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ABSTRACT & INTRODUCTION

There are numerous career theories and models, and none of them is sufficient or perfect to describe the broad field of career development. Among the major career development theories that have been widely used and are impactful in career counselling: Trait-Factor theory, Holland's theory, Super's Lifespan/Life Space theory, Krumholtz's Social Learning theory, and Constructivist theory/Model of career development. From the point of my view, career development is significant since it serves as a critical process and development of human beings functioning in society.

There are many or numerous personal theories and models, and none of them is sufficient or perfectly to describe the broad field of career development. According to (Izabela Simon Rampasso 2020), the most critical skills for future work are basic reasoning, creativity, the management of humans, planning with others, enthusiastic knowledge, judgment and dynamic, administration direction and complex-critical thinking. From the point of my view, career development is significant since it serves as a critical process and development of human beings functioning in society.

The portfolio of evidence (POE) provides an insight into personal accomplishment and a tangible demonstration of skills and learning outcomes established for the Strategic Talent Management/HRM module. The key objective of this POE is to assess and reflect on personal strengths and weaknesses in people management-related skills. We look into questions that provide critical skills and competencies to manage people effectively and proficiently.

Through self-awareness and self-reflection, I get a chance to develop an individual professional development plan. Together with that plan, we cover an industry analysis and organisational role assessment, a conceptual-theoretical framework of the self-assessment constructs, individual self-assessment and skill practice, and also a plan for continued self-improvement and career management.

1. SECTION ONE: POSITION AND INDUSTRY ASSESSMENT

1.1. Introduction to position and industry

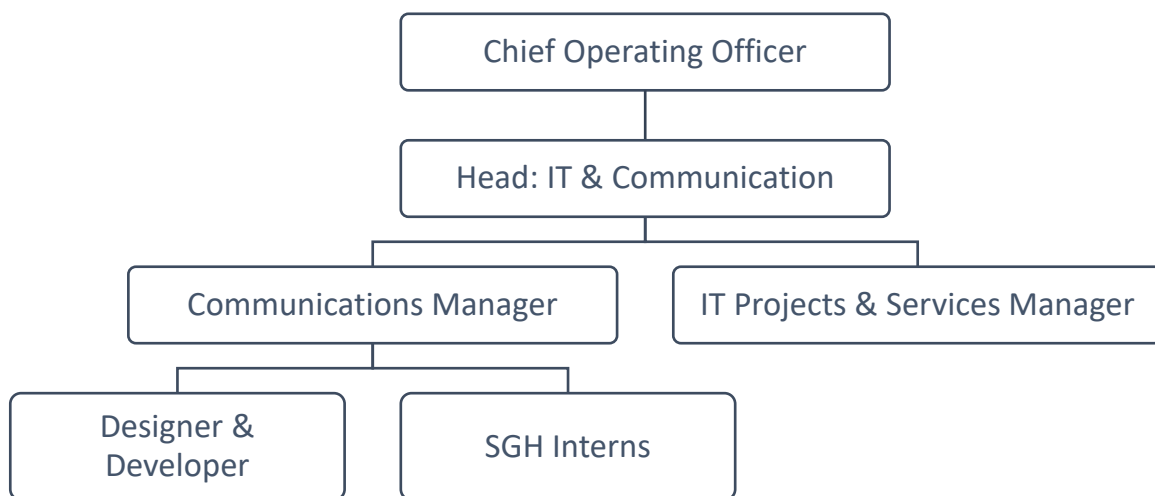
Job purpose

My role as the Head of IT is to design, direct, and lead the Information Technology and Communications Department, guaranteeing nonstop flexibility of supply of services and technology solutions for the Company and its Subsidiaries.

The role is liable for the general arranging, organising, and execution of all IT capacities for the organisation. This incorporates guiding all IT tasks to meet client requirements together with the maintenance and support conducted on the existing applications and also improvement of the latest technical solutions.

Reporting lines and structure

According to the organogram, the Head of IT & Communication reports to the Chief Operating Officer.



Company & Industry

The company ("company") I work for was established in late 2000 by four black professionals who possessed experience and the aptitude in the finance sector, law sector, investment and merchant banking sector.

The organisation at first was centred around providing corporate advisory and consulting services, where it was focusing mostly on the structuring of black

empowerment (BEE) transactions, valuations, due diligence, capital raising and documentation.

From 2004 the organisation changed its concentration from being a legal administrations firm to be a diversified investment holding organisation with specialising in financial services, mining, land & properties, oil & gas, media & communication, education, ICT and other vital yet strategic investments.

The company is a broadened investment holding group, established with a motivation behind creating and enhancing wealth for its investors as well as adding to the financial and economic development of South Africa, the African Continent and the World. The organisation is overseen in such a way that it can compete with conventional players in the South African economy. The company is a broadened Investment organisation, and their investments ride an assorted scope of sectors with prospects and desire in more sectors.

The company aspires to partake strategic future sectors such as in Agriculture and Agro-handling, Healthcare, Renewable Energy, FMCG and other sectors. The company adopted a key strategy to be an active investment accomplice and convey the full advantages of its BEE certifications to its key accomplices and companies.

