3D
STEAM ACADEMY

A YOUNG ENGINEER'S E-PORTFOLIO (YEP) HANDBOOK

Competences - promotion guidelines and digital tools for effective promotion

STEAM3D ACADEMY PROJECT

We present you **A Young Engineer's e-Portfolio (YEP) Handbook** – a learning and teaching manual to support youth entering the labour market.

A Young Engineer's e-Portfolio (YEP) Handbook is a compilation of solutions on how to create an attractive e-portfolio with the use of diverse digital tools to promote one's own achievements/ business activity and position in the labour market.

Every person entering the labour market or changing professions or position needs support in self-presentation activities. YEP will help the user to learn how to create an effective e-portfolio and how to structure relevant information.

YEP Handbook consists of 2 parts:
- <u>PART 1. Let's talk about competences – promotion guidelines</u>
- <u>PART 2. Digital tools for effective promotion</u>

It was created by the Erasmus+ STEAM3D Academy project consortium. We hope you will discover that participation in STEAM3D Academy can be a rewarding experience.

The stage of creating your own brand and promoting yourself is ahead of you. Good luck!

Important note!

All materials are available in five languages: English, Greek, Polish, Spanish and Bulgarian.

PART **1**

LET'S TALK ABOUT COMPETENCES – PROMOTION GUIDELINES

STEAM3D ACADEMY PROJECT

CONTENTS

CHAPTER 1

INTRODUCTION

STEAM3D ACADEMY
PROJECT

We present you **A Young Engineer's e-Portfolio Handbook PART 1: Let's talk about competences - Promotion guidelines**.

The first part of the Handbook is developed in order to support students. This part is about competences and their values. Their own achievements and requirements of the labor market are based on them. The awareness of the competences and strengths is the starting point for their effective promotion.

We are going to take you through:
- Digital competences
- Social competences
- Vocational competences
- Competences related to sustainable development / environmental competences
- Interdisciplinary competences.

We have included descriptions of competences in this part of Handbook. You will also find here a possibility of self-assessment connected with the competence and methods of effective presentation of expertise or skills (some advice, tips).

Moreover, we will provide additional information and direct you to additional resources where necessary.

Enjoy!

CHAPTER 2

DIGITAL COMPETENCES

STEAM3D ACADEMY PROJECT

DIGITAL COMPETENCES

Today's students learn coding before cursive in a digital-first environment. We name this knowledge "digital skills," but it's just "skills" to the next generation. But what are digital talents, exactly? What are people's thoughts on the rise of digital skills? What can businesses do to close the gap between present skill levels and future requirements?

WHAT ARE DIGITAL COMPETENCES?

For learning, job, and active involvement in society, digital competency is required. As crucial as understanding the competency itself is knowing how to assist in its development in school education. From simple internet browsing and emailing to specialised programming and development, digital skills are widely defined as the skills required to "use digital devices, communication apps, and networks to obtain and manage information." In a future where people can work from anywhere, these abilities let people communicate and cooperate, create and share digital information, and solve problems.

One of the eight fundamental competencies is digital competence, which refers to the confident and critical application of a wide range of digital technologies for information, communication, and basic problem-solving in many aspects of life. Many of us may think this is obvious, yet according to the Digital Agenda Scoreboard 2015, 40% of the EU population lacks adequate digital skills, including 22% who do not use the Internet.

As Riina Vuorikari noted in her expert piece, "as a transversal competency, digital competence also helps us learn other vital competences, such as communication, language skills, or basic skills in maths and science."
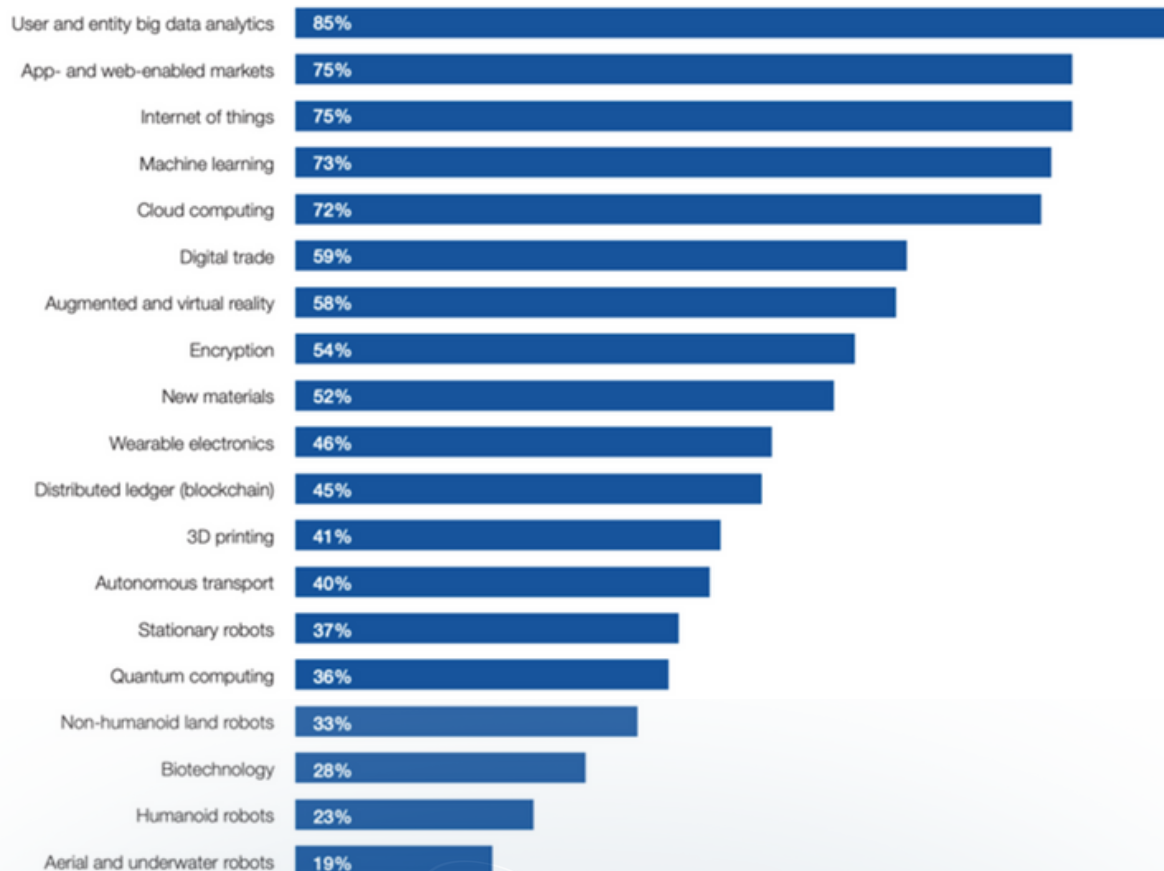
WHY ARE DIGITAL COMPETENCES IMPORTANT?

The development of digital transformation is touching every business imaginable. Farmers are employing sensors and information technology to automate, monitor, and manage their systems in order to become more profitable, efficient, and sustainable. Food delivery applications enable eateries to offer their menu options to hungry customers without requiring them to leave their homes. This adds a new degree of complexity to restaurant staff' responsibilities, as they must now manage orders via digital devices as well as any in-person encounters. Even real estate, which has traditionally been a face-to-face business, now requires digital skills. Prospects interested in relocating can take virtual tours, and signing paperwork remotely is a quick and efficient method to close a deal.

Here are some figures that demonstrate the growing need for digitally literate professionals:

1. By 2022, 54% of all employees will require extensive retraining. For technical talents such as programming and app creation, in particular. (World Economic Forum Future of Jobs Report 2018)
2. Around 149 million technology-related jobs are expected to be added to the worldwide workforce during the next five years.
3. 85% of professionals, believe that digital skills will be important to success in today's workplace.
4. "The number of professions requiring digital abilities is anticipated to climb 12 percent by 2024," according to a study on digital skills for career advancement.

Figure 2: Technologies by proportion of companies likely to adopt them by 2022 (projected)

Technology	%
User and entity big data analytics	85%
App- and web-enabled markets	75%
Internet of things	75%
Machine learning	73%
Cloud computing	72%
Digital trade	59%
Augmented and virtual reality	58%
Encryption	54%
New materials	52%
Wearable electronics	46%
Distributed ledger (blockchain)	45%
3D printing	41%
Autonomous transport	40%
Stationary robots	37%
Quantum computing	36%
Non-humanoid land robots	33%
Biotechnology	28%
Humanoid robots	23%
Aerial and underwater robots	19%

Source: Future of Jobs Survey 2018, World Economic Forum.

IMAGE: WORLD ECONOMIC FORUM FUTURE OF JOBS REPORT 2018

EUROPEAN DIGITAL COMPETENCE FRAMEWORK FOR CITIZENS

The European Digital Competence Framework for Citizens, also known as DigComp, has identified 5 key digital competence areas. These are:

Competence area 1: Information and data literacy

1.1 Browsing, searching, filtering data, information and digital content
1.2 Evaluating data, information and digital content
1.3 Managing data, information and digital content

Competence area 2: Communication and collaboration

2.1 Interacting through digital technologies
2.2 Sharing through digital technologies
2.3 Engaging in citizenship through digital technologies
2.4 Collaborating through digital technologies
2.5 Netiquette
2.6 Managing digital identity

Competence area 3: Digital content creation

3.1 Developing digital content
3.2 Integrating and re-elaborating digital content
3.3 Copyright and licences
3.4 Programming

Competence area 4: Safety

4.1 Protecting devices
4.2 Protecting personal data and privacy
4.3 Protecting health and well-being
4.4 Protecting the environment

Competence area 5: Problem solving

5.1 Solving technical problems
5.2 Identifying needs and technological responses
5.3 Creatively using digital technologies
5.4 Identifying digital competence gaps

GREEN TECHNOLOGIES AND A CIRCULAR ECONOMY

In terms of bold climate targets, Europe is at the forefront of the globe. To achieve these objectives, the digital sector must contribute its fair share and embrace sustainability in all of its forms, including circular economy hardware models, climate-neutral CPUs and server centres, software developments to cut energy use, and so on.

The fourth industrial revolution (digital) has the potential to drastically cut resource use and pollution. It can do so by streamlining operations, such as in big data analysis, or by completely replacing physical supply lines, as in additive manufacturing (aka 3D printing). Artificial intelligence, 5G, and blockchain are examples of digital technologies that can help to speed and maximise the effects of environmental policies. A robust digital ecosystem can foster the development of innovative green businesses that will help to address the climate challenge.

Existing physical supply networks, on the other hand, must become more circular. The ability to repair items is one of the most important aspects of a circular economy. Repairing hardware is sustainable in three ways: environmentally, by combating the "throwaway economy," economically, by permitting a thriving repair industry, which is primarily comprised of small enterprises and produces jobs, and societally, by assisting people in saving money.

SELF-ASSESSMENT QUESTIONS ABOUT DIGITAL COMPETENCES

1. Why are digital competences important for me?
2. How will digital competences improve my future?
3. Which competence area am I interested in and how can I evolve?

METHODS OF EFFECTIVE PRESENTATION OF COMPETENCES

Almost a third of the workforce lacks the core digital skills that companies seek, implying that a big number of professionals will need to retrain. You can profit from additional training whether you want to improve your digital abilities or want to enter the workforce with a great resume.

Key competencies are a dynamic blend of information, abilities, and attitudes that a learner must build throughout his or her life, beginning at a young age. Competence-oriented techniques can be applied in all educational, training, and learning environments throughout life since high-quality and inclusive education, training, and lifelong learning give chances for all to build critical competencies.

- LEARNING CAN BE ENRICHED BY CROSS-DISCIPLINARY LEARNING, PARTNERSHIPS BETWEEN DIFFERENT EDUCATIONAL LEVELS, TRAINING AND LEARNING ACTORS, INCLUDING THOSE FROM THE LABOUR MARKET, AND CONCEPTS SUCH AS WHOLE SCHOOL APPROACHES, WHICH EMPHASISE COLLABORATIVE TEACHING AND LEARNING AS WELL AS ACTIVE PARTICIPATION AND DECISION-MAKING BY LEARNERS.

Cross-discipline learning also allows for a stronger connection between the many disciplines in the curriculum, as well as a clear link between what is taught and societal change and relevance. Cross-sectoral collaboration between educational and training institutions and external players from industry, the arts, sports, and the youth community, as well as higher education and research institutions, can be critical to effective competence development.

- **INQUIRY-BASED, PROJECT-BASED, INTEGRATED, ARTS- AND GAMES-BASED LEARNING APPROACHES CAN BOOST LEARNING MOTIVATION AND ENGAGEMENT.**

Experiential learning, work-based learning, and scientific approaches in STEM (science, technology, engineering, and mathematics) can all help students develop a variety of skills. development.

- **LEARNERS, EDUCATORS, AND LEARNING PROVIDERS COULD ALL BE ENCOURAGED TO USE DIGITAL TECHNOLOGIES TO ENHANCE THEIR LEARNING AND SUPPORT THE DEVELOPMENT OF DIGITAL SKILLS.**

Participating in Union projects such as 'The EU Code Week,' for example. The use of self-assessment tools like the SELFIE tool could help education, training, and learning providers increase their digital capabilities.

- **COOPERATION BETWEEN EDUCATION AND TRAINING AND NON-EDUCATIONAL PARTNERS IN LOCAL COMMUNITIES AND EMPLOYERS, IN COMBINATION WITH FORMAL, NON-FORMAL, AND INFORMAL LEARNING, CAN ASSIST COMPETENCE DEVELOPMENT AND MAKE THE TRANSITION FROM EDUCATION TO WORK AND WORK TO EDUCATION EASIER.**

READ MORE:

- October 22, & 2021. (2021, October 22). Why Digital Skills Are the Foundation of Our Future Workforce. Salesforce News. https://www.salesforce.com/news/stories/what-are-digital-skills/#:~:text=At%20their%20core%2C%20these%20skills
- Digital competence: the vital 21st-century skill for teachers and students. (2020). SchoolEducationGateway. https://www.schooleducationgateway.eu/en/pub/resources/tutorials/digital-competence-the-vital-.htm
- The Future of Jobs Report 2018. (n.d.). World Economic Forum. https://www.weforum.org/reports/the-future-of-jobs-report-2018/
- Joint Research Centre (European Commission), Carretero, S., Vuorikari, R., &Punie, Y. (2017). DigComp 2.1: the digital competence framework for citizens with eight proficiency levels and examples of use. In Publications Office of the European Union. Publications Office of the European Union. https://op.europa.eu/en/publication-detail/-/publication/3c5e7879-308f-11e7-9412-01aa75ed71a1/language-en
- What is Sustainable Digitalisation? (n.d.). European DIGITAL SME Alliance. https://www.digitalsme.eu/what-is-sustainable-digitalisation/

CHAPTER

3

SOCIAL COMPETENCES

SOCIAL COMPETENCES

Social skills are considered to be one of the most important abilities a person can possess. Humans are social creatures and a lack of good social skills can lead to a lonely, unhappy life full of anxiety and depression. This is related to both personal and professional life.Good social skills help you meet interesting people; to create a good and responsive family; get the job you want, and make progress in your career and relationships. It is important to say that like any skill, social skills can be successfully learned and adopted.

