

Essay Sample on Personal and Professional Development Plan Essay

Introduction

Personal and Professional development is the ability to improve a required set of skills and knowledge essential for a required job position at a given workplace and the maintenance of good relations with people in social life. Personal development refers to qualities such as social competencies, relationship with people and behaviors (Cottrell 2015; 3), while Personal Development Plan refers to the activities that improve self-knowledge and identity, enhance quality of life, develop talent and potential, create employment opportunities and realize dreams and aspirations (Cottrell 2015; 3). Personal development refers to the methods and techniques applied in institutional contexts that support individual development at the levels of the organization.

Professional development, on the other hand, involves activities aimed at achieving certain goals and objectives, and they include communication, planning, proper management and knowledge in the interested field (Janssen 2013; 260). This report addresses the personal and professional development plan and the approaches adopted for self-learning that can be used by the staff of the Club Quarters Hotel in Philadelphia. Club Quarters is an organization in the hospitality industry dedicated to achieve its objectives and provide customer value by meeting their needs and satisfying them. This report will identify my current skills and competencies compared against the professional standard of the organization as the General Manager of Club Quarters and further develop a plan for improvement. This report will also discuss in depth the activities required to implement the action plan and analyze the learning against the original aims and objectives. This report will also give recommendations on how to manage time, reduce staff turnover and enhance communication.

Self-Learning

Self-managed learning is aimed to achieve the required position within an organization by learning the appropriate requirements (Zimmerman 2013; 10). This is enhanced through personal and professional development plan that seeks to achieve these set objectives (Zimmerman 2013; 10). As the General Manager at Club Quarters, I have identified various self-learning activities that will help improve the staff's knowledge and expertise. These activities include observation and reading (Zimmerman 2013; 13). Through observation, staff members at Club Quarters will learn about the hotel's culture and practice that will enhance a good relationship between the staff members at the workplace and improve on customer services. Reading helps improve professional understanding and set of skills about operations of the hotel.

As the General Manager at Club Quarters, I will recommend life-long learning skills through self-evaluation which will enable staff members to understand their value against the standards of Club Quarters (Paadi 2014; 10). As the manager, I will implement policies and measures that will keep my staff very effective in the workplace. Staff members may also get information from the Internet that will educate them on how to utilize their potential to achieve the set objectives. For me as the manager, I will learn new trends and policies that will help me run the hotel in an efficient manner. Online learning also helps improve creativity and relationship at workplace. Self-Managed learning

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Table of Contents Sample Personal Development Essay

1. Understanding the eBook Sample Personal Development Essay
 - The Rise of Digital Reading Sample Personal Development Essay
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Personal Development Essay
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Personal Development Essay
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Personal Development Essay
 - Personalized Recommendations
 - Sample Personal Development Essay User Reviews and Ratings
 - Sample Personal Development Essay and Bestseller Lists

5. Accessing Sample Personal Development Essay Free and Paid eBooks
 - Sample Personal Development Essay Public Domain eBooks
 - Sample Personal Development Essay eBook Subscription Services
 - Sample Personal Development Essay Budget-Friendly Options
6. Navigating Sample Personal Development Essay eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Personal Development Essay Compatibility with Devices
 - Sample Personal Development Essay Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Personal Development Essay
 - Highlighting and Note-Taking Sample Personal Development Essay
 - Interactive Elements Sample Personal Development Essay
8. Staying Engaged with Sample Personal Development Essay
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Personal Development Essay
9. Balancing eBooks and Physical Books Sample Personal Development Essay
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Personal Development Essay
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Personal Development Essay
 - Setting Reading Goals Sample Personal Development Essay
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Personal Development Essay
 - Fact-Checking eBook Content of Sample Personal Development Essay
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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