Job Description

- Devise the Department strategy, cascade goals and monitor performance against goals every quarter.
- Direct everyday activities of the office, dissecting work process, building up needs, creating guidelines and setting cut-off times.
- Set up budgets, control expenditure and ensure appropriate allocation of resources to facilitate achievement of Department objectives.
- Establish and execute the goals of the organisation including the procedures and policies.
- Oversee the development of Communications strategies across the company's Business Units, Subsidiaries and related entities.
- Provide leadership in all enterprise-wide IT and Communications related projects to ensure alignment with the company's strategy and objectives.

- Monitor the implementation of the company's Corporate Identity strategy in the design and development of all Company literature.
- Analyse complex, Company-wide business requirements and recommend appropriate technology solutions to address needs.
- Monitor relationships with vendors and ensure contractual obligations are met by all parties.
- Ensure IT governance, compliance and risk are effectively managed.
- Ensure the consistency and practicality of existing applications by making, keeping up, and authorizing principles/methodology for executing specialized arrangements.

Competencies required for the job

- Strategic thinker with strong business acumen.
- Customer-focused.
- Experience in examination, execution and assessment of IT frameworks and their details.
- Sound comprehension of PC frameworks (equipment/programming), networks and so on.
- Experience in controlling data innovation spending plan.
- Excellent authoritative and administration aptitudes.
- Outstanding correspondence capacities. Advanced organisation development and change management skills.
- Supervisory skills.
- Advanced written and verbal communication skills.
- Negotiation skills.
- Monitoring and Evaluation skills.
- Relationship management and stakeholder relations.

1.2. Industry assessment

The Fourth Industrial Revolution (4IR) is in some cases depicted as an inevitable reality of the future, and with many broad examples of its advancement noticeably established, showing up at a movement that affords little time to prepare. While a few people are prepared for the implementation of this concept/revolution, equipped with

the apparatuses to overcome the change and exploit its effects, others do not know a storm is brewing

- Impact of the Fourth Industrial Revolution on the future of work.

First adopted for use by Klaus Schwab who was the originator and leader and executive chairman of the World Economic Forum, 4IR is "a combination of technologies that is obscuring the lines between the physical, computerized, and biological spheres"; an advancement characterized by "velocity, scope, and system impact " not at all like ever observed previously.

The fourth industrial revolution(4IR) will presumably have wide consequences on practically all aspects of the step-by-step life, affecting how individuals' partner with development, and changing where and how to function is finished, However, this emotional progression is essentially perceptible to and got to by a couple. Its assets change by country and culture, requiring different approaches to manage address issues of robotization and digitalization (proposal 2d).

This lop-sidedness prompts significant inquiries for the business network, an area that is planning for the eventual fate of work while at the same time recognizing that its future labour force may not be ready for 4IR—or realize that the upset has arrived.

This scene is made considerably more intricate by the unmistakable ramifications of 4IR, which holds critical guarantee for business as it identifies with the quickly growing utilization of robots and cycle computerization, enormous information to make more brilliant gracefully chains, and man-made consciousness (AI) for dynamic. These developments have reclassified the workweek, made another economy of gig-based self-employed entities who are reshaping when and where work is done and obscured the conventional meanings of formal and casual business.

There are boundless prospects identified with expanded human network and admittance to information. These prospects will probably be increased by arising innovation in AI, advanced mechanics, computerization, 3-D printing, biotechnology, and quantum

processing that might uproot more than 5 million positions by 2020, with the majority of this misfortune gathered in low-and centre ability occupations.

For organisations to stay serious, they should reconsider how and where work is done, subsequently possibly reshaping their authoritative structures, societies, and cycles to fit these evolving improvements. The speed of mechanical updates frequently outperforms the speed at which current and future ability can be upskilled and prepared, leaving a hole between aptitudes required and abilities accessible.

- **Skills required to succeed in the Fourth Industrial Revolution.**

Expanding on central aptitudes of proficiency and numeracy and lining up with the writing and discussions from youth centre gatherings, we outline these abilities into four classifications.

With most of the business heads dubious they have the correct labour force and ranges of abilities required for the future, these classifications give an edge to plan youth for a future wherein occupations and required aptitudes will change, and in which dexterity and ceaseless learning give an establishment to development.

Workforce Readiness		
Definition	Purpose	Examples
Foundational to people's entrance and progressing accomplishment in the work environment, going from starting pursuit of employment to keeping up nonstop business.	To uphold youth in finding and making sure about business and prevailing inside the working environment.	Literacy, numeracy, advanced proficiency, continue composing, self-introduction, time the executives, demonstrable skill, manners, normal practices.
Soft Skills		
Definition	Purpose	Examples
Individual attributes, social aptitudes, and correspondence	To help youth as they incorporate and work together with inner and	Correspondence, basic reasoning, innovative reasoning, joint effort,

capacities that help relational connections and associations with others	outside working environment partners, for example, clients, colleagues, and the board	versatility, activity, initiative, social passionate learning, collaboration, self-assurance, compassion, development outlook, social mindfulness
Technical Skills		
Definition	Purpose	Examples
Information and abilities to perform particular errands	To give youth specialized or space aptitude to perform work explicit undertakings	PC programming, coding, venture the board, monetary administration, mechanical capacities, logical errands, innovation-based abilities, and other occupation explicit aptitudes (e.g., nursing, cultivating, lawful)
Entrepreneurship		
Definition	Purpose	Examples
Information and capacities that help achievement in making and building a work environment opportunity or thought	To help youth in setting up their own business, supporting passage into independent, provisional labour, or gig work, and additionally creating as a self-starter inside a workplace	Activity, advancement, imagination, enterprising nature, creativity, flexibility, inventiveness, interest, confidence, hazard taking, boldness, business insight, business execution

- A job/position analysis and explaining the specific position (s) you see yourself working in the future.