WHAT ARE SOCIAL COMPETENCES?

There are many definitions of social skills. One of the simplest and most concise definitions is as follows: social skills are the ability to communicate, persuade and interact with other people without provoking conflicts. The relationships we have with others are two-way: we influence the thoughts, attitudes, and desires of others ... and we are also influenced by them. The way we speak, the words we choose, how we pronounce those words and what our body language is like (how you look at people, what gestures you make, facial expressions, appearance..) all affect the way we communicate with other people.

According publication of The Corsini Encyclopedia of Psychology, 4-th edition, social competence is defined as the ability to handle social interactions effectively. In other words, social competence refers to getting along well with others, being able to form and maintain close relationships, and responding in adaptive ways in social settings. Given the complexity of social interactions, social competence is the product of a wide range of cognitive abilities, emotional processes, behavioral skills, social awareness, and personal and cultural values related to interpersonal relationships.

According to Timothy Cavell it contains 3 components (the model was created by him and is hierarchical from bottom to top):

- **Social adjustment** - achieving and maintaining states valued by society (legal, academic, socioeconomic, emotional, intimate, relational, etc. status). This is the natural result of social performance.
- **Social performance** - the extent to which an individual's reactions in social situations meet socially valid criteria. In other words: how successfully we have mastered and applied social skills.
- **Social skills** - communication abilities, allowing adequate social interaction and performance of social tasks.

WHY ARE SOCIAL COMPETENCES IMPORTANT?

Deficits in social behavior harm people of all ages, including children, from developing friendships, relationships with adults, relationships with peers, colleagues, managers, etc. This lack of competences hinders learning, transfer of knowledge, career development, personal development, hinders a good climate in the family and workplace. A person's social competence is related to his acceptance by his colleagues, friends, family. There is a growing need to build up social competence, especially after the Covid 19 pandemic. During the crisis, many people remained confined to their homes, and their real face-to-face communication was replaced by a virtual one. Observations by human resources specialists in large international companies show that teamwork undergoes constant changes and the presence of such social competence helps to adapt more quickly in and outside the workplace, people who possess social competence are less prone to conflicts, help their colleagues more, are generally more empathetic.

EMOTIONAL CONTROL

Any event, no matter how simple, can evoke many different emotions. Emotions make us bring out the best in ourselves, but they can also bring out the worst in our being, and by that we don't just mean negative emotions like anger or fear, because even an overburden of positive emotions like joy can lead us to euphoria and the lack of control over our behavior. Better emotional control is associated with lower levels of depression and anxiety. According to new research, the key to healthy emotional control is being flexible. People with low levels of depression and anxiety successfully change their emotional control strategy depending on whether the situation can be explained.

High emotional intelligence implies a different type of thinking for a person, and applied in business, it qualitatively changes relationships. Many organizations devote resources to training their leaders in empathy, verbal and non-verbal support, active listening, and the inclusion of an emotional response.

In summary, not all emotions can be influenced, because they are a physiologically conditioned reaction. They depend on individual characteristics such as temperament, nervousness, fatigue, stress and many other factors. More can be done in the direction of conscious control over a condition that has already arisen. To control emotions means to have direct responsibility for oneself, one's feelings, but also for what feelings one creates with one's behavior in others. Creating a warm and friendly climate increases trust. We are able to analyze when what we transmit and make adjustments.

UNDERSTANDING THE DIFFERENCES

Each person is different and has a different role in society. The word "identity" means a person's understanding of himself and the realization that he is a separate individual with his own qualities. Differences between people in society can be based on their understandings, moral, desires, goals, education, social environment, needs, skin color, religion, etc. Very often, everyone who goes beyond our personal stereotypes of "someone like us" is defined as "different". They may be different in their behaviors, their reactions or thinking. We can also include disabled people here. Whatever the basis of the differences, it is good to know that all people have equal rights and duties in society and should not be excluded from it. Understanding the equal rights of all members of society helps teamwork, the workplace atmosphere, and the stimulation of personal development. Specialists in the field of human resources management have admitted that it is not am automatic process, but a tendency to use a variety of competencies to manage the individual differences of people in the business sector.

When researching the diversity in the demographic characteristics of people in business organizations, it turns out that there are companies in which representatives of five generations work in one workplace at the same time - those born in the period between 1923 and 1945 from the so-called "Silent generation", together with those born between 1946 and 1964 from the generation of "Baby boomers", together with those born between 1965 and 1980 from generation "X", and those born in the period from 1981 to 1997 representing generation "Y", also called Millennials and the penultimate generation born in the period 1998 - 2011 - "Z". In this aspect, it is good for leaders and managers to redefine their approaches and means of managing differences. It is important for companies to change the parameters of their organizational culture.

CONFLICT SOLVING

Correctly resolving conflict is a basic skill that many people find difficult. Conflicts bring out our emotional nature, even if the conflict itself is not emotionally based. Some minor conflicts can pass and disappear if ignored long enough; most major conflicts worsen over time. This is because we perceive them as a threat to our well-being and as a result the imaginary threat increases if people are in a hopeless situation and feel "up against the wall". People who are afraid of conflicts are often influenced by past experiences and expect a necessarily bad outcome from the conflict. The truth is that a well-managed conflict can benefit people and companies. In fact, the ability to manage conflict is often one of the biggest drivers of change. By handling conflict properly, we can help people be more innovative, create healthy relationships, effective teams, and improve productivity. On a positive point of view, in the workplace, controversy, disagreement and different perspectives on strategy and execution create energy, drive change, stimulate creativity and help build strong teams. The ability to deal with conflicts is useful social competence not only for the individual, but also for the entire organization.

POSITIVE THINKING

Often the concept of positive thinking is misunderstood or undervalued in the context of social competences. Positive thinking does not mean that everyone should be happy every day and smile at their colleagues all the time. Rather, it is a personal choice, a way of life and a philosophy that helps to look for the positive in every life situation. People who think positively are able to easily cope with all problems and difficulties, they overcome stress and fatigue at work more easily. Two people can look at the same situation and have two completely different different points of view, depending on the attitude with which they see the situation. It is a person's personal responsibility for well-being, honoring common sense, using someone else's positive experience and treating failures as a way to gain life experience. Putting positive thinking into practice helps to free yourself from fears and insecurities.

SELF-ASSESSMENT QUESTIONS ABOUT SOCIAL COMPETENCES

1. Can social competences help me at work and in my personal life?
2. Should I constantly develop my social competences in order to be more successful?
3. What social competences do I possess and what should I develop in future?
4. Is it useful to read more about social competences?
5. To see myself through the eyes of others, what am I like in my workplace and personal life?

METHODS OF EFFECTIVE PRESENTATION OF EXPERTISE OR SKILLS

- ## TECHNIQUES FOR IMPROVING SOCIAL COMPETENCES, WORK IN GROUPS

An example of such a technique is the "Sandwich Technique" which is reflected in communication theory. It is considered one of the most effective techniques for improving social competences. This technique is most often used by managers in large companies, leading big teams. It is extremely effective when criticizing a colleague or employee because it does not create barriers to communication. When applying the sandwich technique, you should stick to the following formula: slice, filling, second slice. The first slice is positive talk – we tell people we appreciate what they do and like them. Then, between the two slices, we put the negative talk - suggesting we do not like something and wish to improve it. Then we end with a statement expressing confidence that things will change.

- ## AN EXERCISE IN GOOD SOCIAL COMMUNICATION

A person can listen actively only when they are able to pay attention in a conscious way, with empathy. We need two people to do this exercise. The first person tells a story important to them - a problem at work, personal relationships, a family story, etc., and the other listens, but while listening they interrupt a communication act: they give advice without being asked by the speaker, they talk to someone else on the phone not paying attention to what the other is saying, interrupt and change the subject suddenly, look off into the distance, laugh for no reason, etc. Then we play a new scene. A person begins to talk about an important problem, and the other listens and asks clarifying questions, lets the first person know that they understand, looks at their interlocutor's face, uses non-verbal communication that unequivocally indicates "I'm here, I'm listening to you, I understand you". Considering these two very different situations, which is more positive, in which situation have we applied social competences and active listening? With this exercise, our goal is to make an individual see the importance of effective communication and social competences.

- **CORRECTIVE-NEGATIVE DIARY**

To correct your thinking, sometimes we have to start with the negative things that happen to us. Make a list of your negative thoughts. This is an easy way to become aware of the amount of negativity in the mind - something that most people do not want to admit to themselves and also to others. To do this, start writing down on one or several sheets of paper every negative thought that crosses your mind. Make it a point to self-monitor so that you can truly identify bad thoughts. When one of these thoughts repeats too often, mark it with a red color. "Red" thoughts will require more effort to transform them into positive ones. Start working on them initially. Make a new list on a separate sheet of paper. This is a corrective and positive list at the same time. Working with this list, enter some positive affirmations that will replace and correct the old "bad" thought patterns. For example, if the following conclusion/ question "Why am I the only one who doesn't have enough money?" crosses your mind very often, in the list of corrective thoughts write down: "I will have enough money". Start repeating this new idea to yourself every time the "bad" thought habitually occurs to you. This is an effective method of permanent reprogramming your mind to think positively.

- **GESTURES TO OTHERS**

At some point during the day, especially when you are stressed or feeling drained, invest your time, energy or money in someone. Send a message of support to someone who is experiencing some difficulties. When shopping for home, pick up your roommate's favorite dessert. Take a cup of hot coffee to the colleague next to you. Building empathy is about little things we do every day, the habits of mind. In an effort to conserve energy for ourselves, we tend to turn inward when under pressure. Although it may seem counterintuitive, taking these small actions - especially at times when we feel we cannot do it anymore - can be energizing and invigorating.

READ MORE:

- Social predictors of psychological well-being and symptoms of college students, Journal of American College Health, 10.1080/07448481.2023.2217717, (1-14), (2023). https://www.tandfonline.com/doi/abs/10.1080/07448481.2023.2217717?journalCode=vach20
- Social Competences, Pamela Orpinas, Oct. 2010, https://onlinelibrary.wiley.com/doi/abs/10.1002/9780470479216.corpsy0887
- What is Social Competence and What Are Its Elements?, Amber Tankersley, PhD, April 22, 2022, https://www.continued.com/early-childhood-education/ask-the-experts/what-social-competence-and-its-23785
- Components of Social Competence and Strategies of Support: Considering What to Teach and How ?, Heejeong Sophia Han & Kristen Mary Kemple, https://link.springer.com/article/10.1007/s10643-006-0139-2
- The building blocks of social competence: Contributions of the Consortium of Individual Development, Caroline Junge, Patti M. Valkenburg, Maja Deković, Susan Branje, https://www.sciencedirect.com/science/article/pii/S1878929320301110

CHAPTER 4

VOCATIONAL COMPETENCES

VOCATIONAL COMPETENCES

Competences have long been used as a framework to help focus employees' behavior on things that matter most to an organization and help drive success. They can provide a common way to harmonize, select and develop talent. The benefits are clear for employees and managers, and ultimately, the organization:

- **For employees**, competences offer a description of the standards of excellence for current roles and potential future roles- in other words, they describe what "great" performance looks like.
- **For managers**, they provide resources to help them select and develop employees, and provide language to guide performance feedback.
- **For organizations**, they provide an action- oriented translation of what it looks like to demonstrate the values that are keys to success.

WHAT ARE VOCATIONAL COMPETENCES?

Competence needs are not static, they change throughout life and across generations. It is therefore important to make sure that all young people and adults have the opportunity to acquire the required competences in initial education and training, higher education, continuous professional training, adult education or different forms of non- formal and informal education.

It is estimated that 50% of all employees will need re-skilling by 2025. Critical thinking and problem-solving top the list of skills employers believe will grow in prominence in the next five years. Skills that are newly emerging refer to self-management and they comprise active learning, resilience, stress tolerance and flexibility.

It is estimated that half of us will need to re-skill in the next five years, as the pandemic "double-disruption" and increasing automation that heavily affects job market continue to advance.

The vast majority of business leaders now expect employees to pick up new skills on the job – a sharp rise from 65% in 2018.

The pandemic has accelerated the trend of online re-skilling. Between April and June 2022, Coursera revealed a fourfold increase in the number of people seeking out new vocational opportunities by themselves. The number of employers providing their workers with online learning opportunities increased fivefold. Moreover, there was a nine fold enrollment increase in the number of learners accessing online resources through governmental programs.

CRITICAL THINKING

Critical thinking is one of the most important cognitive skills that you can develop. By improving the quality of both your decisions and your thoughts, critical thinking can significantly improve your life. It is not about being cynical or resistant. Critical thinking in the workplace is a deeper level of thinking where we question, analyze and draw conclusions about information and evidence. Critical thinking skills are valuable on all positions in an organization. These skills enhance communication, creativity and problem-solving. Thinking critically in the workplace allows you to connect ideas, evaluate arguments, spot errors and solve complex issues.

PROBLEM- SOLVING

Those with good problem-solving skills are a valuable and trusted asset in any team - these are individuals who think of new ideas, better ways of doing things, make it easier for people to understand things or help save customers time and money. Generally, problem-solving refers to a person's ability to successfully manage and find solutions for complex and unexpected situations. These candidates possess a combination of analytical, creative, critical thinking skills and a high level of attention to detail. As a result, they will quickly identify problems when they arise and identify the most effective solutions. They will also identify the factors and forces that might have caused the problem and provoke or initiate changes to mitigate future challenges. These are five examples of key problem-solving skills: listening skills, analytical thinking skills, creative thinking skills, decision-making skills and teamwork.

Below, we will go through the six most significant traits that all problem solvers can be characterized by: ability to organize their time intelligently, ability to prioritize, plan and execute strategies, ability to think outside the box, ability to work under pressure and ability to address risk.

SELF-MANAGEMENT

Mastering self-management gives the ultimate power. People who master the skill can make rational decisions and react well to multiple situations. They know the right thing to do when they get caught up in a particular situation. Such people do not get distracted while working, and nothing can disturb their emotional stability. They tend to be well-read about their goals and how they can achieve them. Their management level surpasses their passion, which helps them work on the plan besides crafting it. Self-management in the workplace means you are aware of your responsibility and know how to fulfill it. Here are some of the self-management examples or skills that anyone must acquire: clarity about job roles, defined goals, strategic planning, ability to prioritize, self- awareness, emotional drive and accountability.

STRESS-TOLERANCE

In fact, stress begins with a person's difficulty in coping with their emotions and inner world. By allowing stress to take over, we are in danger of affecting our ability to concentrate and think rationally. The main reason that causes stress is our job responsibilities and pressure from employer. However, the level of stress depends not only on external circumstances, but also on a person's ability to respond appropriately to these conditions, which are sometimes beyond their control. In this state we cannot perform our job duties with high quality and effectiveness and spend the day productively. Planning, hobbies, optimism and physical activities can help reduce the level of daily stress in our lives.

FLEXIBILITY

Flexibility offers several advantages for employees and employers, which means increased employee retention and increased employee loyalty, productivity and engagement. Workplace flexibility emphasizes the willingness and ability to adapt to changes, particularly regarding how and when work gets done. In a flexible workplace, the needs of both employee and employer are met. Workplace flexibility is often used as a tool for retaining and engaging employees.

