

# You Know More than You Think! Developing a Professional Portfolio

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## What's A Resume?

- It's not
    - Just a piece of paper
    - Just a chronological listing of every job you've had
  - It is
    - The place to highlight
      - *What* you have done
      - The abilities you have
      - The types of settings in which you've worked
- It is the *summary* of your portfolio

## What's a Portfolio?

*The portfolio is a framework containing evidence of achievement of learning outcomes over time. This evidence is supplemented by the portfolio builders' reflections on their learning and can be used to provide feedback to the learner.*

*An International Association for Medical Education*

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## Portfolios & You

- The Mechanics
  - A box big enough to hold your items
  - A file drawer with 2-3 files



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## **The Process**

1. Identifying Key Skills
2. Identifying Where You Learned Key Skills
3. Reflecting Upon What You've Learned
4. Assembling the Evidence
5. Organizing and Keeping It

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## **The Process: Step One**

- The Questions
  - What are the skills you use the most at work?
  - What things about your work do you enjoy?
  - With what types of clients have you worked?
  - In what settings have you worked?
  - Have you worked closely with a team?
  - Have you worked independently?
  - What do you know your client wants?
  - What do you know your employer wants?

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## The Process – Step One

- Identifying the *key skills* used in your job
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

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## Key Skills – Some Ideas

- Communication/Interpersonal Skills
- Problem-Solving
- Organization
- Creativity
- Personal Care
- Homemaking
- Ability to Quickly Adapt/Flexibility
- Skills in Working with a Particular Population
- Others??????

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## The Process: Step Two

- Identifying Where You Learned Key Skills
- Possible Sources
  - Training
  - Independent Learning
    - Reading
    - Researching
  - Work
  - Home
  - Volunteering

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## Step Two – Applying it

- |             |                           |
|-------------|---------------------------|
| • Key Skill | • Where Learned/Practised |
| • _____     | • _____                   |
|             | • _____                   |
|             | • _____                   |
| • _____     | • _____                   |
|             | • _____                   |
|             | • _____                   |
| • _____     | • _____                   |
|             | • _____                   |
|             | • _____                   |

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### Step Three – Reflecting

- Reviewing the information
- Reflecting on *how* you learned
- Organizing the information
  - Is there a common way that you have learned many types of information?
  - Was/Is there a common location?
    - A particular job (volunteer or paid)?
    - A school?
    - A mentor?
  - Making a list of “evidence” you have

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### Step Four: Assembling the Evidence

- What's *Evidence*?
  - Certificates, Diplomas
    - Course outlines
    - Transcripts
  - Performance Appraisals
  - Cards/Letters of Appreciation
    - Make certain client names aren't visible!
  - Awards
  - References
  - What Else?????

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## **Step 5 – Organizing & Keeping**

- Always keep your “evidence” - no matter how old
- Organize in really “big” categories
  - School - by certificate, diploma
  - Work – by employer
    - Performance appraisals
    - Thanks
    - Awards
  - Volunteer Work – by site
  - References

**It ALL Goes In the Box!!!!**

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**THANK YOU!!**

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