The organisation that I belong to is expanding. The role of a Chief Technology Officer remains vacant or un-created. The opportunity is for the role to be created to allow me to assist the company in evaluating future investment opportunities.

The leadership function of a CTO is expected to combine technology and management issues bringing out innovation from the underlying investment assets.

The importance of this role in the business will be because the leadership style of the CTO focuses on:

- Playing an assortment of positions of authority, going from the carefully practical pioneer to the "supra-useful" pioneer, yet frequently administration holes exist.
- CTOs can improve their validity by building innovation work in the business.
- CTOs can check the presence of authority holes, and begin improving their validity, if fundamental, by making a direct arrangement of strides. Besides in their paper, Uttal, Kantrow et al.
- The absence of believability from the CEO is a crucial hindrance for CTOs who are attempting to close initiative holes.

- **Required competencies and skills needed for this/these positions.**

- **Creativity:** Franken (1993) portrays ingenuity as the 'inclination to make or see contemplations, decisions, or potential results that may be important in handling issues, talking with others, and drawing in ourselves just as others' (p. 396).

Human workers, later on, should be inventive to comprehend the benefits of the clear large number of new things for the future—new things, strategies for working and headways. Robots right presently can't match individuals on innovativeness. The future workplace will demand better methodologies for theory, and human imaginativeness is the best approach to it.

- **Emotional insight (EQ):** An individual's capacity to know about, control and express their feelings just as being cognisant of the feelings of others

depicts their enthusiastic knowledge. An individual is considered as showing high enthusiastic insight if he/she has compassion, trustworthiness and can cooperate with other people. A machine can only with significant effort supplant the capacity of an individual to interface with another person, so the individuals who have high EQs will be sought after in the work environment of things to come.

- **Analytical (basic) thinking:** An individual with basic reasoning abilities can recommend creative arrangements and thoughts, take care of complex issues utilizing thinking and rationale and assess contentions. The initial phase in basic believing is to dissect the progression of data from different assets. After noticing, somebody who is a solid investigative scholar will depend on intelligent thinking as opposed to feeling, gather the experts/cons of a circumstance and be liberal towards the most ideal arrangement. Individuals with solid expository reasoning capacities will be expected to explore the human/machine joint effort continuum for improved work efficiency.
 - **Active learning with a development mentality:** Individuals later on for work time need to effectively learn and develop. An individual with a development mentality comprehends that their capacities and insight can be created, and they realize their push to construct abilities will bring about higher accomplishment. They will, accordingly, take on difficulties, gain from botches and effectively look for new information.
 - **Judgment and dynamic:** Human dynamic will turn out to be more perplexing later on the work environment. While machines and data can deal with information and give pieces of information that would be incomprehensible for individuals to gather, finally, a human should make the decision seeing the broader consequences of such decision on various regions of business, staff and the effect on 2 other more human sensibilities, for instance, resolve.
- As advancement eliminates more modest, regular practice and customary endeavours, it will leave people to attract with more huge level dynamic.

- **Interpersonal relational abilities:** The capacity to trade data of importance amongst people will be a fundamental aptitude during the fourth modern unrest. This suggests people ought to hone their ability to examine enough with others so they can communicate the right things, using the right way of talking and non-verbal correspondence, to bring their messages over.
- **Leadership aptitudes:** Traits usually connected with initiative, for example, being propelling and helping others become the best types of themselves, will be fundamental for the future workforce. While the present average authoritative graph probably won't be as pervasive, people will be needed to take on influential positions inside task groups or work with different representatives to handle issues and create inventive arrangements. Thusly, these people should show a capacity to distinguishability and inspire and convey such ability in the correct way to accomplish the normal outcomes.
- **Diversity and social insight:** As our existence and workplaces become more extraordinary and open, it is fundamental that individuals have the stuff to get, respect and work with others despite differences in race, culture, language, age, sex, sexual bearing, political or exacting feelings, etc The ability to fathom and conform to others who may have different strategies for seeing the world won't simply improve how people associate inside the association and yet is most likely going to make an association's things and organizations, more complete and productive.
- **Technology abilities:** The fourth modern upheaval is fuelled by mechanical developments, for example, man-made consciousness, huge information, computer-generated reality, blockchains, and that's only the tip of the iceberg. This implies that everybody will require a specific degree of solace around innovation. At the most essential level, workers in many jobs will be needed to get to information and decide acceptable behaviour on it. This requires some specialized abilities. On a more principal level, everybody

should have the option to comprehend the expected effect of new advancements on their industry, business, and work.