SELF-ASSESSMENT QUESTIONS ABOUT VOCATIONAL COMPETENCES

1. Did you make a strong first impression? You should always give your interviewer the image of the employee they want.
2. How was your body language? It's not bad to be nervous, as long as you can control it. Did you:
- maintain eye contact?
- smile when it was appropriate?
- have a good posture?
- give firm handshake?
- make it through the interview without fidgeting?
3. How well did you handle the hiring manager's questions? If you did the necessary research and were prepared for the interview, you should have given yourself high marks. If not, make sure you will go for the next interview thoroughly/ properly prepared.
4. How well did I introduce myself?
5. Was I well-poised and professional?
6. Did I speak calmly and clear?
7. Did I establish a good rapport with the interviewer?
8. How was my non-verbal communication?
9. Did I ask good questions about my role and responsibility?
10. Were things left on a positive note?

METHODS OF EFFECTIVE PRESENTATION OF COMPETENCES

- ## PROVIDE CONTEXT

Describe the competence in relation to the field of work or role in which it is needed. Pick the right story for the right question. Use a different story for each question. Don't repeat yourself. Remember to give an example of when you have demonstrated each competence.

- ## USE VIVID EXAMPLES

Paint a picture detailing how the competence is applied in daily practice and give tangible examples.

- ## LESS IS MORE!

Keep it sweet and simple (KISS). It is much better to stick to describing just the competence's core, rather than including every single detail.

- ## STAR INTERVIEW TECHNIQUE

For STAR-based questions split your answers into four sections. STAR stands for:

- **Situation:** Describe the background or context.
- **Task:** Describe the task or challenge you were faced with.
- **Action:** Explain the action you took, how and why you did it.
- **Result:** Describe how it ended, what you accomplished and what you learned from the situation. Relate the skill or ability you are illustrating back to the vacancy you are applying for and explain why it is useful.

Focus on what you did to either resolve the situation or contribute to the success of the story.

READ MORE:

- Coyle, Daniel. "The Talent Code: Greatness Isn't Born. It's Grown. Here's How." Random House, 2009.
- Reynolds, Garr. "Presentation Zen: Simple Ideas on Presentation Design and Delivery." New Riders, 2008.
- Covey, Stephen R. "The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change." Free Press, 1989.
- Carnegie, Dale. "How to Win Friends and Influence People." Pocket Books, 1936.
- Rath, Tom. "StrengthsFinder 2.0." Gallup Press, 2007.
- Gallo, Carmine. "Talk Like TED: The 9 Public-Speaking Secrets of the World's Top Minds." St. Martin's Press, 2014.
- Knaflic, Cole Nussbaumer. "Storytelling with Data: A Data Visualization Guide for Business Professionals." Wiley, 2015.
- Switzler, Al, Joseph Grenny, and Ron McMillan. "Crucial Conversations: Tools for Talking When Stakes Are High." McGraw-Hill Education, 2011.

CHAPTER 5

ENVIRONMENTAL COMPETENCES

STEAM3D ACADEMY
PROJECT

ENVIRONMENTAL COMPETENCES

László Berényi (2022) points out that people and organizations pay little attention to environmental issues because they lack or are short of resources such as money, time, or reliable sources of information. However, projects such as the Flying Infrastructure in the Sky at Telok Blangah Hill Park or the Copenhagen Port Project LM show that the situation is improving and professionals are slowly, but surely starting to choose environmentally friendly and sustainable options when carrying out their professional activities. This module provides the sustainable development/environmental competencies for future engineers.

WHAT ARE ENVIRONMENTAL COMPETENCES?

The concept of ecological competences evolves around the relationship between people and the environment. Environmental literacy, however, as Steele (1980) points out, means being aware of the state of the environment and how one's activities affect it. Furthermore, it refers to the willingness and readiness to make changes in the environment in order to achieve certain goals. Such a set of competencies facilitates the process of acquiring skills that promote and contribute not only to the well-being of people, but also to the well-being of the entire biosphere. It is said that such competencies are crucial for society to initiate changes in its lifestyle by acquiring clear instructions and the necessary knowledge to deal with future ecological challenges.

WHY ARE ENVIRONMENTAL COMPETENCES IMPORTANT?

As our actions have a drastic and negative impact on the environment every day, knowledge of sustainable development and environmental skills is crucial to ensure that Europeans actively participate in the changes that the economy and society are constantly undergoing, with the aim of making the continent a "greener" place.

GREENCOMP

Competence area 1: Embodying sustainability values

1.1 Judging how values that people hold line up with sustainability
1.2 Promoting equality and justice for all generations
1.3 Realizing that human-beings are part of the nature and ought to respect other species residing on Earth

Competence area 2: Embracing complexity in sustainability

2.1 Taking into consideration time, space, and context when dealing with problems of sustainability
2.2 Assessing information and reflecting on what influences one's own way of thinking and the conclusion that one draws.
2.3 Mapping out present-day challenges as well as potential ones

Competence area 3: Envisioning sustainable futures

3.1 Visualizing alternative versions of the future that is sustainable together with steps that need to be taken
3.2 Making decisions concerning difficult situations related to sustainability in the face of challenges and uncertainty
3.3 Using creativity in search for innovative methods and new ideas

Competence area 4: Acting for sustainability

4.1 Pressuring upon the introduction of policies related to sustainability and unsustainable behavior
4.2 Collaborating with other people with the goal of provoking change
4.3 Taking initiatives to play a part in improving the state of the planet and the community

ASU SCHOOL OF SUSTAINABILITY

The ASU School of Sustainability has agreed on 6 key competences related to sustainability. These are:

Competence area 1: Systems Thinking Competence

1.1 Analyzing problems related to sustainability
1.2 Describing the impact of professional activities on sustainability
1.3 Identifying causes and effects

Competence area 2: Future Thinking (Anticipatory) Competence

2.1 Foreseeing possible scenarios and responses
2.2 Acknowledging unpredictability

Competence area 3: Values Thinking (Normative) Competence

3.1 Comparing, negotiating and specifying values and goals related to sustainability
3.2 Assessing how sustainable the impact of activities is

Competence area 4: Strategic Thinking Competence

4.1 Designing and implementing strategies
4.2 Implementing transformational actions
4.3 Finding solutions to unintended outcomes

Competence area 5: Interpersonal (Collaboration) Competence

5.1 Encouraging collaboration which aims at sustainability
5.2 Demonstrating skills related to collaboration, leadership, management
5.3 Displaying qualities such as empathy and understanding

Competence area 6: Integrated Problem-Solving Competence

6.1 Displaying knowledge of a great variety of problem-solving techniques
6.2 Adopting adequate techniques to specific problems
6.3 Developing sustainable solutions
6.4 Defining roles and responsibilities to ensure successful problem-solving

SELF-ASSESSMENT QUESTIONS ABOUT ENVIRONMENTAL COMPETENCES

1. What are the advantages of learning about sustainable development / environmental competences?
2. Which competence area do I find most important in my future profession and why?
3. Which competence area is my weak point and how could I improve it?

METHODS OF EFFECTIVE PRESENTATION OF COMPETENCES

Nowadays, people appreciate environmentally friendly options more than in the past, because there are agendas like the one for 2030, whose goal is to promote environmentally friendly measures, or the one for 2050, whose goal is to make Europe a climate neutral continent. For this reason, it is of great importance to conscientiously deal with sustainable development and environmental competences, especially considering that constructions that do not comply with environmental requirements are successively replaced as new solutions are required due to new legislations.

It is said that "long-lasting change requires lifelong learning." Hence, the competences can be presented in all possible environments (private, educational as well as vocational) through:

- **Social Media:** New pieces of information can be acquired through the Facebook page of the project where posts are uploaded regularly.
- **European Projects:** Environmental topics enjoy great popularity since the European Union acknowledges the importance of teaching about climate crisis and the things one can do to minimize the carbon footprint. Projects worth knowing include: SMART, Guide Me Green, or EcoSME.
- Visits to sites that were constructed according to the concepts.
- **GreenComp:** A framework used for education about sustainability which can be downloaded from: https://publications.jrc.ec.europa.eu/repository/handle/JRC1 28040.

READ MORE:

- Bianchi, Guia. Sustainability Competences.
- Bianchi, Guia et al. "GreenComp The European sustainability competence framework." Publications Office of the European Union: 2022. Retrieved from: https://publications.jrc.ec.europa.eu/repository/handle/JRC128040
- "Ecological competence," Wikipedia. Retrieved from: https://en.wikipedia.org/wiki/Ecological_competence
- Flahiff, Daniel. "Top 5 Most Innovative Green Bridges on the Planet." InHabitat. https://inhabitat.com/top-5-most-innovative-green-bridges-on-the-planet/
- "Key Competencies in Sustainability." ASU School of Sustainability. Retrieved from: https://static.sustainability.asu.edu/schoolMS/sites/4/2018/04/Key_Competencies_Overview_Final.pdf
- Lackney, Jeffery A. "Teacher Environmental Competence in Elementary School Environments." Retrieved from: https://schoolstudio.typepad.com/files/teacherenvcompetence-2.pdf
- László, Berényi. Developing environmental competence. Retrieved from: http://real.mtak.hu/91220/1/563-2508-1-PB.pdf

INTERDISCIPLINARY COMPETENCES

INTERDISCIPLINARY COMPETENCES

Twenty first century skills are defined as critical thinking and problem solving; communication; collaboration and team building and creativity and innovation (P21. (2012)). At the university level, these skills are highly aligned with interdisciplinarity, which is defined as ***"a means of solving problems and answering questions that cannot be satisfactorily addressed using single methods or approaches"*** **(Klein, 1990, p.196).**

To successfully engage in interdisciplinarity — more precisely, to be able to understand and act in any given interdisciplinary learning or work situation — students need adequate personal and social skills, referred to as interdisciplinary competence, that highly relate to each of the twenty-first century skills. These are: taking a critical stand on disciplinary limitations, solving complex problems across disciplines, communicating across disciplines, handling interdisciplinary collaboration and teamwork, as well as using integrative potentials to create innovations (Brandstädter & Sonntag, 2016; Lattuca, Knight, & Bergom, 2013; Pecukonis, Doyle, & Bliss, 2008; Shen, Sung, & Zhang, 2015)

WHAT ARE INTERDISCIPLINARY COMPETENCES?

The ability and willingness to complexly apply the knowledge of several disciplines according to the requirement of professional activities defines the interdisciplinary competence. In addition to knowledge, competence should comprise the understanding of the communication between the different disciplines and the psychological readiness to apply the knowledge of the relevant related disciplines, the experience of application of discipline knowledge in the study of other disciplines, the use of knowledge of different disciplines in professional activities, the experience of integrative application of knowledge from various disciplines in professional activities, the credibility of the student in solving the problems of professional activity, the willingness and readiness to learn the discipline in order to obtain new knowledge in the process of studying other disciplines.

This skill cannot be satisfactorily addressed using single methods or approaches (Klein, 1990, p. 196). To successfully engage in interdisciplinary competences, it is required to take a critical stand on disciplinary limitations, solving complex problems across disciplines, communicating across disciplines, handling interdisciplinary collaboration and teamwork, as well as using integrative potentials to create innovations (Brassler & Dettmers, 2017).

While researching the history of interdisciplinarity, Stein (Stein (2007). Integral Review, 4(1): 91-107) identified five factors that shaped the demand of interdisciplinarity over time:

1. The development of science (increased specialisation of disciplines),
2. Students' needs,
3. The need for professional training to work in multi-/interdisciplinary teams,
4. Original needs of societies,
5. Problems of university operation or even administration

Stein also found that, despite the lack of consensus on the definition of interdisciplinarity, there seems to be an agreement that interdisciplinary work is based on the integration of multiple (at least two) disciplines. Stein adopts Gardner's (2000) definition of a discipline as *"the concepts and methods for thinking about specific types of questions and phenomena; concepts and methods that have been cumulatively accepted by experts as providing standards for determining the validity of answers"*.

WHY ARE INTERDISCIPLINARY COMPETENCES IMPORTANT?

Many employers want someone who is able to communicate effectively across multiple platforms and with many different people. Interdisciplinary work helps us better develop our communication skills and learn new ways of passing information and connecting with others who may be different from us.

The demands of work are greater than ever, and thus employers in all fields are looking for so-called T-shaped employees; ones that can combine technical, job-specific knowledge with business and people's skills. Interdisciplinary thinking and skills are valuable tools for any prospective or current employee, regardless of her/his formal education or background (https://reboot-project.eu/).

This skill is important because without the combination of relevant interdisciplinary knowledge and analysis graduates will not be able to be competent, or act critically in the workplace. It is the base of problem solving based on existing theories and procedures, i.e. problem solving based on existing scientific evidence.

Globally, the workplace is transformed: new ideas, new products, services and most importantly processes, are increasingly demanding workforce that is able to deal with specific knowledge at hand, a technology-based facility, and is able to engage and work with cross-functional teams. Thus, employees who are provided with interdisciplinary trainings or have acquired interdisciplinary skills to work and collaborate with others, have substantial competitive advantage and function in highly innovative ecosystems.

According to Tripp & Shortlidge (2019) interdisciplinary competences gained by Interdisciplinary sciences have to address the following:

- Involves two or more disciplines
- Use of multiple/ differing research methods/ methodologies
- Collaboration among individuals
- Need for other/ additional disciplinary knowledge/ expertise
- Having various perspectives, theories, approaches

Campbell (1969) emphasized that it is very hard to become an expert in one discipline, which entails mastering the specific methods and techniques, as well as acquiring disciplinary knowledge. According to him it is impossible to become an expert in multiple disciplines and if tried this will result in shallowness. Stein adopts this view and underlines that in addition to becoming an expert in one discipline people should also use the competencies of others and collaborate to generate interdisciplinary knowledge. This means becoming an expert in one discipline and working together in teams for true interdisciplinarity. However, this requires finely tuned team-work skills: Stein argues that if two disciplines collaborate to solve a problem, neither of them should be dominant nor privileged over the other.

SELF-ASSESSMENT QUESTIONS ABOUT INTERDISCIPLINARY COMPETENCES

1. How knowledgeable are you about various research methods used in different disciplines, and can you apply this understanding to tackle real-world problems?
2. How skilled are you at integrating information from multiple disciplines and using it flexibly to generate innovative insights and ideas?
3. To what degree do you maintain an open mind and focus on advancing your understanding through the integration of diverse perspectives, theories, and approaches from multiple disciplines?
4. How confident are you in your ability to address complex problems by integrating knowledge and methodologies from multiple disciplines effectively?
5. Can you provide a clear definition of interdisciplinary competences and identify the essential skills required to effectively engage in interdisciplinary work, including the abilities necessary to address complex problems, collaborate across disciplines, and integrate knowledge from various fields?

METHODS OF EFFECTIVE PRESENTATION OF COMPETENCES

In the landscape of engineering, whether as aspiring VET students or young professionals, the cultivation of interdisciplinary competencies holds the key to unlocking a world of opportunities.

• IDENTIFYING AND ORGANIZING COMPETENCES

Categorizing your recognized competencies into themes that resonate with the multifaceted nature of engineering, encompassing technical expertise, communication finesse, problem-solving, teamwork, and adaptability. Ensure that these themes mirror the skills sought after by employers in the dynamic engineering landscape.

