# Portfolio Workbook Younger Youth (YY)

⭐**YDI PBL (Self-guided): Week 2 - Engage (Session 3 & Session 4)**
**NOTE: This is a "live" document. As you fill it in, the formatting will shift. Adjust to meet your needs.**

🧑🏿🤝🧑🏿**Session 3**                    **Theme of the Session:** Making Community Connections

| | |
|---|---|
| **Icebreaker:** Brain Teaser # 1 | |

| | |
|---|---|
| 1. Injury + Insult | 2. Weather Bit |
| 3. yourballcourt | 4. B Cat (upside down) |
| 5. T B Bush A Ǝ | 6. 1. 2. Blame 3. Blame |
| 7. belly | 8. ri poorch |
| 9. mce mce mce | 10. MONSTER |

👨🏿🤝👨🏿**Portfolio Step 1:** Defining Community

**Various Definitions of Community**

Try to go beyond the dictionary definition. Click on <u>at least 3 of the sources</u> below. If you don't find one that speaks to you, write your own or interview family members and friends. Then complete the graphic below.

1. [Resource 1](#)
2. [Resource 2](#)
3. [Resource 3](#)
4. [Resource 4](#)

**Draw this yourself if you cannot print it. Check out this quote for inspiration:** "I'm from where they ball and breed rhyme stars, I'm from Marcy, son, just thought I'd remind y'all"
-Jay Z

What communities am I a part of?

Me &
My

What is my role in the community?
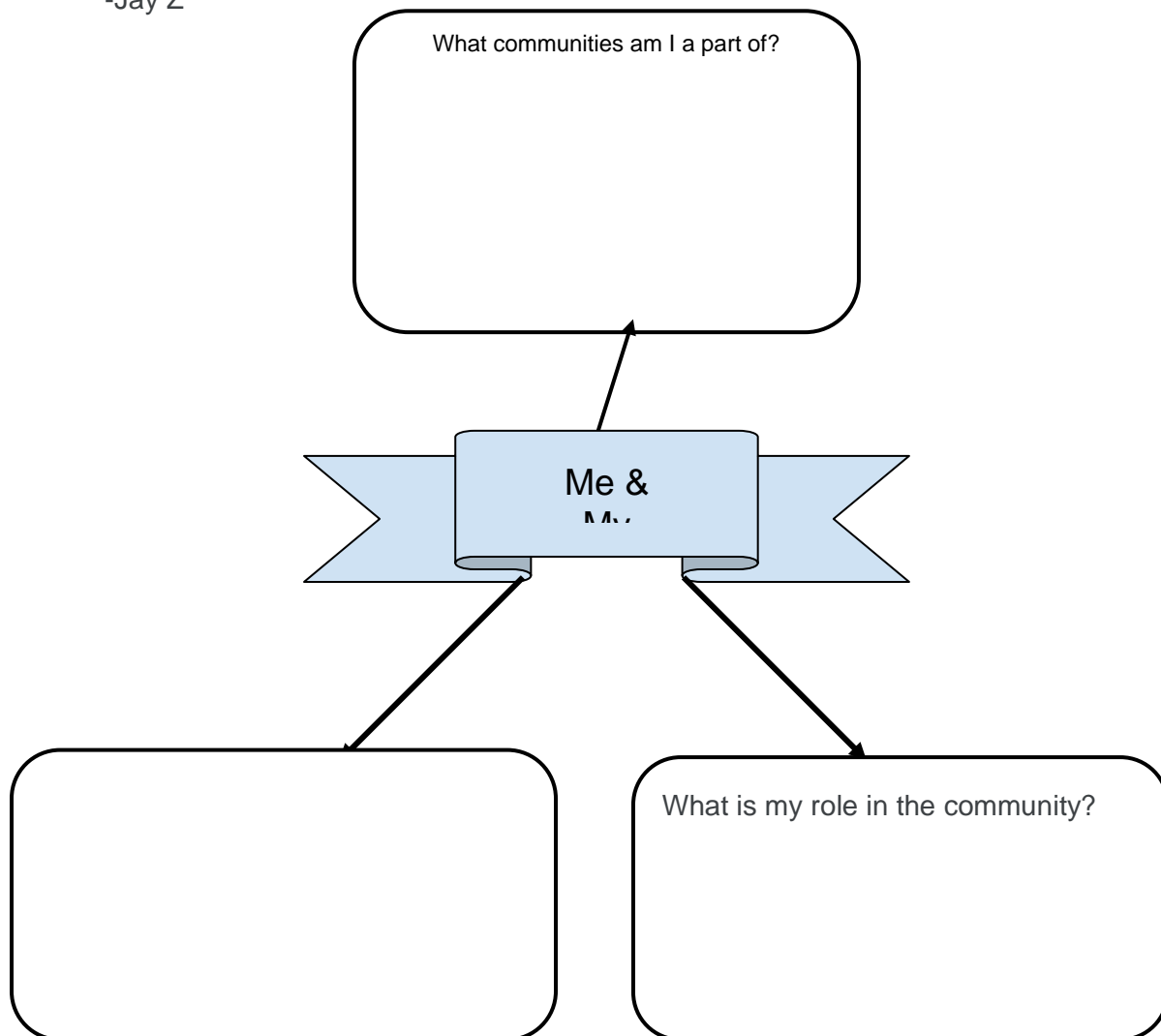
👨🏿🤝👨🏿<u>**Portfolio Step 2:**</u> Me & My Community