- **Embracing change** - Due to the rapid nature of change in the work environment, individuals should be coordinated and ready to grasp and command change. Not only our brains should be versatile; in any case, we'll furthermore be flexible as we are expected to change following moving workplaces, wants, and scopes of capacities. An essential inclination during the fourth mechanical bombshell will be the ability to see change not as a weight but instead as an event to create and progress.
- **Qualifications:**
 - Proven dynamic head of a high-development innovation association. Instalments experience a significant in addition to.
 - 12+ years' involvement with programming plan and advancement, ideally in a SaaS or electronic climate.
 - 7+ years' administration of specialized groups, including duties regarding employing, the board, asset allotment, and planning.
 - Deep information on MS .NET, C#, SQL Server, Web benefits and related innovations.
 - Strong knowledge of data security hazard the board, and instalments industry consistence necessities.
 - Must have the option to work in a dynamic, quickly changing climate and collaborate with accomplices and clients straightforwardly.
 - Exceptionally self-persuaded and coordinated, with first-rate relational and relational abilities.
 - Proven capacity to persuade in a group arranged, community climate.
 - Superior systematic, evaluative, and critical thinking capacities.
 - Exceptional administration direction.
 - Bachelor's certificate in Computer Science, Information Technology, Business Administration, or related order. Graduate degree in one of these fields is or more.

2. SECTION TWO: CONCEPTUAL-THEORETICAL FRAMEWORK OF SELF-

ASSESSMENT CONSTRUCTS

2.1. Self-awareness

- Definition: According to Morin, Alain. (2011), Mindfulness speaks to the limit of turning into the object of one's consideration. In this state one effectively distinguishes, cycles, and stores data about oneself.
- The self-awareness study is to comprehend the degree to which you are deliberately mindful of your interior states and their connections or associations with others.
- Acceptance - Theory: The acceptance of self and others subscale represents outcomes such as a positive self-image and confidence as well as a deeper understanding of others.

2.2. Emotional intelligence

- Definition: According to Serrat, Olivier (2017), Passionate knowledge depicts the capacity, limit, expertise, or self-saw capacity to recognize, evaluate, and deal with the feelings of one's self, of others, and gatherings. The hypothesis is appreciating significant help in the writing and has had fruitful applications in numerous spaces.
- The emotional intelligence study is to exhibit your degree of enthusiastic knowledge and see how basic EI is for vocation achievement
- Self-Awareness - Theory: The ability to see what you are feeling, to fathom your continuous eager responses to capacities and to see how your sentiments impact your direct and execution. Exactly when you are careful, you believe yourself to be others see you and have your good inclination limits and current limitations.

2.3. Personality traits

- The personality traits study is to comprehend why you act the way that you and others do character qualities sway work
- The Extroversion theory refers to the character trait of searching for fulfilment from sources outside oneself or in-network. High scorers will, by and large, be social, while low scorers like to go after their exercises alone.

2.4. Organisational commitment

- The hierarchical duty study is to grasp that the accomplishment or frustration of affiliation is immovably related to the effort and motivation of its delegates.
- The motivation of labourers is regularly the aftereffect of their devotion towards their work or calling. Work duty is a basic subject for affiliations and individuals to fathom

2.5. Job satisfaction

- The job satisfaction study is to comprehend that regardless of occupation title and pay grade, workers who report high employment fulfilment will in general accomplish higher profitability.

2.6. Decision-making style

- The decision-making style study is to become mindful of your dynamic style and the qualities and shortcomings related to each.

2.7. Quality of working life

- The quality-of-life study is to comprehend the nature of work-life or QWL and its relationship with satisfaction, profitability and maintenance.

2.8. Self-motivation

- The self-motivation study is to gain an understanding of your persuasive levels.

2.9. Training programmes

- The training programmes study is to demonstrate the ability to evaluate preparing projects to guarantee conduct changes and execution enhancements.

2.10. Performance management behaviour

- The performance management behaviour study is to Understand your exhibition the executive's conduct and effect on workers.

2.11. Career path

- The Career path study is to Understand how character qualities impact your profession decisions and how to design your vocation.
- The Realistic – The theory incorporates working with hands, machines, devices, dynamic, down to earth, daring High characteristics - common-sense, manly, stable Low qualities - delicate, ladylike, stable Occupations - development, cultivating, design, truck driving, mail transporter.

2.12. Job stress

- The wellness study is to comprehend that occupation stress is the dangerous physical and eager responses that happen when the essentials of the representatives don't organize the capacities, resources, or prerequisites of the authority.
- You ought to perceive that pressure in the work environment can add to chronic weakness, which can prompt lower profitability, non-appearance, and higher medical services costs.

2.13. Wellness

- The wellness study is to comprehend and to make known that wellbeing is a functioning cycle of settling on decisions toward a solid and satisfying life. Health is particularly critical as we age since normal exercise and appropriate nourishment can help forestall an assortment of infirmities including cardiovascular illness, weight, and fall hazard practices.

2.14. Work engagement

- Definition: According to (Maslach 2001), Burnout is a delayed reaction to persistent enthusiastic and relational stressors at work, and is characterized by the three elements of depletion, scepticism and failure.
- The work engagement study is to comprehend that connecting with workers is basic for holding important ability and is a crucial bit of the representative fulfilment puzzle as separated representatives are bound to find employment elsewhere. Participants who are busy with their work will undoubtedly be impelled and remain zeroed in on their manager.

2.15. Burnout

- The burnout study is to comprehend the significance and side effects of burnout and the outcomes of burnout, for example, diminished efficiency and saps your energy, leaving you feeling progressively powerless, sad, negative, and angry.
- Additionally, to make mindfulness that the negative impacts of burnout spill over into each everyday issue.