• SHOWCASING THROUGH TANGIBLE EXAMPLES

Utilize real-world examples to vividly illustrate how each competence finds its practical utility in diverse engineering contexts. Weave narratives around personal projects or experiences to spotlight the role of these competences in achieving tangible outcomes.

• LEVERAGE THE POWER OF VISUAL STORYTELLING

Employ visuals such as charts, graphs, diagrams, and multimedia to concisely communicate complex ideas and enhance the appeal of your portfolio. Incorporate multimedia elements to create engaging narratives that effectively convey the influence of your interdisciplinary competences.

- ## ALIGNING WITH INDUSTRY TRENDS

Highlight competencies aligned with current industry trends and the evolving demands of engineering roles. Tailor your presentations to align with the preferences and expectations of potential employers in the engineering sector.

- ## CRAFTING COMPELLING PERSONAL NARRATIVES

Construct narratives that weave your competencies into stories of personal and professional development, showcasing your journey.

- ## REFLECTING ON YOUR LEARNING PATH

Accompany each competence with reflective insights into how you have nurtured and mastered it over time. Articulate how interdisciplinary experiences have broadened your horizons and enriched your ability to tackle complex problems.

READ MORE:

- Brandstädter, S., & Sonntag, K. H. (2016). Interdisciplinary collaboration—How to foster the dialogue across disciplinary borders? In B. Deml, P. Stock, R. Bruder, & C. Schlick (Eds.), Advances in ergonomic design of systems, products and processes (pp. 395–409). Berlin, Germany: Springer Vieweg.
- Lattuca, L., Knight, D., &Bergom, I. (2013). Developing a measure of interdisciplinary competence. International Journal of Engineering Education, 29(3), 726–739.
- Pecukonis, E., Doyle, O., & Bliss, D. L. (2008). Reducing barriers to interprofessional training: Promoting interprofessional cultural competence. Journal of Interprofessional Care,22(4), 417–428. https://doi.org/10.1080/13561820802190442
- Shen, J., Sung, S., & Zhang, D. (2015). Toward an analytic framework of interdisciplinary reasoning and communication (IRC) processes in science. International Journal of Science Education, 37(17), 2809–2835. http://dx.doi.org/10 .1080/09500693.2015.1106026
- https://efi.int/projects/green4care-alliance-interdisciplinary-learning-and-entrepreneurial-skills-green-health-and
- https://skills4employability.eu/2020/11/30/interdisciplinary-skills-to-combine-knowledge-analyse-and-think-critically/
- https://www.dau.edu/library/defense-atl/blog/Interdisciplinary-Competence
- https://www.insidehighered.com/blogs/gradhacker/5-interdisciplinary-skills-your-r%C3%A9sum%C3%A9

CHAPTER 7

SUMMARY

You have already learned about the most important and valuable competences in the labor market.

- Digital competences
- Social competences
- Vocational competences
- Competence related to sustainable development / environmental competences
- Interdisciplinary competences.

Awareness of competences and strengths is the starting point for building a personal brand, and own portfolio.

The stage of creating your own portfolio is ahead of you. The second part of our handbook will show you how to use the selected digital tools for effective promotion. It will guide you on the benefits of the particular tool. It will also specify the particular steps with screenshots to explain how to use the given tool.

Good luck!

2

PART

DIGITAL TOOLS FOR EFFECTIVE PROMOTION

STEAM3D ACADEMY PROJECT

CONTENTS

CHAPTER 1

INTRODUCTION

STEAM3D ACADEMY
PROJECT

We present you **A Young Engineer's e-Portfolio (YEP) Handbook PART 2: Digital tools for effective promotion.**

The second part of the Handbook is developed in order to support students in their way to build professional e-portfolio. This part will show you how to use the selected digital tools for effective promotion. It will guide you on the benefits of the particular tool. It will also specify the particular steps with screenshots to explain how to use the given tool.

We are going to take you through:
- Europass portfolio
- E-portfolio using Google Sites
- Digital portfolio website in Canva
- Adobe Portfolio / Behance
- E-portfolio using Carbonmade

DIGITAL PORTFOLIO

A digital portfolio is a powerful way to show a potential employer who you are and how much you have accomplished in your career so far. Read on for some tips and tricks to create an eye-catching digital portfolio so that you are prepared for any new opportunity that comes your way.

When an opportunity presents itself, you want to make sure that you are able to indicate all your professional achievements in an attractive way. This is why having a digital portfolio ready for any occasion is important for career growth.

While many people assume that having a portfolio is only necessary for artists and designers, no matter what your trade, a portfolio is an effective and inexpensive way to exhibit a holistic view of your skills, personality, and identity.

Before the internet, portfolios were more structured and needed to be submitted in a physical copy. However, in the digital age, creating an online portfolio can be as creative and interactive as you like, and can vary in formats from a website to an Instagram profile - or even both.

Whether you decide to show your work as a presentation in your next job interview or as a shareable e-document that you have on file, here are the best tips and tricks for creating an eye-catching digital portfolio of any kind.

In today's digitally connected world, having a well-arranged portfolio is essential for artists, engineers, designers or creators across various fields. Whether you're making your debut, seeking employment, or well-settled in your career, your portfolio is more than a showcase of your work; it is a dynamic reflection of who you are.

- **Debuting Your Work:**

For those new to professional self-presentation, selecting the right platform and pieces to display can be overwhelming. Adobe Portfolio, for instance, smoothly integrates with Behance, allowing creatives to effortlessly showcase their work in a well-designed layout. It meets the needs of a spectrum of professionals, from designers to photographers, providing them with personalized themes. Focus on your strengths, and be open to feedback. Platforms like this can guide those at the start of their journey.

- **Job Searching:**

It is here that platforms like Carbonmade shine. Known for its user-friendly interface, it allows job seekers to tailor their portfolios to match the needs of potential employers effectively. Beyond just customization, it is about presenting diverse works that correspond with a company's norms and values. For those aspiring to add a touch of creativity and design, Canva offers a variety of templates and tools to design portfolio pieces that truly stand out.

- **Ongoing Career Management:**

A portfolio is not purely a 'set and forget' tool. Established professionals can also benefit from platforms like Europass. While primarily known for its standardized CV format, Europass offers tools that help track and document one's skills, qualifications, and experiences in a format recognized throughout Europe. This can be especially useful for those contemplating opportunities across European countries.

- **Emotional Connection and Selection:**

The heart of your portfolio is your work. While platforms provide the means, what truly matters is the content. It is essential to show your best works, but also those with emotional significance. Such pieces add depth and offer viewers insights into your personal journey and evolution.

In conclusion, the professional dimension is about more than just qualifications; it is about presentation and adaptability. With tools like Google Sites, Adobe Portfolio, Carbonmade, Canva, and Europass at your disposal, there is no better time to start or refine your professional portfolio, ensuring it effectively showcases your journey, skills, and potential.

WHO YOU ARE

In many professions, the way you present your accomplishments and skills can significantly influence opportunities that come your way. This presentation, summarized in what we term a 'portfolio', may dynamically change depending on the stage of your career.

Firstly, consider the developing professional, taking your initial steps into the public eye. This debut is a declaration of your skills and aspirations. As you select a platform, it is crucial to pick one that aligns with your style and vision. While feedback and criticism may be alarming or dreadful, it accounts for the basis of personal and professional development. It is essential to be selective and critical about what makes the cut. Your strengths should be at the front line, shining a spotlight on your unique selling points (USP).

Secondly, let's think about the job seeker. Your portfolio is not just a reflection of your talents; it is a strategic tool to collect interest from potential employers or clients. The platform, the contents, and the presentation all depend on the intended audience. Are they appealing to a tech startup, a design agency, or freelance clients? Each pathway demands a tailored approach to ensure your portfolio speaks the right language.

Lastly, for those comfortably settled in their roles, a portfolio serves as both a repository and a testament to growth. Even if you are not actively seeking new opportunities, it is a wise practice to continually update and archive your works. This habit not only keeps you prepared for unforeseen opportunities, but also offers a structured way to review and reflect on your career pathway.

FIRST TIME DOCUMENTING YOUR WORKS

Creating an initial portfolio can be as challenging as updating it down the line. Why? A portfolio is not simply a display of past tasks or projects. It serves as a testament to one's experiences, character, and proficiency levels. This process can be frightening, especially when attempting to showcase the best representation of oneself.

It is a common narrative: individuals often remark they are "working on" their portfolios, whether it is their first or they are refining/ improving an existing one. The truth is, a portfolio is a continuous work in progress. Many hesitate to finalize or update it. Why does such a seemingly straightforward task – selecting tools and uploading materials – become a hardship? Because personal and professional growth is an ongoing journey. Deciding which pieces of work best represent one's capabilities can be overwhelming. Some projects might be dated but hold sentimental value, even if they are not excellent.

Here is the guiding principle:

Just Begin!

Avoid overthinking your selections. Present a diverse range of projects and experiences. Don't let the fear of one imperfect project overshadow your overall achievements. At the start, perfection is not expected. The aim is to gather feedback and learn. Showcase your journey to highlight your growth and potential.
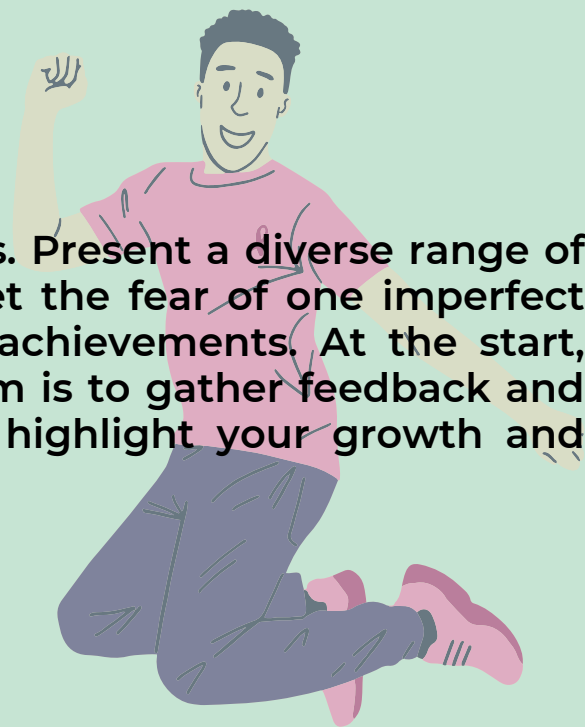
YOU ARE LOOKING FOR A JOB

Naturally, it depends on your expertise, sector and industry. Are you in design, engineering, marketing, sales, IT, finance, or healthcare? Basing your job search on your qualifications and previous experiences requires a comprehensive portfolio or detailed resume.

If this is your first time creating one, start with the basics. If you have had a portfolio or resume in the past, it is time to refine it for potential interviews. What is crucial while updating your documents? They should be concise and adaptable.

Thoroughly research potential employers to grasp their company culture, objectives, and needs. For those entering the job market, emphasize the experiences most relevant to the job you are applying for. Don't ignore older roles that showcase transferable skills or significant projects.

HOW TO BUILD A SIMPLE JOB PORTFOLIO?

- **Know Who You Are Talking To:**
  - Research Companies: Find out what they have done before and what they value.
  - Match Their Interests: Keep their needs in mind when picking what to show.

- **Organize Your Stuff:**
  - Sort by Type: Group similar jobs or skills together.
  - Make It Easy: Let viewers find what they are looking for without trouble.

- **Show Different Things:**
  - Mix It Up: Display a variety of jobs or tasks you have done.
  - Highlight Big Wins: Make sure to show off your best work.

- **Tell Your Story:**
  - Describe What You Did: For each job, explain the problem, how you tackled it, and the result.
  - Your Part: Say what you specifically did, especially if you worked in a team.

- **Show How You Have Grown:**
  - Your Journey: Let people see how you have changed and improved over time.
  - Old But Gold: If you have older jobs that matter, explain why they are still important.

- **Pick a Simple Platform:**
  - Easy to Use: There are many online platforms which are easy and simple. They let you show your work without fuss.
  - Looks Good Everywhere: Your portfolio should look nice on computers, phones, and tablets.

- **How to Reach You:**
  - Be Clear: Your contact info should be easy to find.
  - Stay Professional: Use your formal email and link to professional sites like LinkedIn.

- **Get Opinions:**
  - Ask Friends: Let people in your field check your portfolio and give feedback.
  - Check Everything: Make sure all links work and everything is easy to see.

- **Be Yourself:**
  - Your Style: Make sure your portfolio feels like "you".
  - Quick Intro: Write a short bit about who you are and what you like to do.

Remember, your portfolio is your way to show what you can do. Keep it updated and make sure it tells your story the way you want!

We have included descriptions of 5 digital tools in this part of Handbook. You will find here step by step instructions on how to build your e-portfolio using them.

What is more, we will provide additional information and direct you to additional resources at the end of the Handbook.

These 5 specific tools described in the Handbook take into account the following criteria:

- ease of use,
- level of skills or experience required,
- accessibility,
- the cost of use,
- basic and advanced functions for students,
- advantages of the tool and possible disadvantages,
- the ability to disseminate the information they provide.

The stage of creating your own portfolio is ahead of you. Good luck!

CHAPTER

2

EUROPASS PORTFOLIO FOR BETTER JOB AND LEARNING OPPORTUNITIES

STEAM3D ACADEMY PROJECT

EUROPASS PORTFOLIO FOR BETTER JOB AND LEARNING OPPORTUNITIES

The main goal of the e-portfolio dashboard is to provide a single entry-point for a set of tools which exchange information between them and allow end-users to effortlessly switch from one tool to another. The e-portfolio dashboard and associated web-based tools are available free-of-charge to all end-users.

End-users can sign in with or create an EU Login account to access the Europass e-portfolio. The EU Login will verify their identity and recover their personal settings, history and access rights in a secure way.

STEP 1: PROFILE

The Profile will allow end-users to create a personal profile of their skills, qualifications and experiences.

The Profile will adopt a structure inspired by the current Europass CV Online Editor and builds around the data fields of the Europass CV schemata.

The current high-level data fields are:
- Personal Information;
- Work Experience;
- Education and Training;
- Personal Skills (Language; Communication; Organizational / Managerial; Job-related; Digital);
- Additional Information.

