***The portfolio of skills has for objectives:***

* Enable you to categorize and store in memory the significant skills acquired during your training, during your school life/professional and social life experiences (participation in groups, clubs, sports, volunteer work..).
* Bringing out or reinforce the knowledge of your knowledge (your knowledge) and know-how.
* Help you to prepare a negotiation (recruitment interview, coming into training, etc.).

- Accompany you in the job search

The structure of the book lends itself to continuous updating and its use appropriate to the needs of the moment. You will have a tool:

**Educational -** it will accompanies you in your professional growth, allowing you to get to know yourself better and to treasure all the training and professional experience;

**Practical** – it brings together all of the documents you may need in your training, search for a job or, in the broadest sense of personal growth (Curriculum Vitae, administrative documents, evaluation results, etc.);

 **Modular -** thanks to its flip chart structure you may place the documents that you will acquire in the future and, from time to time, extract the part you will need in a number of appointments.

It can also be useful if you need historical references.

Part One

###### ANALYSIS OF YOUR EXPERIENCES

* School
* Training
* Professional
* Social
* Summary of Experiences

***ANALYSIS OF YOUR SCHOOL EXPERIENCE***

In this issue we propose to catalogue and analyse your school experiences with a particular emphasis on the reasons that prompted you to attend the selected studies and the skills you have acquired.

Use one form for each experience starting with the most recent.
If some of the terms are not clear you can refer to the lexicon that found in the Appendix or ask for clarification of an accompanying balance.

#  SCHOOL BOARD EXPERIENCE p.1

**1.** Briefly describe the **stages of your school education**.
(we ask you, if you can point the diplomas obtained, the last class attended and dates)

|  |  |
| --- | --- |
| **Diplomas obtained** | **date** |
|  |  |

We refer now to your ***last choice school***

**Motivations**

* What prompted you to make this choice?

**Evaluation**

* What do you think bout the results? From what they depend on?

**Preferences**

* Which are/were your favourite disciplines? Why?

# SCHOOL BOARD EXPERIENCE p.2

**2. WHAT ARE THE SKILLS THAT YOU HAVE ACQUIRED AND DEVELOPED IN THIS SCHOOL COURSE?**

|  |  |  |
| --- | --- | --- |
| **KNOW**the theoretical knowledge you have acquired  | **KNOW HOW**the practical skills that you have acquired or experienced in this context  | **KNOW HOW TO BE**attitudes and interpersonal skills you have acquired or experienced in this context  |
|  |  |  |

## SCHOOL BOARD EXPERIENCE p.3

**3. IN WHAT CIRCUMSTANCES HAVE YOU USED THE POWERS AND SKILLS
ACQUIRED IN THIS SCHOOL COURSE?**

**IN A PROFESSIONAL CONTEXT**

|  |
| --- |
| **IN AN EXTRAPROFESSIONAL CONTEXT** |
|  |

**4. Utility with respect to the world of work**

What, according to you, the more advantages you have learned from this experience.

## SCHOOL BOARD EXPERIENCE p.4

**5.Skills I wish to acquire**

There are other forms of knowledge/know-how/how to be who you wanted to capture? If so which one?

**6. Difficulties and styles of problem solving**

What are the main difficulties you encountered in these years of school / college (eg, home study, deadlines, participation in classroom activities, queries, relationships with classmates and professors etc.).?

How do you deal with them? Give an example.

## SCHOOL BOARD EXPERIENCE p.5

**7.** In the considered experience what are your **strengths, personal qualities, the resources** you have expressed?

|  |
| --- |
| **STRENGTHS**  |
|  |

What are the **focus areas** hat have emerged?

|  |
| --- |
| **FOCUS AREAS** |
|  |

***Analysis of your training activities***

We propose to categorize and analyse any of your training experience (eg language courses, computer science, courses ..).
Use one card for each experience starting with the one that you consider most important. If you are unsure of the meaning of certain terms, please refer to the vocabulary or do not hesitate to ask for clarification of an accompanying balance.

##  Training activity card N. pag. 1

**Cod. EXPERIENCE**

* **COURSE TITLE:**
* **LENGTH (n hours, days ..)**
* **ENTITY who made the course**

**A DIPLOMA OR A CERTIFICATE VALIDATED THIS TRAINING?**

**WHAT IF YES?**

**IN WHAT CIRCUMSTANCES HAVE YOU USED THE POWERS AND SKILLS
ACQUIRED IN THIS TRAINING?**

**IN A PROFESSIONA UN CONTEXT**

**Training activity card N**. ***pag. 2***

**IN A EXTRAPROFESSIONAL CONTEXT**

* **Utilities with respect to the world of work**

What are, in your opinion, the greatest **benefits** that you have learned from this experience?

* What **difficulties or frustrations** have you encountered?

To whom or to what are they ascribed?