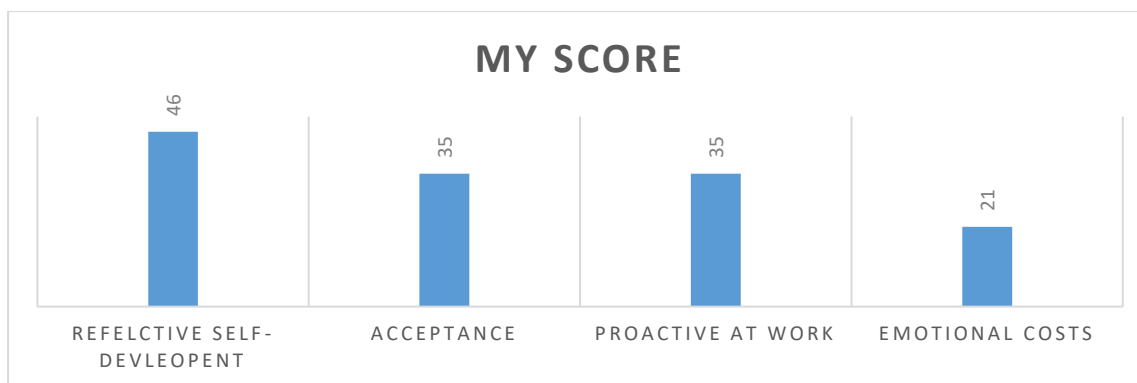
2.16. Cultural Intelligence

- According to (Livermore, 2015; Van Dyne et al., 2012) Social knowledge or social remainder (CQ) is a term utilized in business, schooling, government and scholastic exploration. Social knowledge can be perceived as the capacity to relate and work adequately across societies.
- The cultural intelligence study is to show the capacity to identify with socially different circumstances and work viably in them. Organisations need to realize how well you collaborate and speak with individuals not quite the same as yourself.
- The Action – Theory refers to how one acts using behaviours such as verbal, non-verbal and through speech.

3. SECTION THREE: SELF-DEVELOPMENT ASSESSMENTS AND SKILL PRACTICES

Q1	Subscales	My score	Converted into %
	Reflective self-development	46	83,60%
	Acceptance	35	63,60%
	Proactive at work	35	77,80%
	Emotional costs	21	60,00%

- Result: This result indicates that I am very observant about myself and what I do around people. The lowest is my understanding of my emotions.



Q2	Emotional Competencies	Strength	Needs attention	Development priority
	Self-awareness		34	
	Managing emotions		33	
	Motivating oneself	39		
	Empathy		32	
	Social Skill		31	

- Result: This result indicates that I am inward motivated. My strength is in self-motivation and pooching myself. Although it is worrying that 80% of the elements stated in the assessment need attention.

Q3	ITEM	SCORE
	E - Extroversion	14
	A - Agreeableness	25
	C - Conscientiousness	26
	N - Neuroticism	12
	O - Openness to Experience	34

- Result: This result indicates that my personality is very “free” to try new things and not bogged down to the norm and dogmatic things.

Q4	Affective Commitment Scale Items	51
	Continuance Commitment Scale Items	12
	Normative Commitment Scale Items	35

- Result: This result indicates that generally, I am committed to achieving the goals and desires of this organisation, and this is because I want to.

Q5	Work itself	32
	Supervision	33
	Co-workers	25
	Pay	11
	Promotion	27

- Result: This result indicates that I am happy and satisfied with the work that I am currently working in. The only challenge that exists is the low level of pay satisfaction

Q6		SCORE
	(A) Analytical	143
	(B) Behavioural	118
	(C) Conceptual	136
	(D) Directive	123

- Result: This result indicates that I am a very analytical decision-making individual. This means that I take time to calculate for Plan A, Plan B and Plan C.

Q7	Norm scores	GWB	HWI	JCS	CAW	WCS	SAW	Full score
	Lower	X	X	44003	X	43900	X	X
	Average	22-25	44148	X	44147	X	44020	82-90
	High	26-30	14-15	26-30	13-15	14-15	10-Sep	91-115

Result: This result indicates regarding my general wellbeing, I am scoring low, home-work interference is also scoring low, job and career satisfaction is average, control over my work is low, working conditions is average, stress at work is low. This is a massive wake up call.

Q8	Excellent Motivation		Answer
	Moderate Motivation	X	47
	No Motivation		

Q9	THEORY	SCORE	AVERAGE	COUNT
	1. Learner readiness	9	3,0	3
	2. Motivation to transfer	14	4,7	3
	3. Positive personal outcomes	14	4,7	3
	4. Negative personal outcomes	14	4,7	3
	5. Personal capacity for transfer	13	4,3	3
	6. Peer support	12	4,0	3
	7. Manager support	13	4,3	3
	8. Manager sanctions	7	2,3	3
	9. Perceived content validity	13	4,3	3
	10. Transfer design	10	3,3	3
	11. Opportunity to use	13	4,3	3
	12. Effort-performance expectations	14	4,7	3
	13. Performance-outcome expectations	13	4,3	3
	14. Resistance to change	6	2,0	3
	15. Performance self-efficacy	12	4,0	3
	16. Feedback and coaching	7	2,3	3

Q10		ANS	AVG	COUNT
	Process of goal setting	19	3,8	5
	Communication	11	2,75	4
	Feedback	18	3,6	5
	Coaching	21	4,2	5
	Providing consequences	12	4	3
	Establishing/monitoring performance expectations	22	4,4	5

