. The ultimate goal is to finish the course in catering and go back to management as a consultant at the end of the study in the year 2019. It is a close contrast to the challenges and success in the preparation of croissants and the role of assistant manager that shapes the goals. I have documented an array of lessons that have helped me develop the understanding of the problems such as the production of low-quality croissants and decreased work efficiency of staff members. Leadership literature and learning outcomes shape the discussion and feedback from peers. My classmate, Christina, gave me a lot of feedback that helped me to develop my strengths. This feedback process gave me the opportunity to examine myself and led to further development.

## Personal and Professional Development Plan

### Introduction

Personal and professional development plan is used in analyzing one's development needs by setting defined goals over a given period as well as the potential opportunities that can help one meet the goals identified. In case of a student, and institution is tasked with the role of pushing the student and setting high limits to achieve excellence, which further allows the student to achieve personal and professional goals.

### Professional Profile (Self-Assessment)

I am vigilant when it comes to identifying and correcting weaknesses in a system. While working for Owl Pastries, my focus was to fix several issues that held back service delivery and quality of products. To meet the set targets and standards, I engaged my fellow team members in overcoming weaknesses and challenges they faced, which was easy owing to my well-nurtured democratic leadership style. I would give every team member time and listen to their opinions as I sought to clarify later on the rules and procedures. I thus focus on utilization of data to distinguish lessons and the target objectives.

### Goal 1

Goal: Finishing the Bachelor's Business Program in Hotel and Catering

Value: Determination

Principle: Growth

### Action Plan

What is the first objective needed to achieve your goal?			
<b>Concentrating on personal growth academically</b>			
		Start date	End date
	Milestone # 1: Spending more time in library	01/01/2018	03/01/2018

	Researching more on recipes and menus; Documenting on various cultures.		
	Milestone # 2: Group discussions participation	03/02/2018	06/06/2018
	Spending time with comrades brainstorming on topics of modern cuisines		
	Taking time with Professor to learn about thematic areas.		
	Milestone # 3: Training and apprenticeship	06/06/2018	09/07/2018
	Attending outside camps on culinary art		
	Participating in food competitions		
What is the second objective needed to achieve your goal?			
	<b>Documenting of research on food cultures</b>		
		Start date	End date
	Milestone # 1: Sampling various dynamics on taste	09/08/2018	10/08/2018
	Analysis data obtained from online and printed resources		
	Writing a report as a part of my research		
	Milestone # 2: Spending time with family on weekends	10/09/2018	11/09/2018
	Discussing issues pertaining to history of culinary art		
	Visiting various cafes, coffee shops, restaurants, etc.		
	Milestone # 3: Preparation for first year exams	11/10/2018	12/12/2018
	Doing revision for exams		
	Sitting for actual examination		

### **Strategy/Action**

To meet the goal above, the objectives provide a basis of evaluating the milestones and act as a checklist on time lines and specific needs. While at Owl Pastries the goal was to keep time and produce quality croissants, measures such as including score metrics in percentage form on quality will help assess the progress regarding checks.

As a part of the measures to meet quality while at Owl Pastries, setting up of guidelines on croissant preparation will be essential. Thus, adaptability to new changes will form a bedrock of success and cut down the time wastage due to walking from the storage chamber to the second floor.

### **Learning Outcomes**

Time management skills form a significant component of a leader's success as they help in fusing group creativity and setting clear outcomes. Cultural background thus can be a considerable hindrance in achieving meaningful results. It can create a leadership which is leaned towards giving orders and is less acceptable of criticism. As strongly stated by my classmate Christina, passion has to be the center of quick decision making. However, she pointed out my weaknesses and gave me helpful feedback to improve myself as a person. As per the peer review, I noted that some essential ingredients towards successful leadership involved being able to listen, suitable for teamwork, respectful of others' opinions rather than ignoring or pushing my own ideas.

### **Goal 2**

Goal: Being a professional consultant for tourism websites after graduation

Value: Commitment

Principle: Patience and Endurance

**Action Plan**

What is the first objective needed to achieve your goal?			
<b>Finalizing the presentation and final exam</b>			
		Start date	End date
	Milestone # 1: Dissertation and presentation	02/02/2019	02/04/2019
	Filing and final review of coursework		
	Documenting of research		
	Milestone # 2: Submission of group work and final exam sitting	05/05/2019	MM/08/2019
	Printing and submission of assignments and benchmark report		
	Preparation and final exam		
	Milestone # 3: Applying for jobs at hotels	09/10/2019	10/10/2019
	Reaching out to contacts made while working for Owl Pastries		
	Attending job workshops and workshops to meet possible employers		

**Action/Strategy**

To fulfill the above action plan, I will build capacity to meet my objectives based on the shortcomings of my weaknesses noted through peer review. Owing to my background culture, I am complete as a person given the input of the learning process from colleagues at Owl Pastries. I am now able to identify functional teams and create a sustainable working environment free of bias and prejudice. The development goal is to graduate and become employed as a top city hotel manager consultant.

**Learning Outcomes**

The virtue of commitment requires sacrifice along the process. One ought to be reflective and evaluative along the process. It involves taking steps to make sure that the

goals set out are consistently updated, and the outcomes are counter-checked against the set objectives. This part calls for endurance and patience since the process is tedious and tiresome. A lot of variances and mathematical computations are performed in order to evaluate the standard desires versus the actual results and compare them to see the level of performance. The most painful part is the appraisal of the employees to ensure that all Owl Pastries employees are up to the task, equally working towards the achievement of the set goals.

Given that results and performance are success indicators, actions must be taken to mitigate any deficiencies. Therefore, it is a function of leadership to act on non-performers and reward those who excel to reinforce good deeds of excellence. Various steps are taken with regard to those dragging others behind depending on the measures which had been discussed and put in place by the management and the team beforehand. The standpoint of a consistent leadership is embedded in high character and selfless sacrifice to an organization. Learning is of the essence to provide efficient services. A manager has to gain complete trust of the employees by using current and measurable goals to guide on the level of outcomes. Leadership is viewed through the employee lens to entail all that a leader performs that in any way alters achievements of goals and the employee's well-being in pursuit of the objectives within the organization. Trustworthiness is a crucial pillar to various positions of leadership since trust is essential to the success of groups and teams in all areas, be it education, business, religion or the public sector.

### **Summary**

Some of the actions that help improve my skills are clear communication channels, focusing on group effectiveness, being result oriented, participating in peer review, setting up measurable goals and making follow-ups on improvements, such as time and conditions of

baking the croissants, and improving in the areas of weakness, such as delays in orders that held back the delivery.

Development-oriented goals play an integral part in shaping the learning outcomes. They help mold a character by imparting best practices of management and help one learn how to improve as a person and professional. Communication and listening played a crucial role for me at Owls Pastries in implementing change by taking time to learn the culture of the organization and bring necessary improvements without facing rebellion. This experience helped in shaping my long-term goals, and I have attended management courses for managing hotel chains in the future. After leaving Owl Pastries, I was able to make a follow up while away and be informed of challenges identified and was able to correct the same. Thus a common ground for success is voicing one's opinion without disrespecting the positions and opinions of others.