| What do you **KNOW** about the needs, challenges, or opportunities of the community? | What do you **WANT** to know? | What have you **LEARNED**? (You can leave blank for now) |
|---|---|---|
|  |  |  |

👨🏿🤝👨🏿**Portfolio Step 3:** Now, take a moment to reflect on the things you know and want to know about the needs, challenges and opportunities of your chosen community, your values, and your career goals. Does anything surprise you? Where might you begin to find more information?
Use the space below for any notes or reflections.

| **KWL Chart Reflection** |
|---|
|  |

For your final step, you will complete a skills inventory. You have already started to explore top workforce skills on the Hats & Ladders App, and through project based civic engagement activities, you will engage in experiences that will allow you to gain new key attributes for success. First, check out the top skills employers are looking for.Then complete the checklist below.

👨🏿🤝👨🏿Key Attributes

| Skills and Attributes | Which skills do you think you need to address the community issue you are interested in? | Which skills do you feel that you have? | Which skills do you have questions about? | What skills do you want to learn or get better at? |
|---|---|---|---|---|
| Problem-solving Skills | | | | |
| Ability to work in a team | | | | |
| Strong Work Ethic | | | | |
| Analytic/quantitative skills | | | | |
| Communication skills (written) | | | | |
| Leadership | | | | |
| Communication skills (verbal) | | | | |
| Initiative | | | | |
| Detail-oriented | | | | |
| Technical skills | | | | |
| Flexibility/adaptability | | | | |
| Interpersonal skills | | | | |
| Computer skills | | | | |
| Organizational ability | | | | |
| Strategic planning skills | | | | |
| Friendly/outgoing personality | | | | |
| Entrepreneur skills/risk-taker | | | | |
| Tactfulness | | | | |
| Creativity | | | | |
| Fluency in a foreign language | | | | |

**Remember to Submit all of your Portfolio Steps by the end of Week 2!**

☆**PBL (Self-guided): Week 3 - Engage (Session 3 & Session 4)**

**Session 4**                    **Theme of the Session:** Representing Yourself

**Portfolio Step 1:** Relationship Mapping

**Personal and Professional Connections**

**Who are your people? Who are the people that you turn to? Who are the people whose behaviors you value?**

On a piece of paper, draw a circle and put your name in it. As you think about the prompts below, please create a visual map of the people who form a web of support for you.

**Note**: This exercise is for your eyes only. We will not be sharing our maps with each other so be as honest as possible when creating it.