Q11	R -	4
	I -	2
	A -	2
	S -	5

E -	7
C -	5

Q12	ANSWER
	44

Q13		IDEAL SCORE	YOUR SCORE	%	AVERAGE
	Physical Wellness	40	32	80%	3,2
	Social Wellness	40	28	70%	2,8
	Emotional Wellness	40	32	80%	3,2
	Environmental Wellness	40	18	45%	1,8
	Spiritual Wellness	40	39	98%	3,9
	Mental Wellness	40	31	78%	3,1

Q14	ENGAGEMENT SUBSCALES	SCORES
	Vigour scale	27
	Dedication scale	26
	Absorption scale	26
	Total engagement scale	79

Q15		PERSONAL	WORK	CLIENT
	Q1	50	75	0
	Q2	50	50	25
	Q3	75	50	0
	Q4	50	75	25
	Q5	50	25	0
	Q6	50	25	0
	Q7		50	

Q16		SCORE	AVERAGE	COUNT
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Strategy	21	5,3	4
Knowledge	27	4,5	6
Motivation	28	5,6	5
Behaviour	27	5,4	5

- Benefits of some of these tests:
 - Emotional Intelligence influences the nature of our lives since it impacts our conduct and connections. EQ is inseparable from mindfulness since it empowers us to carry on with our lives with expectation, reason, and independence.
 - Assists with creating significant meta-psychological abilities that add to a scope of significant alumni capacities. All experts must have the option to assess their presentation, so this training should be implanted in advanced education learning as right on time as could be expected under the circumstances.

4. SECTION FOUR: PLAN FOR PROFESSIONAL DEVELOPMENT AND CONTINUOUS IMPROVEMENT.

The purpose of making this personal growth plan for me is to report the pattern of self-assessment, singular reflection and genuine assessment of your characteristics and deficiencies. This ought to engage me to survey the assessment of the organization and the board set up that I have gotten and to consider my future activity new development.

In Creating my advancement plan, I need to accomplish the accompanying three phases as follows:

- Stage 1 – Personal Analysis. The primary stage is intended to empower me to dissect my qualities and shortcomings. This will allow me to draw enthusiastically upon my calling and the consequences of courses that you may have to participate. This should be improved by the evident open entryways that will have been gotten from your experience and any threats to your continued with progress.

- Stage 2 – Setting Goals. This incorporates setting new and recognizable destinations for yourself which are quantifiable. The model PDP provides clear guidance on perceiving these. You should guide your brief unparalleled (your first itemizing official/line head).
- Stage 3 – Personal Objectives. This stage incorporates defining out your objectives. These can similarly be set in setting inside your normal resident work, which will be useful in strengthening its worth.

4.1.Part 1 – Personal Analysis

Before I set the long, medium and short-term goals & personal development plans, I conducted a personal analysis to look at What my weaknesses and strengths are and what my external threats and opportunities are.

Strengths	Weaknesses – Areas for development
My organisation in the organisation and fundamental aptitudes are acceptable and my itemized information is commonly solid for my degree of preparing. I picked up certainty from demonstrating that I could adapt to the weights of the L and M course, even with rest deprivation. I was surveyed to be made during functional work and gave a clear heading. Having the occasion to lead a group throughout an all-encompassing timeframe, I exhibited that I could give a clear course and oversee individuals accomplish explicit assignments while	It was hard to keep up the work/life adjust and keep up my actual wellness principles during scholastic examinations. Accordingly, I have lost some actual wellness. I need to take extra time in orchestrating a task out and out before directions my subordinates I.e., give the arrangement does not present the issue. My comprehension of the gauge arranging measure is as yet shallow in places and requires more detail. To construct my trust in the order I need more insight into group the board in

under pressure.	various situations
Opportunities	Threats
Show to my manager that I have had both coordinated organization and activity planning and experience of driving gatherings to achieve unequivocal tasks. Furthermore, to highlight that I have been introduced to a more coordinated approach to manage analysing issues which will help me in giving clear courses of action will be of a motivating force to the idea of my work for the association I work for. This movement gives a space to recharging in a chaotic business climate to accomplish a superior work-life balance permitting me to be revived and more engaged at work. I can approach the help of my line director to give me direction on self-awareness. The organisation formal yearly examination cycle will give a wellspring of ensured feedback.	Balance work and individual responsibilities.

4.2. Part 2 – Objectives

Short Term Goals (next 12 months)	
- Enrol into a Young Managers Course to get qualified to start participating in complex business activities. - It is noted that a certain portion of these objectives could be achieved in the next few years. Have responsibility for a huge cross-useful undertaking at work.	
Medium-Term Goals (next 2 – 3 years)	
- Be given duty regarding driving and dealing with a little group of on the side of a difficult business venture. - Engage in supporting a few elements of a cross-practical venture group which gives me huge business presentation.	
Longer-Term Goals (beyond 3 years)	
- Gain advancement to centre administration and increase the help of work associates and ranking directors. - Be given obligation regarding dealing with an enormous group of direct reports/various groups (Work towards turning into a Head of Department).	

