

IDENTITY AND IMAGE OF OUR PROFESSION

PERSONAL DEVELOPMENT - TEMPLATES

1a - CREATING A PROFESSIONAL PORTFOLIO

A Personal Professional Portfolio provides a framework in which to plan and demonstrate your personal and professional development. It is a tangible collection of items that charts your professional growth and illustrates materials evidencing your qualifications, skills, experience and personal qualities.

Your portfolio allows you to showcase your career accomplishments and provide insight into your capabilities. It will also help you keep track of your own personal and professional development and as a record of your commitment to lifelong learning.

“A professional portfolio is important for career development, not just as a tool for self-assessment but crucial to prove your skills and reinforcing what you bring to the table annually at performance review time and certainly for job hunting also. It makes you stand out as employees and candidates in the job market” – Julie Perrine, CEO and Founder of All Things Admin

The Template for this document can be found on the WA-Summit website at the following link – [1a Image of our Profession – Template Personal Development](#)

1b - SELF-ASSESSMENT TEMPLATE

The development of a professional identity can support you with career planning in an era of digital disruption whilst improving your work experience and career prospects.

Professional identity is the concept which describes how we perceive ourselves within our occupational context and how we communicate this to others.

Through your education, work, and life experiences, you develop skills, knowledge, work behaviours and values, ethics and goals that will lead you towards purposeful and fulfilling work. Knowing and being comfortable with your professional identity throughout your career builds confidence and enthusiasm for your profession.

Developing a professional identity includes assessing who you are, what you have to offer, and how to further guide your career path and interests. It will help you to build your perceived value, distinguish yourself and show how strong your contributions are. It will demonstrate your accomplishments and open ongoing areas for development with your manager about your career path and performance.

The Template for this document can be found on the WA-Summit website at the following link – [1b Image of our Profession – Template Self Assessment](#)

1c - PERFORMANCE APPRAISAL (WITH YOUR MANAGER)

Performance appraisals are an excellent opportunity for you to discuss your performance, achievements and talk through areas for development and improvement with your Manager.

- **For you:** it provides opportunities to express your assessment of the past year, aspirations, and set some career goals for the next 6 to 12 months
- **For your Manager:** it provides your manager an opportunity to discuss how you are getting on so they can help you overcome challenges and identify opportunities for learning and performance improvement
- **For the Organisation:** it provides an effective tool to review progress, determine which employees have contributed the most to the company's growth and reward high-achieving employees.

Performance appraisal is a continuous process, it should not be a once a year evaluation. Constructive feedback of performance throughout the year is an important aspect of achieving your goals. It is important to provide feedback on performance on a regular basis throughout the year.

Define your individual objectives, identify what behavioural competencies apply to your position, list any professional development activities needed to enable a successful result.

The Template for this document can be found on the WA-Summit website at the following link – [1c Image of our Profession – Template Performance Appraisal with your Manager](#)