



## PORTFOLIO OUTLINE

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### SECTION 1: OVERVIEW

Description of the Portfolio document

Purpose

Uses

Directions

### SECTION 2: RESUME

Description of Resume

Model Resume

Possible Resume Outline

Address

Educational background

Recent Employment

Membership to professional organizations

Other Certifications and or Accreditations

Presentations / Publications

### SECTION 3 : TRAINING

(This section includes: In house trainings, check out days, conferences / workshops attended, professional trainings, continue education workshops / seminars, etc)

Over view of section

Spread sheet Log of training hours

Detail sheets for training hours

Training Title

Training Date / Times

Location

Training Company

Trainers

Brief synopsis of training

(Attach course description / Outline / Syllabus)

### SECTION 4: FACILITATION

(This section documents all facilitation experience)

Over view of section

Spread sheet log of facilitation hours

Detail sheets for facilitation hours

Program Date / Times

Program Name

Location

Brief synopsis of program

Groups goals / expectations for the day

Participant numbers

Co-facilitators

Activities done

Elements used

Challenge Course Operating Systems used



### **SECTION 5 : TRAINING of TRAINERS**

(This section documents time as a trainer / tester)

Over view of section

Spread sheet log of trainer hours

Detail sheets for trainer hours

Training Title

Training Date / Times

Location

Training Company

Co-Trainers

Observer

Participant profile

Brief synopsis of training

(Attach course description / Outline / Syllabus)

### **SECTION 6: COURSE MAINTENANCE / CONSTRUCTION / INSPECTION**

(This section documents maintenance / construction / inspection experience)

Over view of section

Spread sheet log of maintenance, construction, and inspect hours

Detail sheets for maintenance, construction, and inspect hours

Course name

Date / Times

Work completed

Inspected by