4.3. Part 3 – Detailed Plan & Reward

	Specific learning goals	How it will be achieved.	How will it be measured	People who can help me with this.
Personal objectives				
1	To get learn/find a new skill or ability (eg. another dialect, unearthing/ratio ning another material)	Taking a course, tuning in to language tapes in the vehicle, understanding books, rehearsing on associates, purchasing new programming, chipping in, working	Expanded trust in the ability, effectively breezing through any assessments	Colleagues, relatives, friends, tutors

		abroad		
2	To run after composing sentiment pieces for conspicuous distributions	Learning fitting new programming, reaching pertinent distributions / affiliations / pamphlets / writers	Effective accommodation of an article/assessment peace	Partners, columnists, pertinent news bodies
3	To visit places I have never been, particularly with an archaeological / chronicled interest	Travelling	Booking yearly leave and making proper excursions to new nations/towns/galleries/ displays/destinations, keeping a movement diary, setting aside cash for occasions	Partners, family members, companions, travel planners
Professional Objectives				
4	To stay up with the latest with research in my area(s) of interest	Society/proficient enrolment, understanding books and diaries visiting destinations/galleries, sitting in front of the TV, conversing with associates, going to gathering meetings/courses	Expanded certainty and extended information on the explicit field of ability, having articles distributed, introducing meeting papers, fruitful applications	Partners, coaches, important bodies
5	Stay up with the latest with the enactment	Reading the paper.	Expanded certainty and extended information, effectively instructing/examining	Partners, suitable enrolment and membership

			with partner	
6	To take (low maintenance/occupy time) course applicable to the legacy area	Explore and book a proper course	Participation obviously (in-house or off-site formal preparing), home investigation, effectively breezing through assessments	Partners, guides
7	To improve my comprehension and expert issues	Perusing Yearbook articles, by-laws, going to the AGM, gathering meetings, a RO assessment or other gathering, rounding out a participation application structure, joining a board of trustees or Special Interest Group	Expanded certainty on RO assessments, commitments to the AGM/gathering, fruitful application for participation/advisory group/Council, Educating/talking about with an associate, setting up another Special Interest Group	Partners, staff, individuals, arbitrators
8	To pick up experience that empowers the progression of my vocation (eg. finding out about overseeing huge locales, post-removal, constructed legacy, instructing)	Conversing with partners, going to courses or gathering meetings, perusing significant writing, home examination, site visits	Being offered association in new exercises at work, fruitful advancement/pay rise / new job	Partners, guides
Work objectives				

9	To keep educated about business palaeontology	Conversing with associates, perusing The Archaeologist, buying into the Jobs Information Service Bulletin/Heritage Link Update, perusing the paper, staring at the TV, going to meeting meetings/CIA AGM	Expanded certainty and extended information regarding the matter, effective offering	Associates, fitting enrolment and memberships
10	To become familiar with other expertise (for example minute composition, public talking)	Conversing with associates, going to preparing, perusing, purchasing significant programming.	Expanded trust in the expertise, great input from associates/delegates	Associates, mentors
11	Stay up with the latest with wellbeing and security systems	Perusing significant messages, visiting sites, having a fire drill, going on an emergency treatment course, getting a CSCS card	Effectively passing an emergency treatment course, picking up CSCS card, tracking fire drills and improving departure times, no reportable mishaps or close to misses	Partners, guides
12	Improve IT aptitudes (eg. PowerPoint for gatherings, website architecture, distribution quality)	Conversing with associates, going to courses, purchasing programming, joining significant online fora, rehearsing routinely	More noteworthy arrangement and utilization of these frameworks, improved capacity to adjust information base	Associates, mentors

	illustrations, information base)			
13	To find out about the offering cycle/business the executives	Conversing with associates, going to courses or gathering meetings, perusing diaries/books	The production of powerful and propelled groups, achievement or recharging of ISO/enrolled status, effective offering	Associates, mentors, bookkeepers, business counsels
14	To keep on improving existing aptitudes (eg. hands-on work procedures, individuals the executive's aptitudes, representation, arranging, segment drawing, building recording)	Conversing with associates, chipping in, going to courses, purchasing programming, joining Special Interest Groups, rehearsing routinely, building up a portfolio	Improved proficiency of information assortment, improved capacity to perceive diverse site qualities	Associates, mentors

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RUBRIC TO ASSESS THE PORTFOLIO OF EVIDENCE

Name: Nkosi
Module:
Date:

Not yet competent	Very poor competency	Below average competency	Average competency	Above-average competency	Excellent competency
0	1	2	3	4	5

Competency levels	Not yet competent	Very poor competency	Below average competency	Average competency	Above-average competency	Excellent competency
1. TITLE PAGE, TABLE OF CONTENT, ABSTRACT AND INTRODUCTION	5/5					
Is the title page correct and the title a good representation of the content? Is the table of content correct? Does the abstract appropriately demarcate the POE? Does the introduction give a clear and sequential indication of the structure of the POE?	0	1	2	3	4	5X
2. INTRODUCTION TO YOUR POSITION	15/25					
Introduction to your current position	0	1	2	3	4	5X

Competency levels	Not yet competent	Very poor competency	Below average	Average competency	Above-average	Excellent competency
Introduction to the industry currently employed in	0	1	2	3	4	5X
General career goals	0X	1	2	3	4	5
Direction you want to follow	0X	1	2	3	4	5
Brief job description	0	1	2	3	4	5X
3. INDUSTRY ASSESSMENT	16/20					
Impact of the Fourth Industrial Revolution on the future of work.	0	1	2	3	4X	5
Skills required to succeed in the Fourth Industrial Revolution.	0	1	2	3	4X	5
A job/position analysis and explaining the specific position (s) you see yourself working in the future.	0	1	2	3	4X	5
Required competencies and skills needed for this/these positions.	0	1	2	3	4X	5

