

PROFESSIONAL PORTFOLIO: TELLING YOUR STORY

What (Topic)	Key Points	Materials
<p>Introduction to Topic</p> <p><i>Your life as an ongoing evolution of talents and experiences rather than as an occupational title.</i></p> <p>Definition of a Professional Portfolio</p> <p>Purpose of a Professional Portfolio</p>	<p>1. Ask:</p> <ul style="list-style-type: none"> <input type="checkbox"/> You have any college/pre-college experience w/ portfolios (art, education, English majors)? <input type="checkbox"/> If you've used portfolios, why? How? Helpful? What was the Content or format of portfolio? <p>2. What is a Professional Portfolio?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Way to organize info about yourself <input type="checkbox"/> Record of accomplishments (products, outcomes of a project, deliverables) <input type="checkbox"/> Description/documentation of skills, competencies, talents, and versatility <input type="checkbox"/> Tracks your career/life changes and personal/professional development <input type="checkbox"/> Contains info for you to: (a) consider career options, (b) perform skill assessment, (c) help decide or plan, (d) prepare a resume, and (d) prepare for interviews <input type="checkbox"/> Organize and highlight your strongest "soft" skills, competencies or attributes <p>3. What's the purpose of a Professional Portfolio?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Record of your career development history <input type="checkbox"/> Proof of skills and learning <input type="checkbox"/> Reflects needs of service-information age employers <input type="checkbox"/> Self-discovery/evaluation tool to ID transferable skills and to conduct self-reflection and analysis <input type="checkbox"/> Documentation of potential credit-bearing experiences <input type="checkbox"/> Promotional tool <input type="checkbox"/> Brings clarity to career planning <input type="checkbox"/> Market or promote yourself to a prospective employer <input type="checkbox"/> Helps you prepare for an interview <input type="checkbox"/> Identify patterns of preferences and values 	<ul style="list-style-type: none"> <input type="checkbox"/> Flip chart/markers to record responses to questions re purpose, format and content <input type="checkbox"/> Several handouts divided by overview, content and format, and bibliography; includes EFF and other web sites about portfolios: see below <p>http://www.stec.uvic.ca/tutorials/career-portfolio.html</p> <p>http://www.collegeview.com/career/res_covers/career_port/getstart.html</p> <p>http://www.aag.org/Careers/UW/Portfoliobasics.html</p> <p>http://www.dal.ca/~career/career_1744.html</p> <p>Purpose Handout</p>

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<p>Portfolio Content</p> <p>The learning portfolio, as instructors and educational institutions use it, tends to focus on documenting the process of all learning that has occurred. When you are focusing on learning, this is a good practice.</p> <p>However, a professional portfolio focuses on the potential for accomplishing future, specific work. It is assumed that learning has happened. Employers are more interested in those skills, abilities, experience, or personal qualities that relate to the specific work being discussed.</p> <p>Don't bring examples of what you learned in school.</p>	<p>6. What's in a Portfolio?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Artifacts that are explained or linked to an accomplishment, a value, or a set of employer-desired skills/capabilities <input type="checkbox"/> Remember that skills are not just work-related; can be derived as well from hobbies, sports, volunteer work, and family roles and responsibilities; especially important if you have little formal work experience <input type="checkbox"/> Products <input type="checkbox"/> Statement of a work philosophy <input type="checkbox"/> Focus on the audience for whom the portfolio is intended 	
<p>Portfolio Examples</p>	<p>7. Are there any examples of a portfolio?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Here are some web sites that show different types of portfolios <input type="checkbox"/> Bibliography hand out also with more examples 	<p>http://www.amby.com/kimeldorf/sampler/ http://www.amby.com/kimeldorf/Arron's_bike_portfolio.pdf http://www.amby.com/kimeldorf/Elaine's_portfolio.pdf</p>
<p>Using Equipped for the Future (EFF) as an approach to organizing your portfolio</p> <p>http://www.nifl.gov/lincs/collections/eff/eff.html</p>	<p>8. What's a good framework to use?</p> <ul style="list-style-type: none"> <input type="checkbox"/> EFF based on definitions of what adults do rather than what skills they learn in an academic setting <input type="checkbox"/> Adults learn to gain access to information, to express ideas and opinions, to solve problems and make decisions and to learn how to learn some more. <input type="checkbox"/> 16 EFF standards define the core knowledge and skills adults need to carry out their roles as parents, citizens and workers 	<p>“Four Purposes of Learning” http://www.nifl.gov/lincs/collections/eff/purposes.html</p> <p>“EFF Standards for Adult Literacy and Lifelong Learning” http://www.nifl.gov/lincs/collections/eff/standards/16_standards.html</p>

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	<ul style="list-style-type: none"> <input type="checkbox"/> Could organize Portfolio by 4 fundamental categories of Communication, Decision-making, Interpersonal, and Lifelong Learning <input type="checkbox"/> Employers like because they emphasize so-called “soft skills”, which they desire more than technical skills 	<p>http://www.nifl.gov/lincs/collections/eff/purposes.html</p> <p>See Worker Role Map http://www.nifl.gov/lincs/collec tions/eff/eff_roles.html</p>
<p>Self Assessment</p>	<p>9. Getting started on your own Portfolio</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify your skills based on likes and level of competence. <input type="checkbox"/> Identify and rank-order personal values. <input type="checkbox"/> Results can be incorporated into, or help to focus your Portfolio <input type="checkbox"/> Lots of other self and assisted assessment tools for career planning <input type="checkbox"/> Example of the reflection and analysis that helps to focus your career goals and plans <p>Instructions</p> <ol style="list-style-type: none"> 1. Distribute Skills Checklist; takes about 10 to 15 minutes to complete 2. Distribute Skills Checklist Ranking sheet; 3. Distribute Personal Values Budget: Identification Sheet 4. Distribute Personal Values Ranking Sheets 5. If time, discuss results and usefulness of exercise – e.g., <ul style="list-style-type: none"> <input type="checkbox"/> Did you find out something new or confirm what you already knew about yourself? <input type="checkbox"/> What does it tell you about your interests and values? <input type="checkbox"/> Do you have examples of these skills and values you could put into a portfolio? 	<ul style="list-style-type: none"> <input type="checkbox"/> Career Development Skills Checklist <input type="checkbox"/> Skills Checklist Ranking <input type="checkbox"/> Personal Values Budget: Identification <input type="checkbox"/> Personal Values Ranking Sheets <p>“Riley Guide- Self-Assessment Resources” http://www.rileyguide.com/assess.html</p>