



Profile of an Effective Portfolio Coach

I know coaching requires good communications skills

- I can listen actively
- I can observe body language
- I can ask questions to get information
- I can ask questions that make people think
- I can ask courageous questions
- I can express appropriate humor
- I can express compassion

I know various parts of a portfolio

- I can develop a skills and knowledge profile
- I can create and identify a goal statement
- I can identify a resume
- I can create and identify a personal statement/life story
- I can recognize good evidence

I know coaching is about goal setting and moving the client forward

- I can teach people to set goals
- I can motivate people to dream
- I can facilitate the exploration of needs and motivations to assist people in making real, lasting change

I know coaching is a process that can enable individuals to achieve their full potential

- I can listen to people so they feel validated
- I can encourage people
- I can see clients as creative and resourceful
- I can recognize where a client is and where they want to go

I know coaches need to be resourceful

- I can use tools that help people to do their portfolio
- I can be creative
- I can use the internet to research occupational or work profiles
- I can use my personal networks to help identify occupational or work profiles