

Creating Your Career Portfolio Curriculum

Purpose

Innovative in career planning, career portfolios are designed to assist in demonstrating skills and competencies. Participants will identify personal strengths and weaknesses in key skill areas and develop a plan for obtaining the skills they need. Work samples will be collected, categorized and evaluated. Participants will analyze how the career portfolio can be used as a tool for the job search as well as career advancement. A hard copy and/or electronic career portfolio will be completed by the end of this course.

Objectives

By the end of this course the participant should be able to:

- Assemble a career portfolio using the essential components
- Identify personal key skill areas—soft, hard and transferable
- Collect and choose appropriate work samples for a career portfolio
- Identify the key skills a potential employer needs on the job
- Use a career portfolio in an interview setting
- Analyze how to use a personal career portfolio in career advancement
- Develop a professional résumé
- Create an electronic career portfolio

About Career Portfolios

The Career Portfolio is a process. The career portfolio is a structured document with specific parts, each which serves a purpose in career self-management. The career portfolio is designed to give a future or current employer proof of skills and abilities. A complete portfolio should include:

- **A Work Philosophy***
- **Career Goals***
- **A Résumé***
- **At Least Three Key Skill Areas of Work Samples***
- **Community Service**
- **Degrees/Diplomas/Awards**
- **Professional Memberships**
- **References***

(The basic career portfolio must include all sections with an *)

The practice of collecting work samples and identifying the skills employers want will help individuals to identify their transferable skills. It also helps the participant to see how each skill could be helpful in a new setting.

Work samples are the core part of a career portfolio. These samples are documents that prove a person has the skills and abilities they claim. But before participants can identify appropriate work samples they must explore and audit their skills. The *Creating Your Career Portfolio Practical Exercises* workbook will help your participants identify and plan out work samples for potential use in their career portfolio.

Work samples can come from a variety of sources including a job, training and education, activities, and community service work. Common types of work samples include:

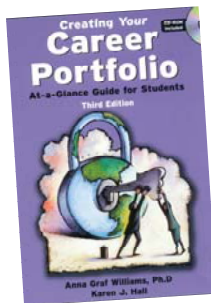
<ul style="list-style-type: none"> ▪ Documents created on the job ▪ Certificates, awards, certifications ▪ Pictures of events or projects ▪ Reports, handouts, presentations created ▪ Work or class projects ▪ Writing samples 	<ul style="list-style-type: none"> ▪ Performance appraisals ▪ Team projects ▪ Letters listing what you have accomplished ▪ Thank you letters ▪ Letters of recommendation ▪ Skill sets – a list of specific skills that you have.
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Overall, the career portfolio process reinforces skill identification, career planning, and goal setting—all of which are key traits in successful individuals.

Note to teachers: It is easier to teach career portfolio concepts when you have good examples. See if your participants will let you make copies of their career portfolios so you can use them as examples in future classes. Be sure to check with your organization on the policies and procedure to follow to get participant releases on their materials. *Hint: It is better to have participants sign a general release to use their materials at the beginning of the course.*

Materials Used in the Course

Creating Your Career Portfolio At a Glance Guide for Students 3rd Edition

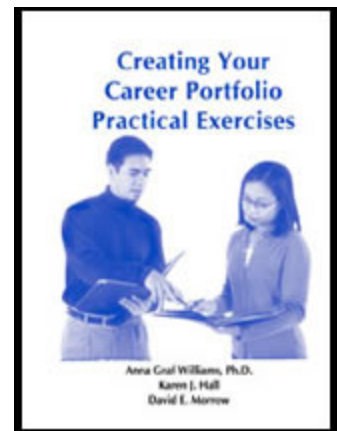


Designed to assist participants in pulling together their many skills and competencies, this innovative, easy-to-read guidebook provides detailed instructions for planning, assembling, and using a personal Career Portfolio for a job search or promotion. It shows them how to tie together and "package" their work experiences, projects, professional development, and personal experiences to help them "sell themselves" in the job market.

The *At a Glance Guide* will help participants organize and create their individual career portfolios.

Creating Your Career Portfolio Practical Exercises is a workbook of skill awareness exercises designed to help people identify and focus on skills they have and the skills they need to succeed and get ahead. It also contains checklists and guidelines for creating a résumé and assembling a personalized career portfolio.

With the first exercise, the participant begins to build a master list of skills they have and the skills they want. Each additional exercise explores different types of skills, places to gain skills, and ways to present a person's skills to the needs of an employer.



**Included in each
Portfolio Kit!**

Exercise No. 1—**Your Career Portfolio Planner** - serves as a centralized place for the participant to record and review the skills they have and the skills they want or need in their career. Many of the other exercises in the workbook will also refer back to this exercise as the participant continues to discover and identify new skills they have or need.