#### Analysis of your professional experiences

Now we invite you to examine the work experiences.
In doing so, you may consider all the experiences or process only those that interest you today.
If you have done more works, use a card for each of them.
If you are unsure of the meaning of certain terms, please refer to the vocabulary or do not hesitate to ask for clarification of an accompanying balance.

 **PROFESSIONAL EXPERIENCES CARD N. pag.1**

**Cod. EXPERIENCE**

* Indicate precisely the **role** you covered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Type of **employment contract** (apprenticeship, internships, P.I.P., seasonal, etc....): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Duration:** Start date and eventually the end of the employment relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. CHARACTERISTICS OF THE COMPANY/ORGANIZATION:**

* Company Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Legal Form (eg, cooperative, Snc, Sas, sole proprietorship, etc...):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Area of ​​activity (eg, Services, Industry, etc...):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. WHAT ARE YOUR JOB?:**

Describe in as much detail as possible the **tasks** and the **activities** that you carry out as part of this work (use action verbs):

PROFESSIONAL EXPERIENCES CARD N. pag.2

**3. DESCRIPTION OF YOUR WORK (Use action verbs)**

|  |  |  |
| --- | --- | --- |
| **MAIN ACTIVITIES**  | **RELATED ACTIVITIES**  | **EXCEPTIONAL ACTIVITIES** |
|  |  |  |

PROFESSIONAL EXPERIENCES CARD N. pag.3

**4. How are the relationships that you have developed in this work (with your colleagues, your superiors, etc....)?**

|  |  |
| --- | --- |
| **Positive elements***(the one that interested me the most)* | Elements of progress*(difficulties…)* |
|  |  |
| Make an example | Make an example |
|  |  |

PROFESSIONAL EXPERIENCES CARD N. pag.4

**5. WHICH SATISFACTION YOU GOT FROM THIS JOB?**

|  |  |
| --- | --- |
| **What I was most satisfied** | **What I was most disappointed** |
|  |  |

**6. WHAT ARE THE REASONS THAT FORCED YOU TO LEAVE THIS JOB ?** (es. the end of the contract, etc..)

PROFESSIONAL EXPERIENCES CARD N. pag.5

**7. WHAT ARE THE SKILLS THAT YOU HAVE ACQUIRED AND DEVELOPED IN THIS WORK?**

|  |  |  |  |
| --- | --- | --- | --- |
| **KNOW** **(Es. know how to count, learn the chart of accounts, know the logic of the account management)** | **KNOW HOW****(es. ensure the proper accounting)** | **KNOW HOW TO BE****(Es. rigor, thoroughness, organization, respecting confidentiality)** | **DEGREE OF IMPORTANCE (1,2,3…)** |
|  |  |  |  |

PROFESSIONAL EXPERIENCES CARD N. pag.6

In the considered experience what are the **strengths**, **personal qualities, the resources** you have expressed?

|  |
| --- |
| **STRENGTHS**  |
|  |

* What are the **focus areas** that have emerged?

|  |
| --- |
| **FOCUS AREAS**  |
|  |

 ***Analysis of your experiences social or leisure***

We now propose to linger and analyze your social experiences or leisure (hobbies, passions, participation in cultural, sports, volunteering, organizing events, etc..).
The analysis of these activities, current or past, will allow you to recall and explain the skills you have put in place.
Use one card for every experience that you want to analyse.
If you are unsure of the meaning of certain terms, please refer to the lexicon, do not hesitate to ask for clarification of an accompanying balance.

# EXTRAPROFESSIONAL EXPERIENCES CARD pag 1

**Cod. EXPERIENCE**

Enter the activity name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Descrizione:**

*(Describe as precisely as possible what were your activities, the environment and the people you meet)*

## EXTRAPROFESSIONAL EXPERIENCES CARD pag.2

What gave to you this extraprofessional experience?

|  |  |
| --- | --- |
| **Positive elements***(the biggest advantages that you stretch)* | Progress elements*(encountered difficulties* *…)* |
|  |  |
| Make an example | Make an example |
|  |  |

Are you currently carried out this activity?

If not, why ?

## EXTRAPROFESSIONAL EXPERIENCES CARD pag.3

* In the considered experience what are the strengths, personal qualities, the resources you have expressed?

|  |
| --- |
|  **Strength** |
|  |

* What are the **focus areas** that have emerged?

|  |
| --- |
| **FOCUS AREAS** |
|  |

**WHAT ARE THE SKILLS THAT YOU HAVE ACQUIRED AND DEVELOPED IN THIS ACTIVITY/EXPERIENCE?**

|  |  |  |
| --- | --- | --- |
| **KNOW -** (List of knowledge) | **KNOW HOW –** (es. everything you have learned to do) | **KNOW HOW TO BE** (quality related to how you do things) es. precision, concentration,  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |