



## Building a career portfolio

Duration	Topic	Activity	Social Setting	Used media
10 min	<ul style="list-style-type: none"><li>Welcoming</li><li>Clarifying expectations</li><li>Overview of the module</li></ul>	Trainer is presenting him-/herself and his/her background  “What is aim of module?”  “What are intended outcomes?”  Presenting an overview of agenda / contents of the module	Plenary session	PPT slides “PPT - Building a career portfolio”
30 min	Career portfolios: an introduction	<b>Video</b>  Introduction of the concept of a ‘portfolio’  <b>Assignment in sub-groups:</b>  “What is a career portfolio, and what is to be included?” “What is its importance, for clients and for counsellors?” Plenary discussion afterwards.  <b>Theory input:</b>  Summary of highlights	Plenary session  Sub-groups  Plenary session	You tube video: <a href="https://youtu.be/vUjn9I5TI6w">https://youtu.be/vUjn9I5TI6w</a>  2 Flip charts on the wall, each one with a different question  PPT slides “PPT - Building a career portfolio”
30 min	Basic steps in building a career portfolio	<b>Theory input:</b>  6 basic steps in building a career portfolio: <ul style="list-style-type: none"><li>Identify skills and competences</li><li>Gather and document evidence Organize and group evidence</li><li>Place the results in a portfolio</li><li>Customize and personalize!</li><li>Keep your portfolio up to date!</li></ul>	Plenary session	PPT slides “PPT - Building a career portfolio”  Further literature can be provided: <ul style="list-style-type: none"><li><i>A guide to building a career portfolio. 2013.</i></li></ul>



				<ul style="list-style-type: none"> <li>• A practitioner's guide to building a career portfolio. 2013.</li> <li>• Career portfolio guide</li> </ul>
30 min	Putting things together: A Career Portfolio for Career guidance professionals	<b>Assignment in sub-groups:</b> Integrating the 6 basic steps into a first outline of a career portfolio for career guidance professionals  Plenary discussion afterwards.	Sub-groups, plenary discussion	2 Flip charts on the wall, one for each sub-group
20 min	Career Portfolio and Continuous Professional Development	<b>Plenary discussion</b>  Plenary discussion explicitly related to the link between career portfolios for career guidance professionals and professional quality labels  Summarizing the importance of the use of career portfolios by the counsellors themselves	Plenary session	PPT slides "PPT - Building a career portfolio"