Applying Memory Skills

Assess your memory skills by answering the following questions. Add this page to your Career Development Portfolio.

1. **Looking back:** Review an autobiography you may have written for this or another course. Indicate the ways you applied your memory skills.

2. **Taking stock:** What are your memory strengths and what do you want to improve?

3. **Looking forward:** How would you demonstrate memory skills for employers?

4. **Documentation:** Include examples, such as poems you have memorized, literary quotes, and techniques for remembering names.

5. **Assessment and demonstration:** Critical thinking skills for memory include the following. When have you demonstrated these?
   - Preparing yourself mentally and physically
   - Creating a willingness to remember
   - Determining what information is important and organizing it
   - Linking new material with known information (creating associations)
   - Integrating various learning styles
   - Asking questions
   - Reviewing and practicing
Assessing Your Skills and Competencies

The following are typical qualities and competencies that are included in many performance appraisals:

- Communication skills (writing, speaking, reading)
- Delegation
- Integrity
- Planning
- Willingness to learn
- Organizational skills
- Decision-making skills
- Positive attitude
- Ability to accept change
- Working with others
- Quality of work
- Quantity of work
- Personal growth and development
- Use of technology

On the following lines, describe how you currently demonstrate each of the listed skills and competencies to an employer. Consider how you can improve. Add this page to your Career Development Portfolio.

1. How do you demonstrate the listed skills?

2. How can you improve?
CAREER DEVELOPMENT PORTFOLIO

Your Writing and Speaking Skills

Looking Back
1. Recall any activities and events through which you learned to write and speak. Jot down examples of classes, presentations, essays, journals, and papers.

2. What are your strengths in writing and speaking?

3. What would you like to improve?

4. What are your feelings about writing and speaking?

Looking Forward
5. How can you demonstrate to employers that you have effective writing and speaking skills?

6. Include in your portfolio samples of speeches you have given. List the titles on the following lines.

7. Include in your portfolio samples of your writing. List the titles.

8. Include in your portfolio samples of your research. List the titles.

Add this page to your Career Development Portfolio.
Assessing and Demonstrating Your Critical Thinking Skills

1. **Looking back:** Review your worksheets to find activities that helped you learn to make decisions and solve problems creatively. Jot down examples. Also, look for examples of how you learned to apply critical thinking skills to math and science.

2. **Taking stock:** What are your strengths in decision making and critical thinking? Are you creative? What areas would you like to improve?

3. **Looking forward:** How would you demonstrate critical thinking and creative problem-solving skills to an employer?

4. **Documentation:** Document your critical thinking and creative problem-solving skills. Which instructor or employer would write a letter of recommendation? Indicate here which person you’ll contact. Add this letter to your portfolio.

Add this page to your Career Development Portfolio.
Inventory of Interests

Developing outside interests can help reduce stress in your life. Interests are activities that you enjoy and pique your curiosity. Besides reducing stress, they may help you determine your life’s work and career path. For example, an interest in the outdoors may lead to a major in natural resources, then to a career as a park ranger. A passion for working with cars may lead to a certificate in auto mechanics and thus to your own auto repair shop.

Fill in the following inventory to help you determine a career that coincides with activities you enjoy. Review this later to see if your interests change.

1. My interests are

2. Answer the following questions:

   a. What websites, blogs, and news sources do I like to visit and read?

   b. What kinds of books and magazines do I like to read?

   c. When I have free time, what do I like to do? (Check the areas that interest you.)

      Reading
      Writing
      Sports
      Outdoor activities
      Traveling

      Working with people
      Working with computers
      Building or remodeling
      Creating artwork
      Public speaking

   Other Activities
Assessing Your Relationship Skills

Skills in building diverse and healthy relationships are essential for success in school and throughout your career. Take stock of your relationship skills, and look ahead as you do the following exercises. Add this page to your Career Development Portfolio.

1. **Looking back**: Review your worksheets to find situations in which you learned to build rapport, listen, overcome shyness, resolve conflict, work with diversity, and be assertive. List the situations on the lines provided.

2. **Taking stock**: Describe your people skills. What are your strengths in building relationships? What areas do you want to improve?

3. **Looking forward**: Indicate how you would demonstrate to an employer that you can work well with a variety of people.

4. **Documentation**: Include documentation and examples of team and relationship skills. Ask an advisor, a friend, a supervisor, or an instructor to write a letter of support for you in this area. Keep this letter in your portfolio.
Exploring Careers

Go to the library or career center and find careers you've never heard of or are interested in exploring. Do the following exercises. Then add this page to your Career Development Portfolio.

1. Use the Internet to explore at least one career. List the career and skills, education, and abilities needed to be successful.

2. What is the long-term outlook for this career? Is it a growing field? How does technology impact it?

3. List your skills and interests. Then list the careers that match these skills and interests. Create names for careers if they are unusual.

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<th>Skills/Interests</th>
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4. Review your list of skills and interests. What stands out? Do you like working with people or accomplishing tasks? Think of as many jobs as you can that relate to your skills and interests. Your skills and interests are valuable clues about your future career.

5. Describe an ideal career that involves the skills you most enjoy using. Include the location of this ideal career and the kinds of co-workers, customers, and employees you would encounter.

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