3-part Online Course

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Founder and CEO, All Things Admin

Class 1: Building Your Professional Portfolio: How to structure it, What to include, and Where to begin capturing materials

Our agenda for this course:

- Pre-Class Work: FREE Webinar Replay
- Class 1: Building Your Professional Portfolio – What to include, How to structure it, and Where to begin capturing materials
- Class 2: Creating a Professional Portfolio that is up to P.A.R.
- Class 3: Implementing the Use of Your Professional Portfolio

Each class will include approximately 45 minutes of instruction and allow time for question and answer from participants at the end.

Each call will be recorded and made accessible within approximately 24 hours following each class so you can download and listen to them again later at your convenience.

Each class will include a plan of action for you to follow so you can quickly work through the materials to assemble your professional portfolio.

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Join the All Things Admin Community – Creating a Powerful Professional Portfolio 3-part Course MEMBERS ONLY Group

- Go to: www.AllThingsAdmin.com/community
  You’ll see this screen. Create an account in the upper right side.

- Fill in some brief profile information and upload a picture of yourself (if you have one)
- Once inside the community page, click on GROUPS
• You will want to select the Creating a Powerful Professional Portfolio – 3-part Course Members Only group.
• You will request access and then we'll receive a notification email so we can accept your request and you'll be allowed into the MEMBER ONLY group for this course.
• Each time you log into the community, be sure to click on GROUPS and the Professional Portfolio Course group before you start posting updates, questions, or sharing ideas with the rest of the group.

Let’s get started!
FREE WEBINAR Recap:

5 Simple Steps to Creating a Powerful Professional Portfolio

1. Assemble the right tools for the job.
2. Review your work history and experience to identify what you want to showcase.
3. Pick the top 5 items from your list and insert them into your portfolio binder (repeat).
4. Bring your portfolio up to P.A.R.
5. Use your portfolio for career development and advancement.
Creating a Powerful Professional Portfolio – 3-part Audio Course
Class 1: Building Your Professional Portfolio: How to structure, What to include, Where to begin

Following the webinar, your plan of action included:

Step 1: Assemble the Right Tools for the Job

- Assemble the tools you need to create your Professional Portfolio
  - Binder – Wilson Jones, D-ring, View 1.5”, White View Binder (WLJ80270)
  - Tabbed Dividers – Avery Protect N Tab Tabbed Sheet Protectors, 8 tab set (AVE74161)
  - Sheet Protectors

- Create a Binder Cover and Spine
- Create a general Table of Contents

Step 2: Review your work history and experience to identify what you want to showcase.

- Print out your resume and use it to review your work history.
- Look at the current projects or activities you are currently involved with and start assembling a list of potential work samples you could include. (Don’t stall out wondering if they are appropriate or not…we’ll cover how to handle that in week 2.)
- Start looking back at past positions, jobs, etc. to see if you have any work samples in your files or electronically to showcase.
- Look at your community and professional memberships for participation on committees or leadership roles you can showcase.

Extra Credit: Get a head start and start assembling these items for your professional portfolio.

- Resume
- List of References
- Copies of College Diplomas
- Training or Conference Attendance Certificates
- Letters of Recommendation or “Kudos” Emails from Colleagues
- Proof of Professional Certifications
Class 1 Agenda:

Step 1: Assemble the Right Tools for the Job

* TEMPLATE PROVIDED for BINDER COVER and SPINE on the course member login page.*
Creating a Powerful Professional Portfolio – 3-part Audio Course
Class 1: Building Your Professional Portfolio: How to structure, What to include, Where to begin

* TEMPLATE PROVIDED for TABLE OF CONTENTS on the course member login page. *

This is the STARTING point for structuring the contents of your professional portfolio. This is not the requirement or the gold standard for how you must do it. This is simply a common breakdown of broad sections or categories to get the ball rolling.

If you do NOT have information for each section when we’re finished assembling materials, we’ll remove them, update the table of contents, and showcase what you DO have!

Do NOT panic or derail your progress just because you don’t think you have material for each section yet. We’ll get to that as we go through the course!
Step 2: Review your work history and experience to identify what you want to showcase.

- Print out your resume and use it to review your work history.
- Look at the current projects or activities you are currently involved with and start assembling a list of potential work samples you could include.
- Start looking back at past positions, jobs, etc. to see if you have any work samples in your files or electronically to showcase.
- Look at your community and professional memberships for participation on committees or leadership roles you can showcase.

