# 43 Present your Portfolio

## How to Get a Manager Check-Off

In a meeting with the Challenge Center Manager, present a hard or digital copy of your portfolio.

## Procedure Details

Your portfolio should representative of all of your involvement, personal and professional, that revolves around leadership, being outdoors, working with children, or whatever makes up your experiences. It isn’t just a Peak Adventures Portfolio, it’s a portfolio of you!

The reason for creating this portfolio is twofold:

1. Any future employer should be impressed with a portfolio that outlines your experience leading groups, regardless of the setting.
2. If you have the desire to become an ACCT Certified Facilitator, they require a portfolio of experience as part of the certification process. It may become an ACCT requirement that all course employ ACCT Certified Facilitators, but that is still a few years off.

There is an ACCT sample portfolio on the staff website, but if you don’t like that format, you are welcome to make you own. You may also adapt the sample to make it fit your needs better. At a minimum, you portfolio should include:

* Every program you worked
  + Date
  + Your role/title that day and what did you lead
  + Number of hours worked (be sure to include set-up and take-down)
* Every training you attended
  + Date of the training
  + Name of the trainers
  + Topic(s) covered
* Every training lead or co-lead
  + Date of the training
  + Number of attendees
  + Topic(s) covered
* Any relevant certifications
* Conferences or meeting attended
  + Date(s)
  + Workshop titles
  + Topic(s) covered
* Any building, maintenance, or inspections
* Other

This should be a more professional, put together version of the portfolio you presented when you were a candidate.