

Career Planning with Academic Portfolio

Objective

To successfully assemble an academic portfolio for career planning and application.

Description

In many countries an academic portfolio is the required document for applications (promotion, tenure and annual reviews) for academic staff. It provides an opportunity to detail your experience in teaching, research and academic administration and service.

An academic portfolio is a summary of your major activities and accomplishments, documenting the nature and extent of your contributions as well as your role and achievements.

You can use an academic portfolio not only for an application at a university, but also for strategic career planning and general career orientation.

An academic portfolio provides more than "just lists": you create an individual narrative. A list reduces a person to a collection of impersonal data and does not tell anything about the real person (personality, way of thinking, professional behavior and mindset, ambition, personal skills, soft skills etc.). An academic portfolio narrative allows you to stand out as an individual - and to distinguish yourself from others.

First text modules for your academic portfolio will be created in the workshop.

Main topics will be tips and tricks:

- Self-presentation with an academic portfolio
- Career planning with an academic portfolio
- Using your academic portfolio for applications
- Assembling your portfolio and writing the narrative

Methodology

1. Preparation phase - prerequisite for participation:

- a.) Approx. **2 hours**, on your own time - should be completed **till 22 April 2021**.
- b.) You will receive an individual login code for the moodle course room for the workshop on 16 April at the latest
- c.) In the moodle course room you will find materials and tasks to prepare. If necessary, these tasks are supervised by the trainer.

2. Online attendance: 23 April 2021, 9:00 – 13:30

We will work together on interactive learning situations

3. Transfer phase:

Approx. **2 hours**, on your own time - should be completed **till 30 April 2021**.

In the moodle course room you will receive feedback, can ask further questions and exchange ideas with the trainer and the other participants.

Trainer



Dr. Eva Reichmann
beruf & leben GbR, Bielefeld

Since 2011 owner of beruf & leben GbR and working as a trainer and consultant for career planning, doctoral studies, job-related competences and university teaching

- 2004 to 2010 establishing a service unit for study, teaching and career at a university
- Prior to that 7 years consulting and training for HR and OD in the private sector
- 1990 - 2001 teaching and research at the University of Bielefeld
- She works with universities nationwide, allowing ideas from other areas to be incorporated into her work. She knows both academia and the private sector from practical experience

Organizational Information

Language	English
Target group	Advanced Doctoral Candidates and Postdocs from all faculties
Date	Friday, 23 April 2021, 9:00 – 13:30
Registration	For registration click here