Competency levels	Not yet competent	Very poor competency	Below average	Average competency	Above-average	Excellent competency
4. CONCEPTUAL-THEORETICAL FRAMEWORK OF SELF-ASSESSMENT CONSTRUCTS This section focus on the theoretical foundation of the self-assessment constructs. You have to define the constructs and discuss one (1) contemporary theory on which they are based.	13/80					
4.1 Self-awareness Understand the theoretical foundation of self-awareness	0	1	2X	3	4	5
4.2 Emotional intelligence Understand the theoretical framework of EI	0	1X	2	3	4	5
4.3 Personality traits Demonstrate an understanding of personality theory	0	1X	2	3	4	5
4.4 Organisational commitment Understand the theoretical foundation of organisational commitment	0X	1	2	3	4	5
4.5 Job satisfaction Understand the construct, theory and facets of job satisfaction	0X	1	2	3	4	5

Competency levels	Not yet competent	Very poor competency	Below average	Average competency	Above-average	Excellent competency
4.6 Decision-making style Demonstrated insight of decision-making theory	0X	1	2	3	4	5
4.7 Quality of working life Demonstrate an understanding of the construct and theory of quality of work-life or QWL	0X	1	2	3	4	5
4.8 Self-motivation Understand the construct and theory of motivation	0X	1	2	3	4	5
4.9 Training programmes Understand the theory of training and demonstrated the capacity to assess a training programme	0X	1	2	3	4	5
4.10 Performance management behaviour Understand performance management behaviour theory	0X	1	2	3	4	5
4.11 Career path Understand how personality traits influence career choices and how to plan your career	0	1X	2	3	4	5
4.12 Job stress Understand that job stress is the harmful physical and emotional responses that occur when the requirements of the job do	0	1X	2	3	4	5

Competency levels	Not yet competent	Very poor competency	Below average	Average competency	Above-average	Excellent competency
not match the capabilities, resources, or needs of the worker						
4.13 Wellness To understand the construct and theory of wellness	0	1X	2	3	4	5
4.14 Work engagement Understand the construct and theory of work engagement	0	1	2X	3	4	5
4.15 Burnout To understand the meaning, theory and symptoms of burnout and the consequences of burnout	0	1	2X	3	4	5
4.16 Cultural intelligence Demonstrate an understanding of the construct and theory of CQ	0	1	2X	3	4	5
5. SKILL LEARNING	0/5					
Use STAR technique (e.g., Situation, Task, Actions taken, Results achieved) to describe examples when you applied the people management skills to your work and/or personal lives and then provide an	0X	1	2	3	4	5

Competency levels	Not yet competent	Very poor competency	Below average	Average competency	Above-average	Excellent competency
assessment outcome and reflection on the lessons learned.						
6. RESULTS OF SELF ASSESSMENT'S	13/20					
6.1 Used descriptive statistics to calculate scores.	0	1	2	3X	4	5
6.2 Presented scores in graphs and tables	0	1	2	3X	4	5
6.3 Discussion of scores	0	1	2	3X	4	5
6.4 Discussion of strengths and weaknesses regarding each assessment	0	1	2	3	4X	5
7. PLAN FOR PROFESSIONAL DEVELOPMENT AND CONTINUOUS IMPROVEMENT	15/25					
7.1 Clarify what insights you gained about yourself from the self-assessments and how the assessments led to a better understanding of your full potential in their professional capacity and fit for your desired positions.	0	1	2	3X	4	5
7.2 Specify your career goals	0	1	2	3X	4	5
7.3 Supplement your goals with a gap analysis identifying your current skills, and needed skills, that are required for	0	1	2	3X	4	5

Competency levels	Not yet competent	Very poor competency	Below average	Average competency	Above-average	Excellent competency
successful achievement of your desired career position(s).						
7.4 Compilation of detailed plans for achieving these goals, including incremental steps.	0	1	2	3X	4	5
7.5 Indication of your perceived rewards and benefits for achieving each goal.	0	1	2	3X	4	5
8. PRESENTATION AND TECHNICAL ASPECTS	14/20					
8.1 Writing - the style and language (grammar) meet the requirements	0	1	2	3	4X	5
8.2 Is the stylistic and technical refinement in order?	0	1	2	3	4X	5
8.3 Is the references in the text and reference list correct according to the Harvard referencing style	0	1	2	3X	4	5
8.3 Assessor's general assessment rating of the quality of the POE taking into consideration all the above factors	0	1	2	3X	4	5
Comments:						
Mark obtained	91/200					

Competency levels			Not yet competent	Very poor competency	Below average	Average competency	Above-average	Excellent competency
Deduction for plagiarism if any								
Examiner Final Mark out of 100%:			46/100					
Moderator name		Moderator Mark	/100					

Plagiarism:

Plagiarism Report. Marks deducted for plagiarism infringements

- -10 (5 % - 20 % out of single source)
- -20 (21 % - 40 % out of single source)
- Allocate 0% (41 % - 60 % out of single source)
- Disciplinary steps (anything higher than 60 %)

Deduct the following marks if:

Total similarity index is between 20% -29% deduct 5%

Total similarity index is between 30% – 39% deduct 10%

Total similarity index is between 40% - 49% deduct 20%

Total similarity index of more than 50% (failed score 0%, student allowed a second opportunity to revised POE depending on the seriousness of plagiarism).