Each user will edit/update, store, download and share their personal profile in line with their needs.

https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en
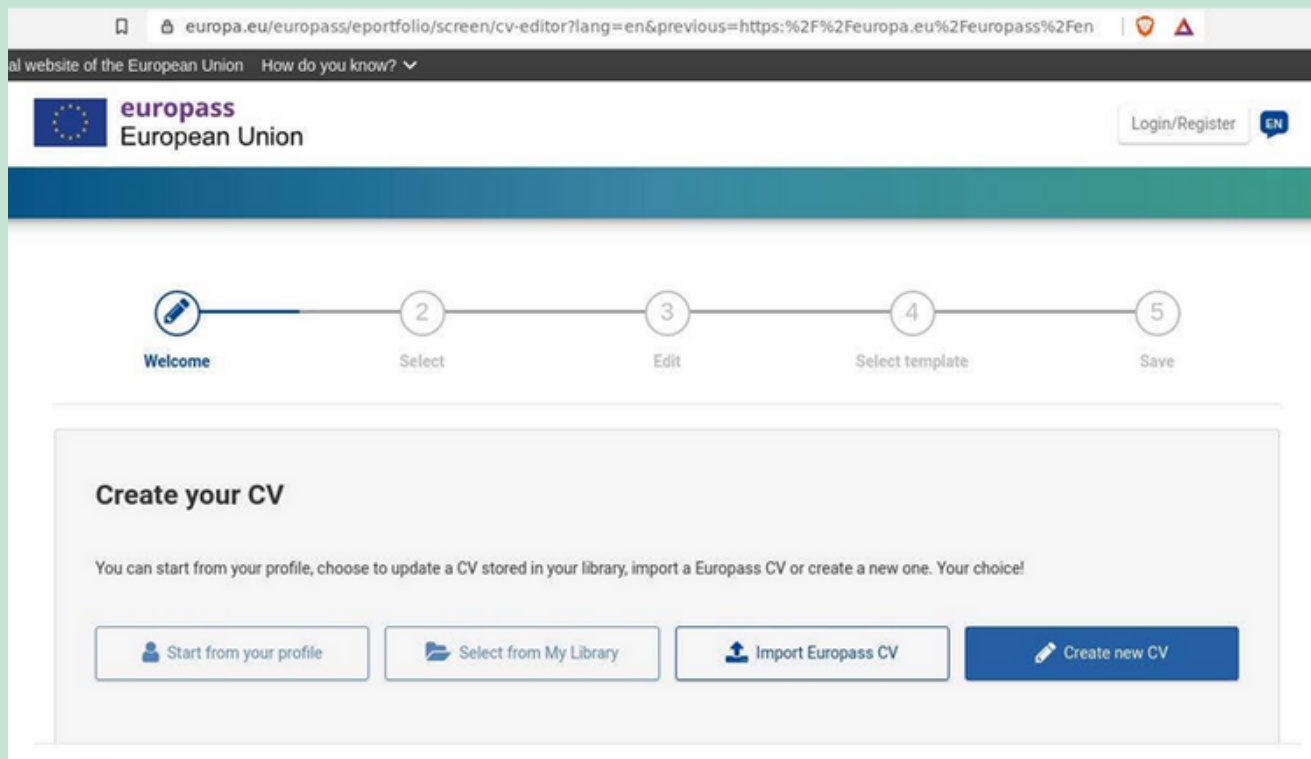
THE PROFILE WILL ALSO INCLUDE:

- **A Library:** for storage of digital documents (e.g. digital versions of graduation diplomas, Diploma Supplements, reference letters) or evidence of learning (e.g. Open Badges).

- **Goals:** users will be invited to identify their interests, preferences and goals in relation to learning, work, volunteering and other experiences. Users will identify education and training goals, desired occupations and skills, and volunteering experiences, along with personal preferences (e.g. location, timeframe) and create a record of their goals to be stored, and updated over time by the user.

- **Skills Profiler:** after a user completes their Profile, an automated function will take information from the Profile and compile users' information into a set of skills, qualifications or other structured information. Users will be able to edit (add, delete etc.) all the information in the Skills Profiler and cross-reference their skills and qualifications with their goals. The Skills Profiler will also be a source of anonymised data for statistics and analysis.

See a visual representation of the Skills Profiler in the mock-up on the next page.

Mary Kate Smith

Date of birth: 17/11/1995 | **Nationality:** British | **Gender:** Female |

(+44) 012345678 | maryksmith@email.com | www.careeraddict.com |

www.linkedin.com/career-addict |

10 Main Road , E24 6CE, London, United Kingdom

About me:
Graphic designer with over 8 years of experience developing high-quality digital illustrations, visual texts and imagery concepts. Skilled at guiding and partaking in creative projects from conception to completion.

DIGITAL SKILLS

Graphics Design Adobe Photoshop Sketchup | Adobe Illustrator | Adobe Creative Cloud: Acrobad DC, Lightroom, Photoshop | AdobeConnect | Google Suite (Docs, Sheets, Slides) Avanzado | Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google

LANGUAGE SKILLS

Mother tongue(s): **ENGLISH**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
FRENCH	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

WORK EXPERIENCE

01/02/2017 – CURRENT – London, United Kingdom
GRAPHIC DESIGN SPECIALIST – ABC DESIGNS

- Schedule projects and define budget constraints
- Conceptualise visuals based on client requirements
- Prepare rough drafts and present ideas to clients
- Develop illustrations, logos and other designs using software or by hand
- Work with copywriters and creative director to produce final design

01/10/2013 – 31/01/2017 – London, United Kingdom
JUNIOR GRAPHIC DESIGNER – ABC DESIGNS

- Worked with clients, briefed and advised them with regard to design style, format, print production and timescales
- Developed concepts, graphics and layouts for product illustrations, company logos and websites
- Determined size and arrangement of copy and illustrative material, as well as font style and size

https://www.careeraddict.com/create-a-europass-cv

STEP 2: EDITOR

The Editor will be built from the existing Online Editor on the Europass platform and will support users with the established functions of creating a CV and/or Cover Letter, and downloading and/or sharing the document on a storage device (e.g. USB) or cloud storage (e.g. DropBox).

In addition, a set of new functionalities will be offered:

- Users will be able to customize the look and feel of their CV;
- Users will be able to customize the look and feel of their Cover Letter (by choosing from a number of template options);
- Users will be able to store CVs and cover letters in their Profile library;
- The Editor will support easy exchange of information between the Europass CV and Profile.

The current Online Editor can be viewed at: https://europass.cedefop.europa.eu/editors/en/cv/compose.

STEP 3: SKILLS MATCH

The Skills Match tool will allow users to search or receive suggestions of learning and career opportunities from European Union employment support services (e.g. EURES) and third parties.

Users that have not registered and created an e-Portfolio will be able to run searches of the various types of information accessible through the Europass platform in line with their needs.

Users that have registered and created an e-Portfolio will receive tailored suggestions, through the e-Portfolio, of learning or employment opportunities, or other sources of information or support (e.g. guidance services, validation, integration of third country nationals) in line with the information in their Profile.

https://europa.eu/europass/en

STEP 4: APPLICATIONS TRACKER

The Applications Tracker will support users to prepare applications for learning and job opportunities through their e-Portfolio.

Users can choose to apply for a particular vacancy. The user will create a CV or cover letter as required, and compile digital documents or evidence from their Profile library (e.g. a diploma or a reference letter). Users will be able to **compile** and **save a draft** of the application, and then **edit**, **preview** and **submit** their application from their e-Portfolio.

The user will then have a record of all their applications stored in their Applications Tracker for future reference.

The possibility to submit applications to third parties directly, and monitor progress and receive updates will be explored as part of development. This functionality will rely on interoperability agreements between Europass and the third party offering the opportunity.

Note: The potential use of ESCO in the e-Portfolio on the Europass platform will be subject to testing and in line with the position of Member States. Examples of use of ESCO include selecting an occupation or skill from ESCO when defining GOALS; selecting from lists of skills when building a PROFILE; or, compiling the list of terms used in the SKILLS PROFILER.

Using Europass

Record your achievements
Create a personal log of all your skills, qualifications and experiences

Reflect on your skills
Understand and review your skills

Prepare applications
Create CVs or share your Europass profile

Europass user

Reflect your interests
Add your favourite location to learn or work and related goals

Find opportunities
Search for courses and jobs across Europe

Create your Europass
www.europass.eu

europass

https://europa.eu/europass/en/what-europass

CHAPTER 3

CREATING A DIGITAL PORTFOLIO USING GOOGLE SITES

STEAM3D ACADEMY
PROJECT

CREATING A DIGITAL PORTFOLIO USING GOOGLE SITES

Google Sites is a free online application offered by the US company Google as part of the G Suite productivity suite (now Google Workspace).

It is a tool for creating web pages. This application allows to create a website or an intranet in a way that is as easy as editing a website. With Google Sites, users can quickly bring together a variety of information, including videos, calendars, presentations, attachments and text in one place.

The basic functions it can have for youth is that they can create their own web page on any topic they want for free. In addition, teachers can also create pages so that pupils can study in a different way.
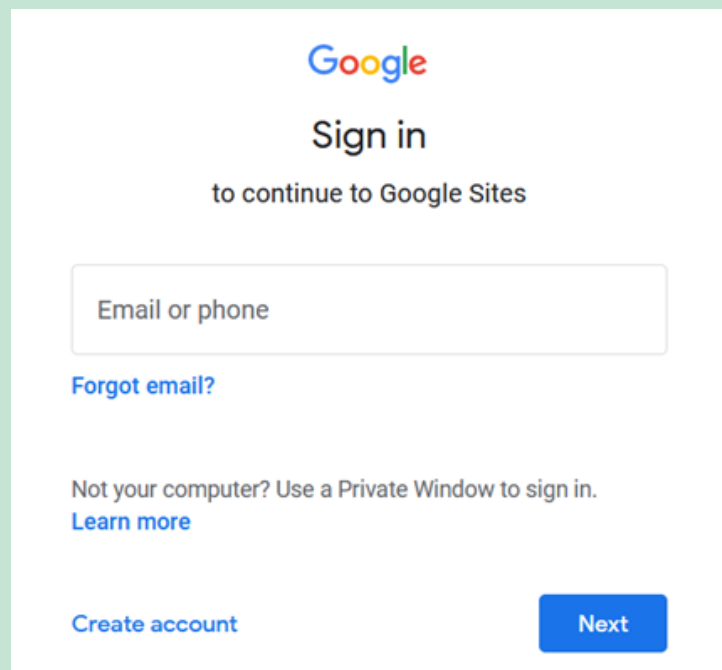
SETTING UP YOUR NEW SITE

Begin by signing in to Google Sites page by directing your browser to: https://sites.google.com/new.

STEP 1: SIGN IN OR SIGN UP

Sign in to your Google account and go to Google Sites. To create a site on Google Sites, you will need to have a Google account. Once you are signed in, go to the Google Sites homepage.

STOP! Think about your professional image!

Even if you already have a Google account, you may wish to create a new one if your current account does not reflect a professional image. An email address like "fluffybunnies2004@gmail.com" does not project an image of a professional music educator.

STEP 2: CREATE YOUR NEW WEBSITE

1. Get started with a new site

Click on the PLUS icon to create a new site.

https://sites.google.com/new
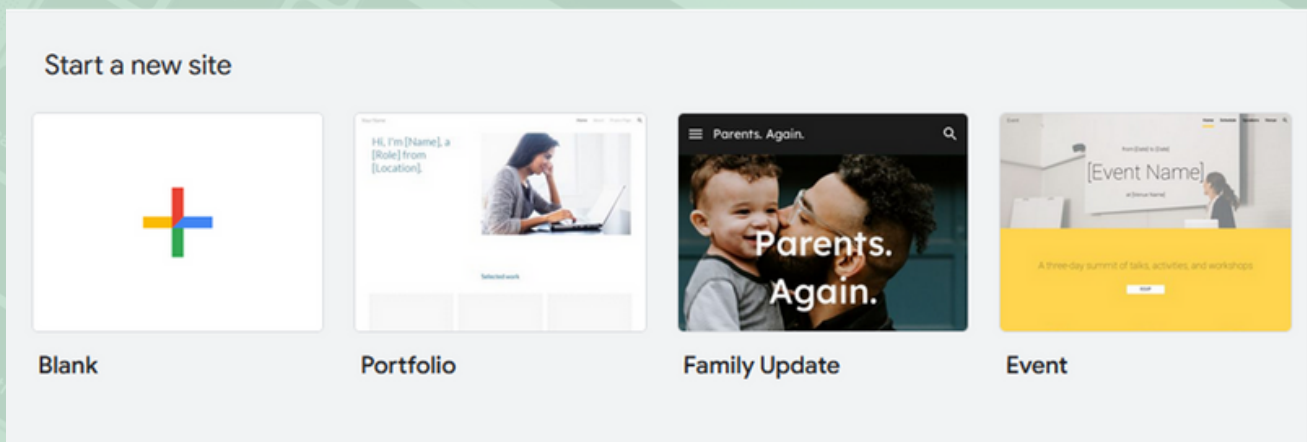
2. Select a template

Choose a template that suits your needs or start with a blank page. Google Sites offers a variety of templates to choose from, including templates for portfolios, resume, and personal websites.

See the mock-up on the next page.
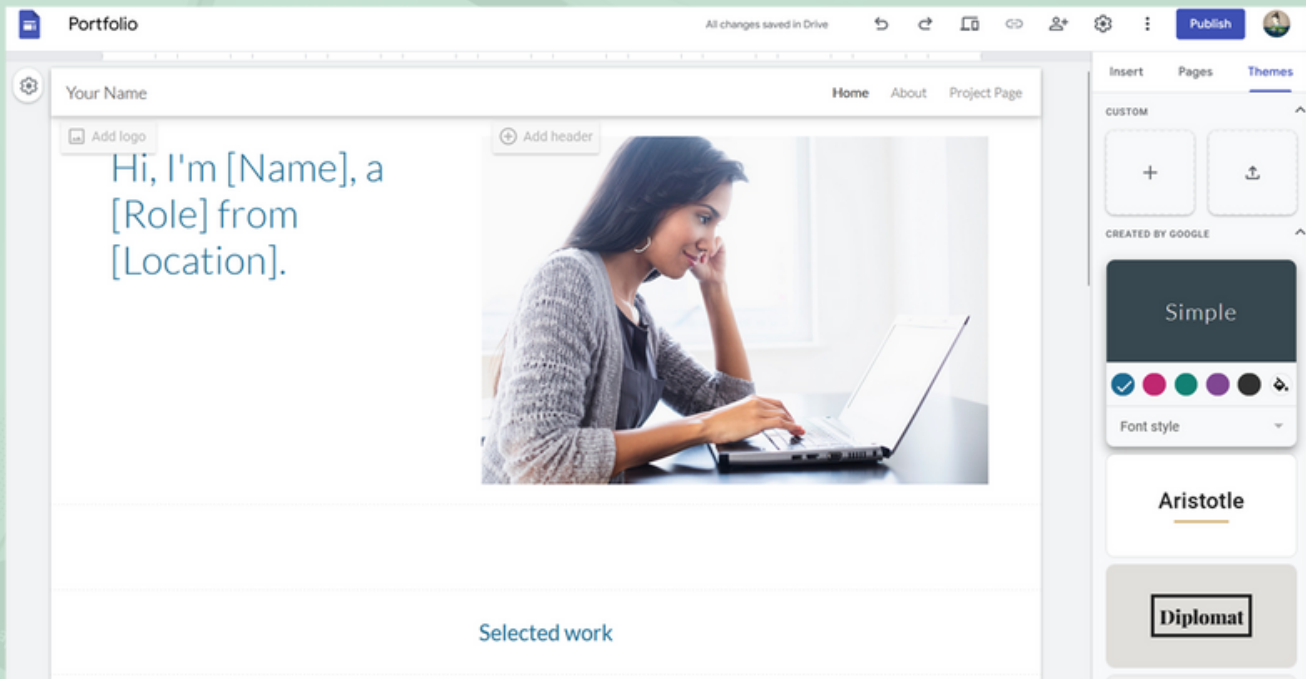
3. Customize the layout and design of your site

Google Sites has a drag-and- drop interface that makes it easy to add and customize different elements on your site. You can add pages, text, images, videos and other multimedia elements to your portfolio.