Exercise No. 2	Auditing Job Advertisements for Skills
Exercise No. 3	Class Skills Inventory
Exercise No. 4	Transferable Skills Inventory
Exercise No. 5	Soft Skills Inventory
Exercise No. 6A	Planning for the Skills You Need—College Plan of Study
Exercise No. 6B	Planning for the Skills You Need—Jobs
Exercise No. 6C	Planning for the Skills You Need—Transferable Skills
Exercise No. 7A	Résumé Development—Résumé Organizer
Exercise No. 7B	Résumé Development—Using Keywords in Your Résumé
Exercise No. 8	Gathering, Sorting, and Refining Work Samples
Exercise No. 9	Creating Your Career Portfolio – Assembly Checklist

The Portfolio Kit—The portfolio kit is a place to collect and display work samples, letters of thanks or recommendation, certificates, awards, skill sets, pictures, a résumé, references, goals and work statements. All these items can be used in a job review or interview to prove a person's skills to an employer. The *Standard Portfolio Kit* is the most popular and includes:

- **Accordion file**—stores work samples and documents.
- **3-ring presentation binder**—used to present the individual's career portfolio to employers.
- **Plastic sheet protectors**—holds documents and work samples.
- **Blank business cards**—used to create an overview card for each work sample in the portfolio. The card is slipped into the sheet protector along with the work sample.
- ***Creating Your Career Portfolio Practical Exercises***— Skill awareness workbook



Supplemental Materials available from Learnovation®, LLC

Videos:

Creating Your Career Portfolio – Assembling Your Portfolio

This video overviews the career portfolio process and focuses on gathering supplies, work samples and materials to include in a career portfolio. This video features interviews with professionals and students who have used the portfolio, expert interviews and detailed guidelines for putting together your own portfolio. 25 min.

Creating Your Career Portfolio – Using your Portfolio in Your Job Search

Once you have created your personalized career portfolio, how do you actually use it in an interview? This video features sample interviews and expert commentary to show the do's and don'ts of portfolio use in an interview setting. Learn tips on using the portfolio to your best advantage. 25 min.

Transferable Skills: Using Everything You've Got to Advance

Transferable Skills – Using Everything You've Got to Advance

Identifying and promoting your skills is one of the focuses of the career portfolio. This video helps you to identify and use your transferable skills to advance your career. 20 min.

Audio Tape:

Career Smarts—Career Portfolios with a Can Do Attitude

This audio tape features an interview with Anna Graf Williams, Ph.D., overviews the contents of a Career Portfolio and the process of creating and assembling a portfolio. Anna focuses on how to select the best work samples and use transferable skills to the best advantage to get that job, raise, or promotion. 45 min.

The Learnovation Development Team

Learnovation®, LLC was founded in 1998 to develop products and deliver services which educate and empower people to enhance their lives. Through career advancement, quality instructional design, publishing and motivational instruction, Learnovation®, LLC has influenced education, industry and government practices.

Senior partners Anna Graf Williams, Ph.D., and Karen J. Hall standardized the career portfolio process in *Creating Your Career Portfolio—At A Glance Guide* (published by Prentice Hall and now in the 3rd edition.) Career portfolios are now in place throughout the world in high school programs, college curriculums, and industry as an assessment and placement tool. The career portfolio is a process, not just a product created by an individual. Thousands of hours of research have been conducted by Learnovation®, LLC in the area of career portfolio use and development. Life skills and career advancement have been long standing areas of expertise for Learnovation®, LLC. They have developed *The Immigrant's Guide to the American Workplace* (published by Prentice Hall in English and Spanish).

Anna Graf Williams, Ph.D., has a doctoral degree in education and curriculum development from Purdue University with an undergraduate degree in Consumer and Family Studies. Anna is formerly one of the youngest full professors in the country with her career emphasis on the standardization of skill outcome

assessments. Measurement and instructional design have been the cornerstone of her career where she has published hundreds of articles and given hundreds of national and international presentations. Anna is a facilitator who speaks on topics related to career development, self-motivation and strategic planning. Anna has served as the executive editor for a career advancement publication for college students called HOSTEUR. Among her co-authored titles are:

- *Creating Your Career Portfolio—At A Glance Guide*
- *Creating Your Career Portfolio—At A Glance Guide for Students*
- *The Immigrant’s Guide to the American Workplace*
- *The Family Guide to the American Workplace*
- *Creating Your Career Portfolio Practical Exercises*
- *Training the Trainer—Performance Based Training for Today’s Workplace*
- *Career Smarts—Career Portfolios with a Can Do Attitude (audio)*
- *Creating Your Career Portfolio—Using Your Portfolio in Your Job Search (Video)*
- *Creating Your Career Portfolio –Assembling your Portfolio (Video)*
- *Transferable Skills: Using Everything You’ve Got to Advance (Video)*

Karen J. Hall has a master’s degree from Purdue University in Instructional Design and Educational Computing. Karen was formerly a corporate trainer and instructional designer. Karen is an outstanding graphic artist and web designer leading Learnovation®, LLC in new and innovative methods of instruction for both print and e-training platforms. Among her co-authored titles of books are:

- *Creating Your Career Portfolio—At A Glance Guide*
- *Creating Your Career Portfolio—At A Glance Guide for Students*
- *The Immigrant’s Guide to the American Workplace*
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- *Creating Your Career Portfolio –Assembling your Portfolio (Video)*
- *Transferable Skills: Using Everything You’ve Got to Advance (Video).*

David Morrow leads the product research and development team at Learnovation®, LLC. He holds a master’s degree in Managerial Technology from Johnson & Wales University with his additional degrees in culinary arts, foodservice management, and hotel/restaurant institutional management. David worked with Applebee’s Neighborhood Grill & Bar for seven years as an area director, and his insight into employee and industry needs has been invaluable. David’s interest in instructional design and desire to help others better understand the complexities of the American workplace led him to his work on the development and design of *Creating Your Career Portfolio: Practical Exercises* and *The Family Guide to the American Workplace*. David is a co-author on both books. Dave has also co-authored a series of training the trainer kits for food safety and sanitation training. Using an integrated approach, Dave has combined instructional content with PowerPoint slides, activities, review, evaluation, and reinforcement tools to create an effective combination. David is also a presenter and facilitator who speaks on topics related to food service, career development and strategic planning.