 TEMPLATE PROVIDED for Resume Update Workbook on the course member login page as part of the Job Search Toolkit Templates BONUS.
Class 1 BONUS: What to Include In Your Professional Portfolio

Our list of all of the items you may consider including in your professional portfolio to get you brainstorming, prioritizing, and taking action!

Start by…

- Reviewing previous and current jobs
- Reviewing files from classes or training you’ve taken
- Reviewing professional organization involvement and committee work you’ve done
- Reviewing volunteer or personal activities

Then look at these specific items and put a check mark next to each one you already know you have created or available in some format RIGHT NOW!

- Resume
- Personality Type Assessments (Myers Briggs, DiSC, Colors, etc)
- StrengthsFinder Results
- Letters of Reference or Recommendation
- Thank You Notes or E-mails
- LinkedIn Recommendations
- Classes or Courses You’ve Taken
- Workshops, seminars, training attended
- Course descriptions
- Transcripts
- Licenses
- Certificates
- Diplomas
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- Past Reviews or Performance Evaluations
- Notary Public Credentials
- Internships
- Areas of Expertise
- Volunteer and personal activities (United Way, Red Cross, Cancer Society, etc.)
- Awards or Honors Received (Member of the Year, Employee of the Month, etc.)
- Proof of Affiliations (IAAP, Toastmasters, Rotary, Professional Women’s Network, etc.)
- Class Projects
- Evidence of Specific Skills
- Photos from Events
- Independent (Self taught) Learning
- Leadership Offices Held (work, associations, volunteer orgs, etc.)
- Service Projects
- Travel Planning Samples
- Personal Travel Experience
- Public Speaking Experience
- Training Experience
- Sample Forms or Templates Created
- Processes and Procedures Developed
- Before/After Screenshots of Documents or Databases, etc.
- Microsoft Access Database Samples
- Microsoft Word Samples
- Microsoft Excel Samples
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- Microsoft OneNote Samples
- Microsoft Outlook Samples
- Microsoft PowerPoint Samples
- Microsoft Visio Samples
- Microsoft Project Samples
- Photo Editing or Graphic Editing Samples
- Writing Samples – Memos, Letters, Emails
- Newsletter Samples
- Project Management Samples
- Research Skills
- Event Planning Samples or Project Plans
- Meeting Planning Samples
- Office Move/Relocation Project Samples
- File System Samples
- Organizational Skills Samples
- Customer Service Skills Samples
- Website or Basic HTML Skills Samples
- Social Media Skills Samples
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
- ________________________________
Step 3: Pick your top 5 items from the list that you can include immediately

CREATE MOMENTUM this week!

My top 5 items are:

1. ____________________________________________
2. ____________________________________________
3. ____________________________________________
4. ____________________________________________
5. ____________________________________________

Additional Tips

Tips to make creating and updating your professional portfolio easier

- Create an electronic folder called "Professional Portfolio" for ease in filing these documents once you have them created.

- Save a backup of ALL files onto a flash drive or backup drive so you NEVER lose them (especially if you start creating or capturing these files at the office).

- Create a desktop shortcut to the folder location for ease of adding or updating information on a regular basis.

- Always run a complete photocopy of ALL of your portfolio materials before editing them for your presentation version. (So you have the originals intact should you ever need them again.)

- Always SCAN an electronic PDF file of each component of your professional portfolio so you have it in an electronic format and as a backup to your print version.
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Connect with Julie Perrine online:

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Week 2
Plan of Action

If you haven’t already…

☐ Watch the FREE Webinar Replay
☐ Step 1: Assemble the Right Tools for the Job
☐ Create your profile in the All Things Admin Community group for the “Creating a Powerful Professional Portfolio” Group and let us know where you need additional support or coaching to accomplish these tasks: www.allthingsadmin.com/community

Then DIVE IN to the next steps of the process…

☐ Step 2: Review Your Work History and Experience to Identify What You Want To Showcase (use the BONUS List provided in the class 1 handout to get started brainstorming)

☐ Step 3: Pick Your Top 5 Items from Your Brainstorming List That You Can Include IMMEDIATELY!

1. __________________________________
2. __________________________________
3. __________________________________
4. __________________________________
5. __________________________________

☐ Start assembling those 5 items one by one!

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<thead>
<tr>
<th>Item</th>
<th>Date Completed</th>
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<tbody>
<tr>
<td>1</td>
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<td>5</td>
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</tbody>
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EXTRA CREDIT!

☐ When you have the first 5 items assembled, PICK YOUR NEXT 5 items and begin assembling them!