4. Give your site a name and URL

Choose a name for your site and a URL that reflects your name or the purpose of your portfolio.

https://sites.google.com/d/1DpFpWLqQWILXZvK6f61zn1jt92SC0GtR/p/1nzcY4C1n0pLKAiZM0Q6H4fVyBTwJi7Ls/edit

5. Create different sections for your portfolio

Organize your content into different sections such as an about me page, work experience, education, skills, achievements, and other relevant categories. This will make it easy for your audience to navigate and find the information they need.

6. Edit and review your content

Edit and review your content for errors and ensure that the created content is professional and reflects your personal style. Get feedback from others to ensure that your portfolio is effective and meets the goals assumed.

https://sites.google.com/d/1DpFpWLqQWILXZvK6f61zn1jt92SC0GtR/p/1nzcY4C1n0pLKAiZM0Q6H4fVyBTwJi7Ls/edit
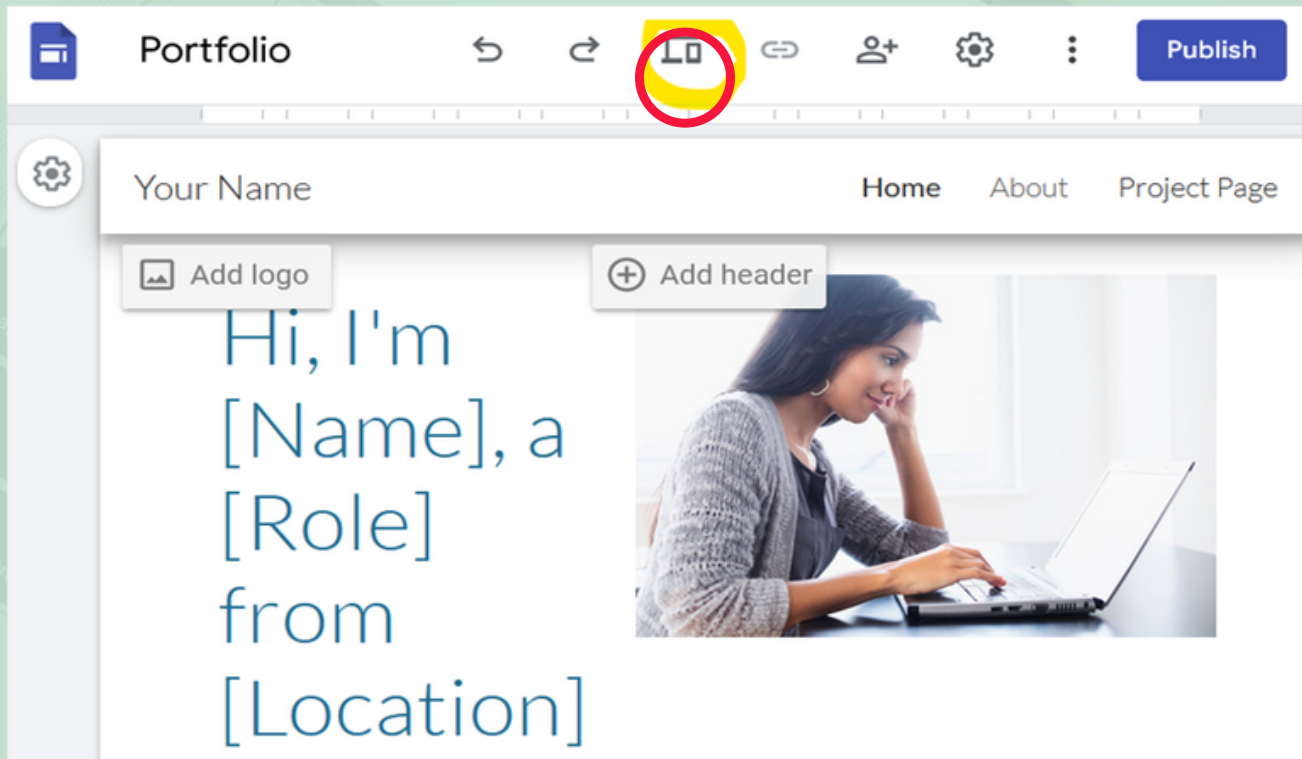
7. Publish your site and share it with your intended audience

Once your portfolio is ready, you can publish it and share it with your intended audience. You can share the link to your portfolio on social media, email, or other platforms to present yourself.

These steps should help you create a professional digital portfolio using Google Sites. Remember to be creative and showcase your best work/ greatest advantages/ achievements in a clear and concise manner.

Google luck with Google!

CHAPTER

4

HOW TO DESIGN A DIGITAL PORTFOLIO IN CANVA

STEAM3D ACADEMY PROJECT

HOW TO DESIGN A DIGITAL PORTFOLIO IN CANVA

Canva is a graphic design platform based in Australia that allows users to create social media graphics, presentations, posters, documents, and other visual content.

It is a great platform for preparing CV, an e-portfolio in the form of a graphic presentation, a video or a website.

A drag and drop interface makes customizing thousands of templates simple and easy. Canva's wide array of features allow you to edit photos without extensive photo editing knowledge. It is a very appropriate tool for someone with no previous experience in designing as it very user-friendly.

The free version of Canva is great for you if you just want to use it to create simple designs and you can use already-existing functions it has. Canva's free option is most likely for all young people who want to create their resumes.

On the other hand, the pro version is great for you if you want to get access to some of the world's best design templates, features, and more functionalities.
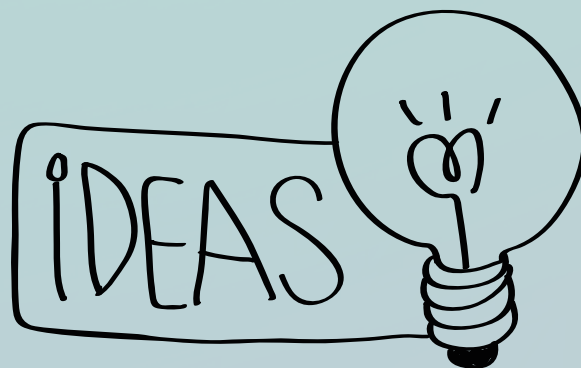
MAIN ADVANTAGES OF CANVA

1. It has completely functional free version with no strings attached.

2. Multiple templates and extensive font library (e.g. hundreds of resume templates with excellent graphic design to choose from).

3. Access to photos, videos, icons, shapes, stickers and animate images.

4. No skills or experience required.

5. Ease of use with user-friendly interface and drag-and-drop editor.

6. Endless possibilities – Canva has every digital design possibility covered from social media posts to e-book covers, infographics, and resumes to animations, videos and websites.

7. Various effects to improve photos and images.

8. Possibility to create a team.

9. Possibility to publish in social media or schedule and content planner.

be Creative

HOW TO MAKE A PORTFOLIO WEBSITE STEP BY STEP

STEP 1. LAUNCH CANVA

Open Canva (https://www.canva.com) and search *"Portfolio Website"* to start your design project.

Beforehand, you can compile your best work and choose a theme.

https://www.canva.com
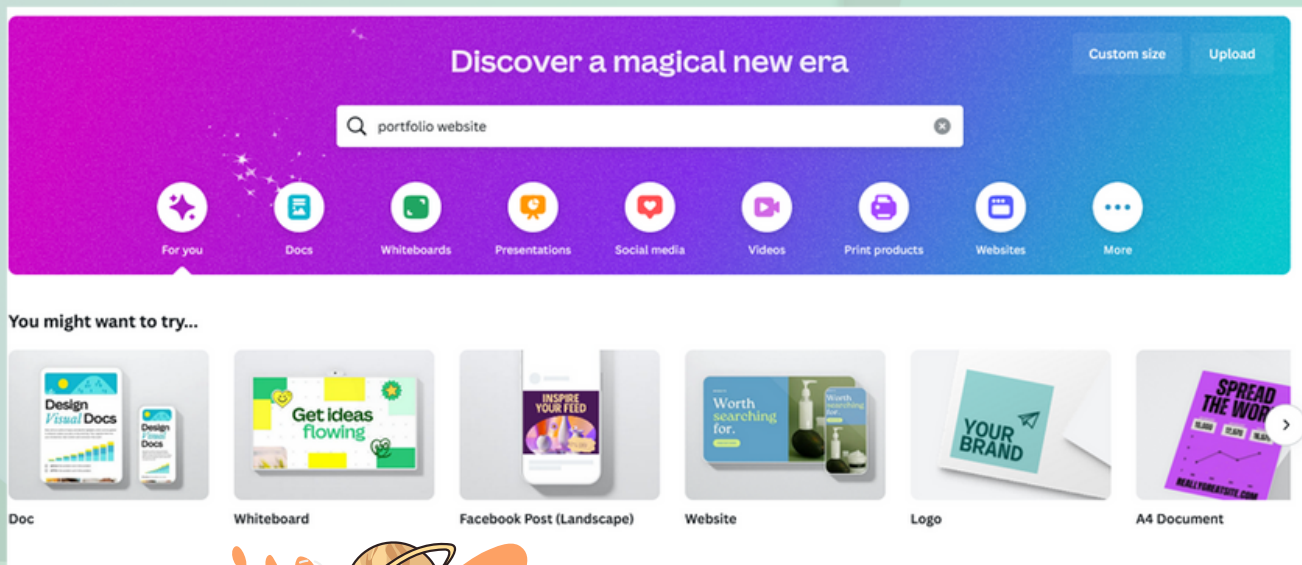
STEP 2. START WITH A PORTFOLIO WEBSITE TEMPLATE

Get inspired by a free portfolio template on Canva.

Choose the best one-page portfolio website template you can find from Canva's collection to match your brand, idea or business.

Alternatively, you can also create a portfolio website using a new blank template.

https://www.canva.com/presentations/templates/portfolio/
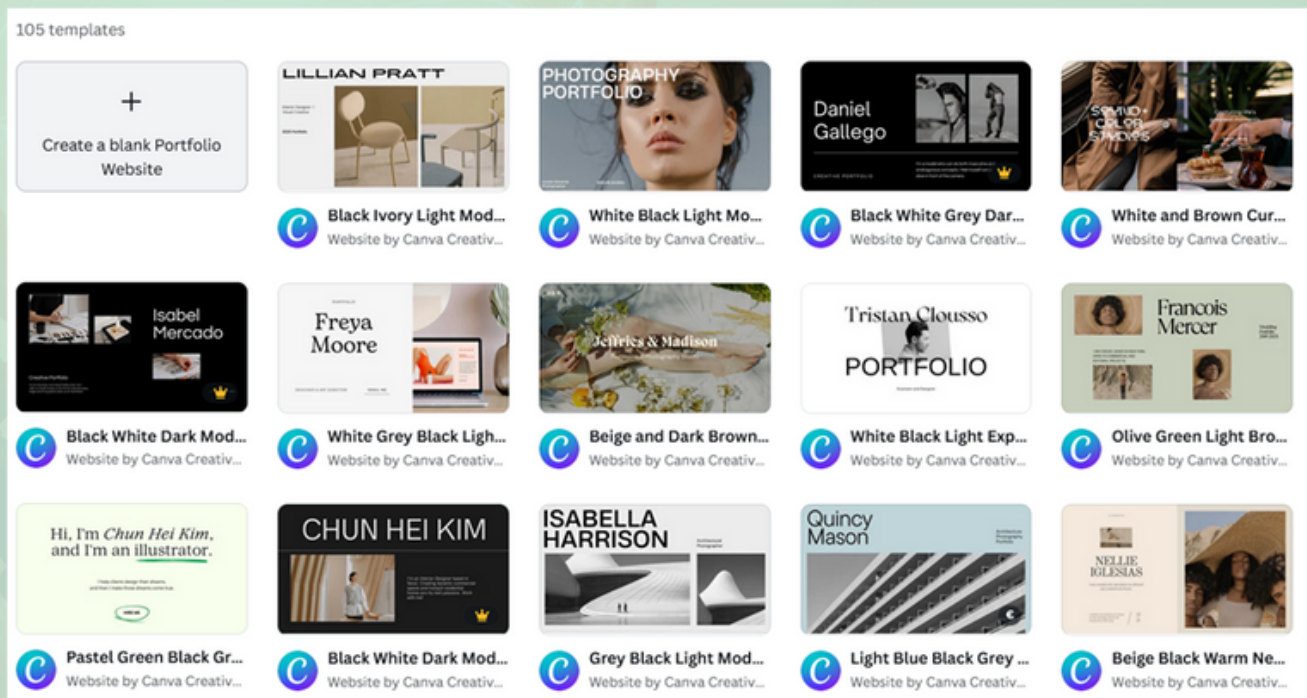
STEP 3. ADD YOUR LOGOS, FONTS, AND COLORS

Decide on an overarching theme that will best showcase your personal experience. Stay on-brand by adding your logos, works, fonts, and colors. You can separately create a logo using Canva's logo maker, or use a pre-made one.

STEP 4. CUSTOMIZE YOUR PORTFOLIO WEBSITE

Choose the best photos, videos, screenshots, or reviews of your works or projects. Personalize your portfolio by adding photos, illustrations, screenshots, text, and other graphic elements. Organize your work according to your chosen theme and style. Combine them to tell a story on one site.