★ **Who do you turn to when:**
  ○ you're feeling excited, hopeful, inspired…Why?
  ○ you're feeling sad, discouraged, lonely…Why?
  ○ you're feeling content, relaxed, fulfilled…Why?
  ○ you're feeling enraged, anxious, restless…Why?
  ○ you need someone who will make you laugh (and possibly distract you)
  ○ you need someone who will hold space and listen without sharing their own
  ○ experiences...Why?
  ○ you are seeking advice….Why?
  ○ you want to feel connected to someone

★ **Outside of the relationships you identified, who are people or places, that have demonstrated the following characteristics:**
  ○ **Trust** --someone who made you feel as if can be open and honest in your thoughts and actions, and you don't have to waste time and energy "watching your back."
  ○ **Mutual Respect** – you valued their input and ideas, and they valued yours. Working together, you can develop solutions based on your collective insight, wisdom and creativity.
  ○ **Mindfulness** – someone who takes responsibility for their words and actions. Those who are mindful are careful and attend to what they say, and they don't let their own negative emotions impact the people around them.
  ○ **Welcoming Diversity** – someone who not only accepts diverse people and opinions, but they welcome them.
  ○ **Open Communication** –someone who provided open, honest communication.
  ○ **Responsibility**--someone who promises something, and is sure you keep their word.

Think about your relationships with all of the people on your map. **Now, using the space below, create a list of elements from both lists you believe define a positive relationship--this will be your code of professionalism.** Your code of professionalism is how you want to represent yourself in your work experiences. Who you want to be and what behaviors you want to value.

**A Positive Relationship is….**

★




**The behaviors I value are….**
★






For your portfolio step, create a word cloud of your **Code of Professionalism**.  A word cloud is a collection, or cluster, of words depicted in different sizes. The bigger and bolder the word appears, the more often it's mentioned within a given text and the more important it is.
**You can create your own using the space below or you can generate one online at https://www.wordclouds.com/ and copy and paste here.**




**📖Portfolio Step 2: Your Communication Style Reflection**
Learning More About Your Communication Style

"Very often our so-called weaknesses are nothing more than strengths pushed to an excess. Confidence turns into arrogance, flexibility turns to inconsistency, trust turns to gullibility and analysis turns into paralysis."

--Stuart Atkins
The Name of Your Game

When working as part of a group, whether it is at school, in your community or in the workplace, you bring a certain style of communication with you. That style of communication can be your superpower; and it can also be a source of conflict with others, or may cause them to distrust you. The more you know about your communication style, the more you can make it a strength.

- Take the communication style quiz linked on the website! Remember, you've also spent time exploring your style using the Hats and Ladders app, so feel free to use your work!
- Determine your predominant style

Now, this doesn't mean that you can't also use other communication styles. In fact, you may switch your communication style depending on where you are. For example, when you are hanging out with your friends, you may be more of a demonstrator; but in school you may be more of a contemplator. **Complete the Reflection Questions below:**

**Look at your top communication style? Do you agree with it? Why? What would your friends or family say?**

**Do you agree with the negative things that may happen when you overuse your communication style? What would your friends and family say?**

**Complete the traffic light reflection.**

☐What are some things about my communication style that are strengths to continue?

🔴What are some aspects of my style that I have to be careful of not doing too much?

☐What are some aspects of my communication style that I have to avoid doing?

🔥**Portfolio Step 3:** Digital Presence Action Plan

You will review and revise your digital footprint and create a Digital Presence Action Plan.

**Digital Footprint: Through The Eyes of an Employer**

More and more, the first thing employers do when you apply for a job is to check your digital footprint. Pretend for a moment that you've applied for a job, or that you are scheduled to meet with someone to help you with your summer project. Review the following elements of your digital footprint through the eyes of this employer or community member who has never met you before:

★ Your email address
★ Google your name
★ Find yourself on Facebook. What pops up? What Photos pop up? What other posts are you tagged in? **Take notes in the space below.**

★ Find yourself on Instagram and review what you have posted
★ Find yourself on Twitter and review what you have tweeted. What you have retweeted that could misrepresent you? **Take notes in the space below.**

**Review your phone's outgoing message.**
○ What did you notice?
○ Are there any things that, taken out of context, could represent you differently than you would like to be represented? **Take notes in the space below.**

**Now, email or call at least one person from your Relationship Map.** Ask them to review your digital print in the same way you did. Ask them for feedback on how you are represented. **Take notes in the space below.**

**Finally, based on your review and your network's feedback:**
- ★ Are there any things you would like to change?



- ★ Do you need to strengthen your privacy settings?



**Be sure to submit your Portfolio Steps to your host site for Week 2!**