See the mock-up on the next page.
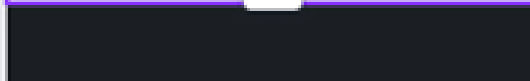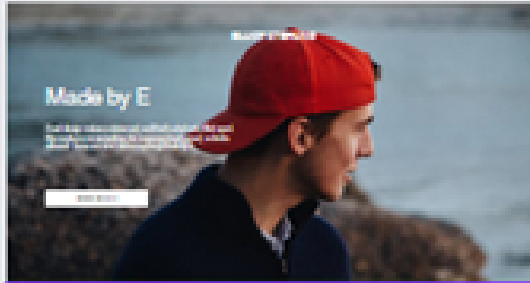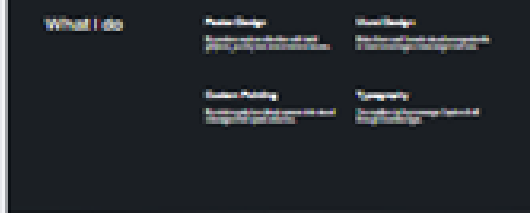
STEP 5. PUBLISH YOUR SITE ON THE WEB

Review and finalize your portfolio website design. Then, publish it as an e-portfolio with our one-page website builder. Share digital copies of your dossier to clients or colleagues with a link, presentation, or multiple high-resolution formats you can also print at any time.

https://www.canva.com/create/portfolios/
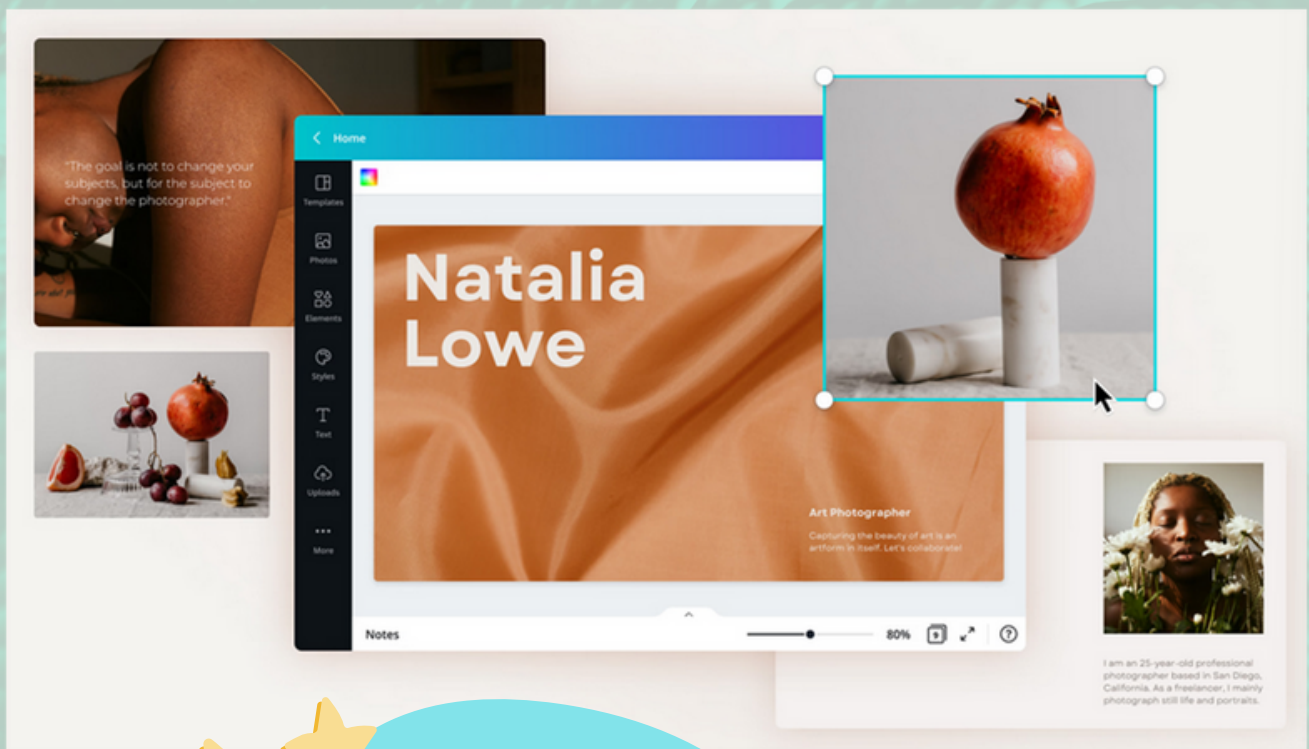
STEAM ACADEMY

5

CHAPTER

HOW TO DESIGN
A DIGITAL PORTFOLIO
IN ADOBE PORTFOLIO
/ BEHANCE

STEAM3D ACADEMY
PROJECT

THE CONNECTION BETWEEN ADOBE PORTFOLIO AND BEHANCE

The primary connection between Adobe Portfolio and Behance is the integration feature. You can easily import your Behance projects into your Adobe Portfolio site. This logical integration means that if you are active on Behance, you can quickly set up a professional-looking portfolio site without having to manually re-upload or reformat all of your projects.

Adobe Portfolio and Behance are both owned by Adobe and serve as platforms for creative professionals to showcase their work. However, they serve slightly different purposes and have distinct features.

In summary, while both Behance and Adobe Portfolio are platforms for showcasing work, Behance has a social, community-driven angle, whereas Adobe Portfolio focuses on providing individuals with a platform to build their personal portfolio websites.

MAIN ADVANTAGES OF ADOBE PORTFOLIO

- **Purpose:**

Adobe Portfolio is more of a personal website builder tailored for creatives. It allows users to create a customized portfolio website to present their work in a more personalized and professional manner.

- **Features:**

  - **Custom Domains:** Users can link their own domain or use a provided ".myportfolio.com" domain.
  - **Themes:** Several layout themes are available which can be customized further.
  - **Integration:** Direct integration with Behance means that any project uploaded on Behance can be easily imported to Adobe Portfolio. Also, it has integration with Adobe Lightroom.
  - **Password Protection:** Users can protect certain pages or their entire site with a password.
  - **Responsive Design:** The portfolio websites are designed to look good on all devices.

- **Audience:**

Adobe Portfolio is aimed at professionals who want a separate, more personal space without the social aspects of Behance. It is for those who want a dedicated website to direct potential clients or employers to.

MAIN ADVANTAGES OF BEHANCE

- **Purpose:**

Behance is a social media platform designed for creatives to share and showcase their projects. It is a place where designers, illustrators, photographers, and other creative professionals can publish their work and receive feedback from the community.

- **Features:**

  - **Projects:** Users can create projects which are collections of images, videos, and other media related to a particular work or concept.
  - **Appreciations:** This is a form of liking a project.
  - **Comments:** Users can leave feedback on projects.
  - **JobList:** Behance has a job listing section where creatives can find potential job opportunities.
  - **Teams:** Users can join teams or create their own.
  - **WIP (Work In Progress):** Allows creatives to share ongoing work and get feedback.

- **Audience:**

Given its social nature, Behance has a wide-ranging audience, including other designers and potential clients or employers.

ADOBE PORTFOLIO
STEP BY STEP

STEP 1. PREPARATION

Before you begin, gather all your projects, experiences, and any relevant materials you want to showcase. Organize them in a way that best represents your journey and growth.

STEP 2. CREATE AN ACCOUNT

- Visit Adobe Portfolio at https://portfolio.adobe.com/.
- Click on "Get Started" or "Sign In" if you already have an Adobe ID.
- If new, follow the registration process to create your account.

See the mock-up on the next page.

https://portfolio.adobe.com/

STEP 3. SELECT A TEMPLATE

- ## To create a new site click on "New site"
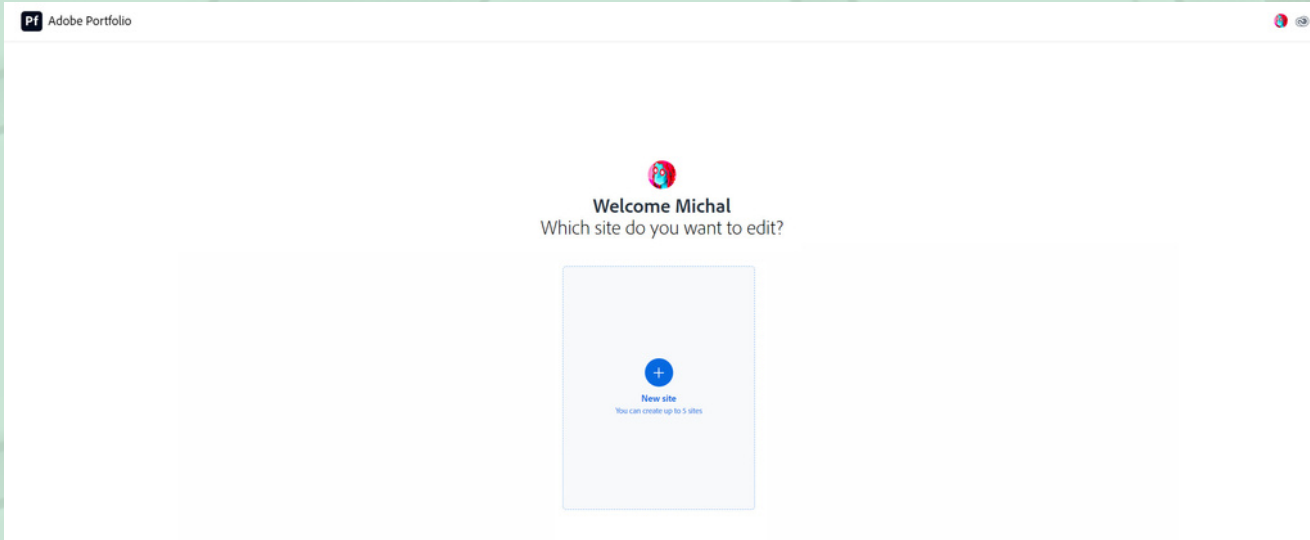
- ## Browse through Adobe Portfolio's collection of templates to find one that best fits your style and needs.
- ## Remember, the template can be customized, so choose one that is close to your vision.
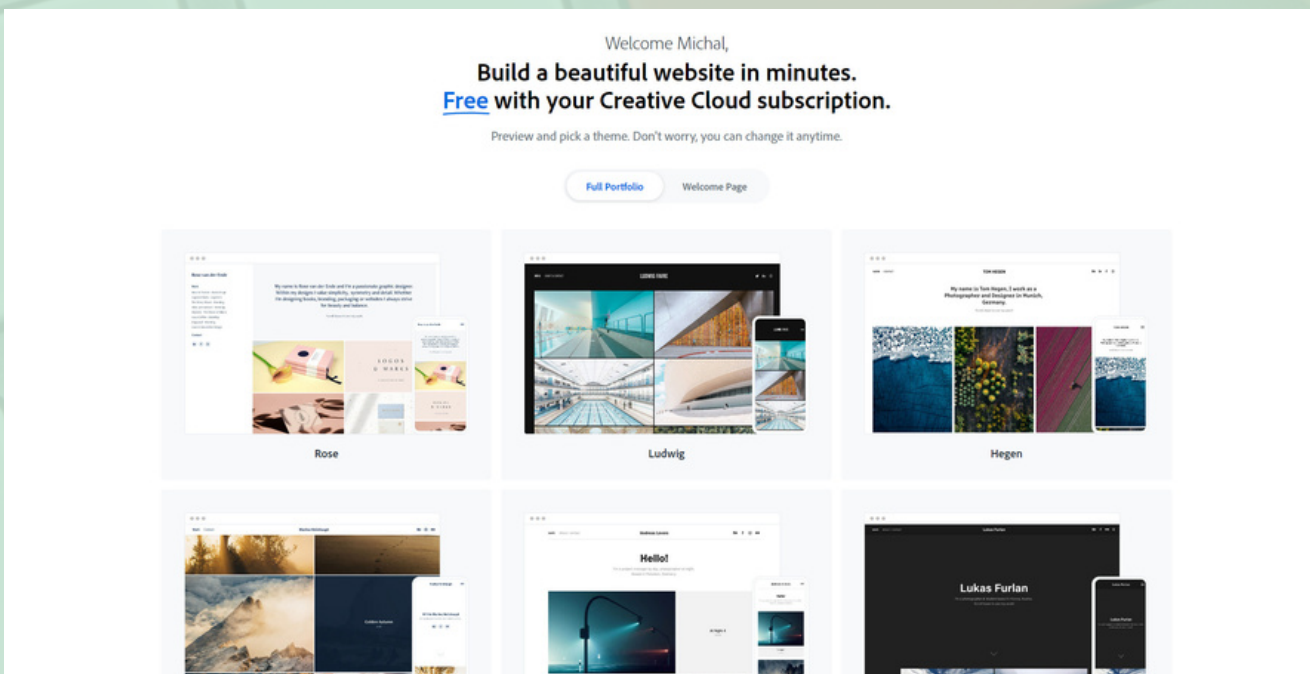
STEP 4. ADD YOUR WORKS

- Start with uploading your best or most relevant projects first.
- Provide context for each piece, such as a brief description or the purpose of the project.

1. Add name and logo

In Adobe Portfolio, personalizing your space with your name and logo not only enhances brand recognition but also adds a professional touch. Utilizing the platform's easy customization features, you can effortlessly upload your logo and integrate your name, ensuring a cohesive and memorable presentation for viewers. This simple step promotes your portfolio, making it distinctively yours in the vast digital landscape.

https://portfolio.adobe.com/b8909e57-32d0-443b-a23a-ac0569744946/editor/
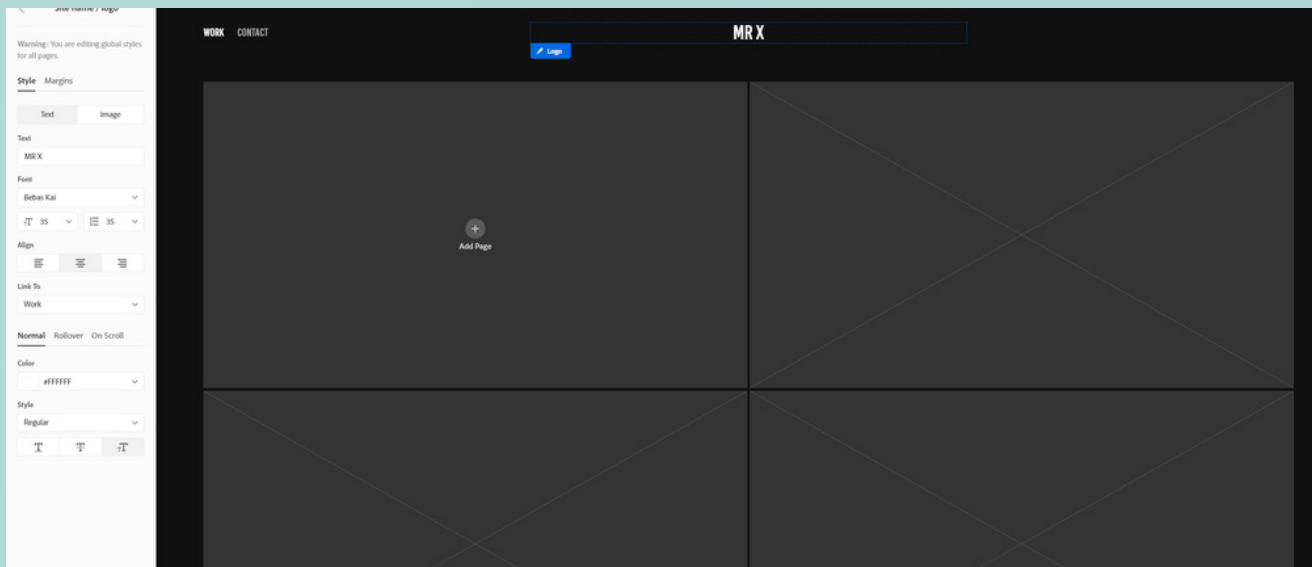
2. Add new page
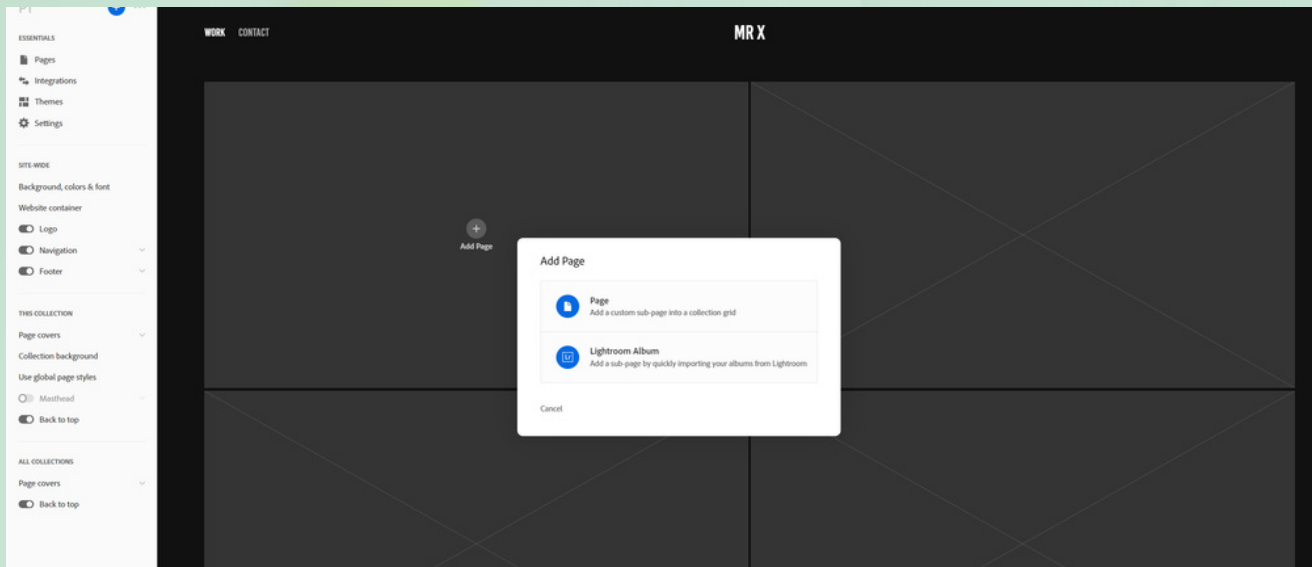
3. Name the project
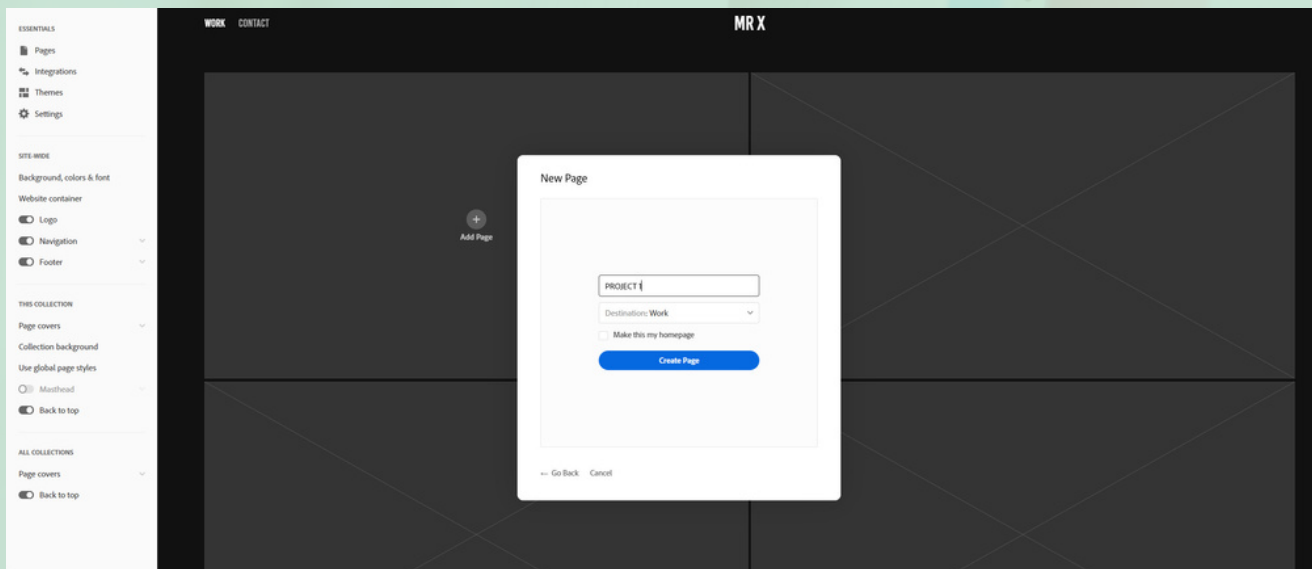
4. Manage your projects

In Adobe Portfolio, managing your project is a comprehensive experience. You have the flexibility to enrich your presentation with textual descriptions, incorporate eye-catching graphics, and embed multimedia elements like links, music, and videos. This platform ensures that every aspect of your project is showcased, creating an immersive and informative viewer experience.

https://portfolio.adobe.com/start
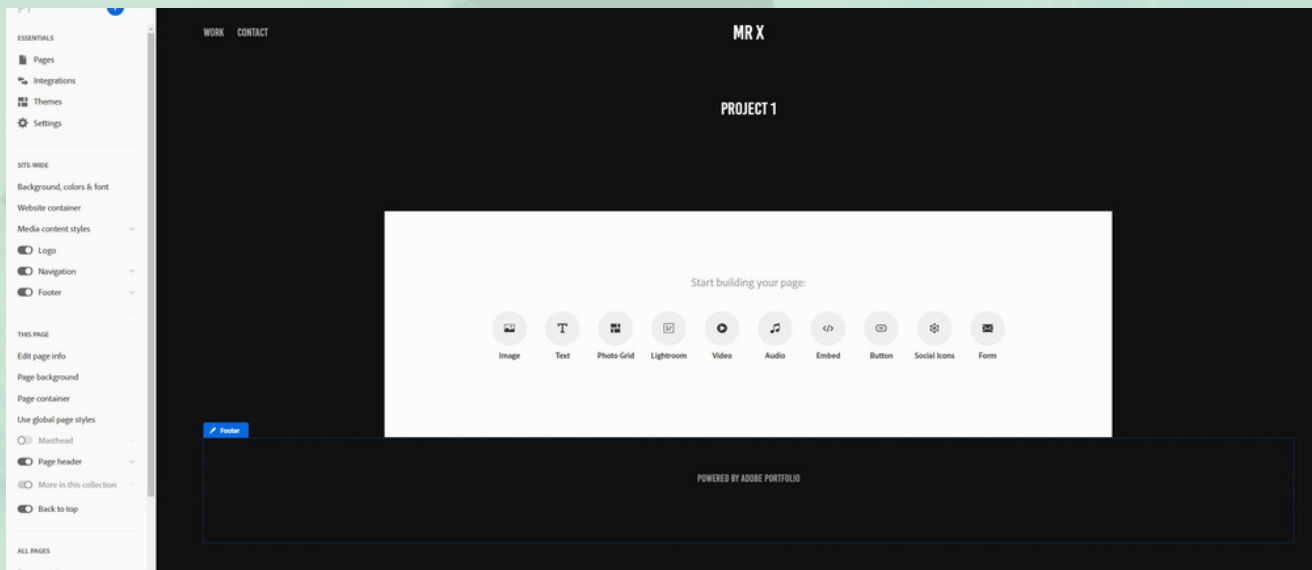
5. Polish it

Reviewing your project is of great importance. Ensure that it accurately reflects all the details and descriptions you have provided. This final refinement guarantees authenticity and presents your work in the best possible way.

https://portfolio.adobe.com/b8909e57-32d0-443b-a23a-ac0569744946/editor/work
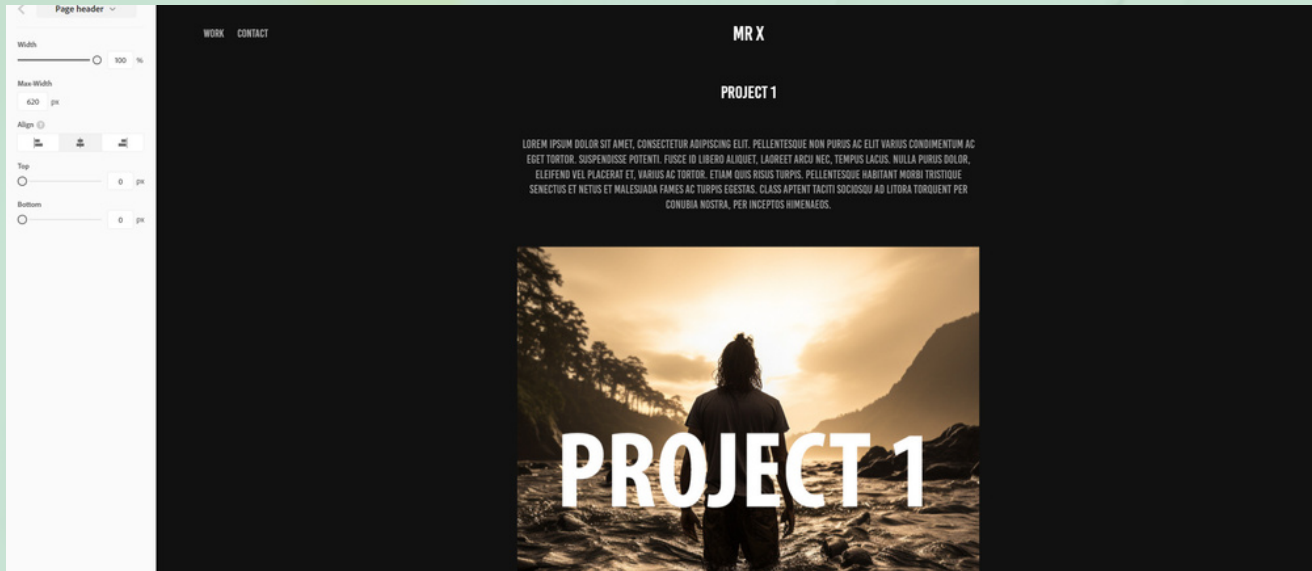
6. Add more projects

Treat your previous works as projects which you describe.

https://portfolio.adobe.com/b8909e57-32d0-443b-a23a-ac0569744946/editor/work
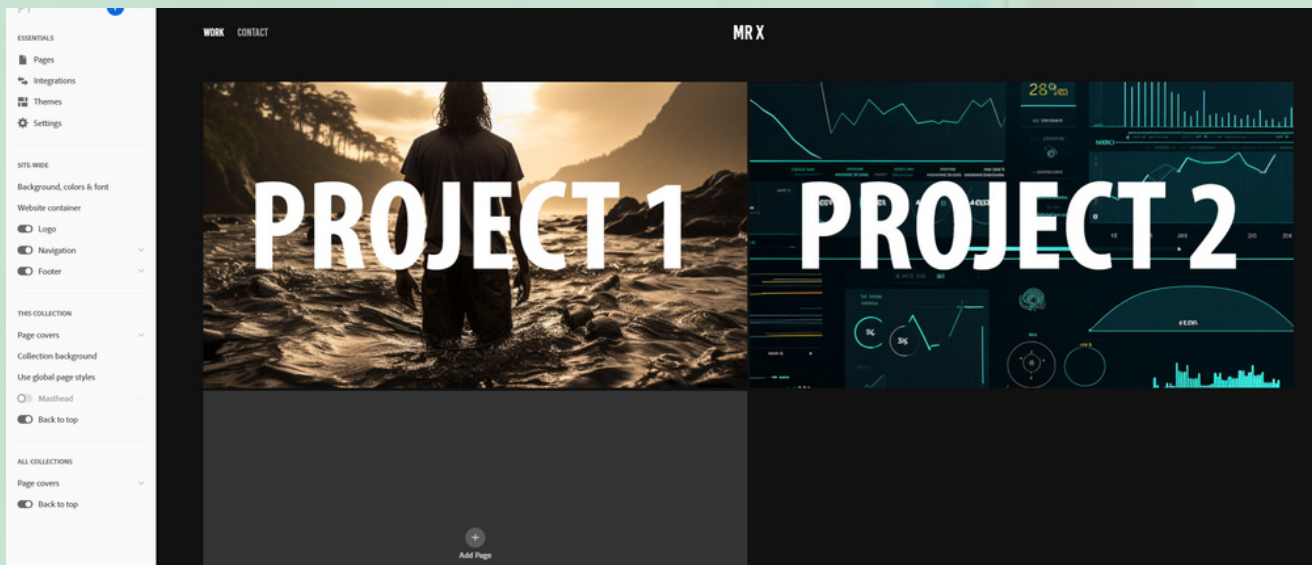
STEP 5. ADD AN "ABOUT ME" SECTION

Incorporate an "About Me" section to give viewers insights into your professional journey and personal interests. Highlight your skills, experiences, and what drives you in your field, providing a comprehensive view of who you are beyond just your work.

1. Create page 'About me'

Go to section PAGES and add a new PAGE - Welcome Page, then choose the layout and name the section ABOUT ME.
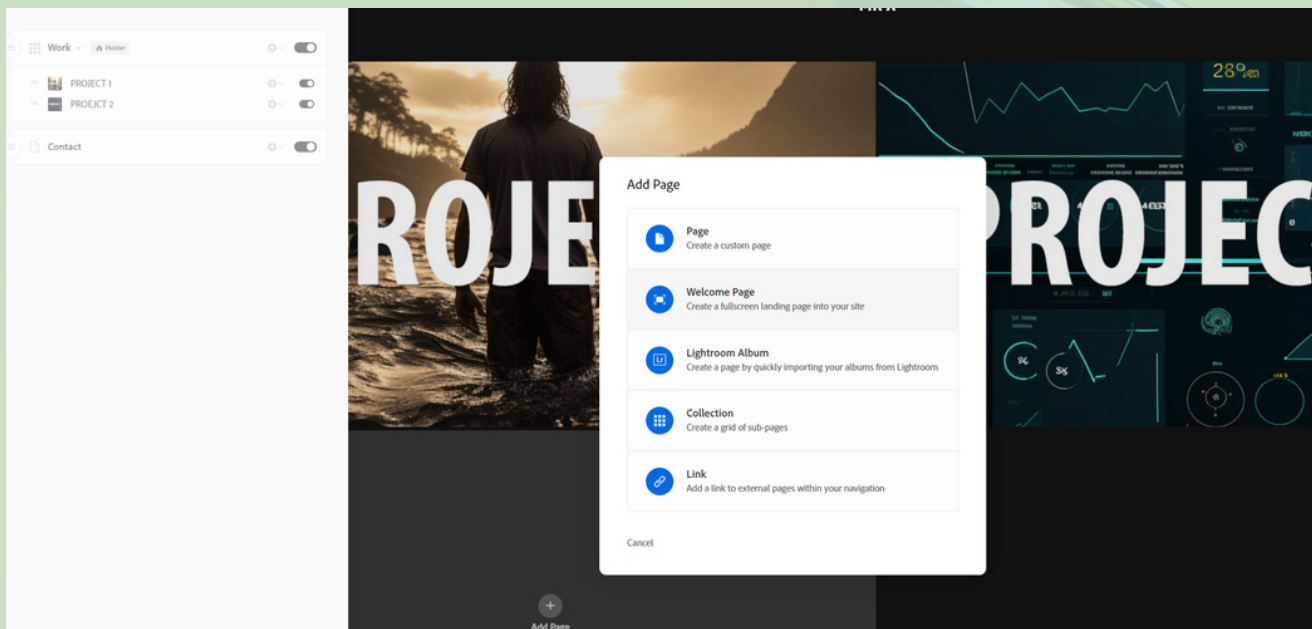
https://portfolio.adobe.com/b8909e57-32d0-443b-a23a-ac0569744946/editor/about-me

2. Tell about yourself

Add text about You and photo.
- Share a brief professional summary, highlighting your expertise and unique value proposition.
- Mention your education, relevant experiences, and any accomplishments or certifications that raise your credibility.
- Add some personal interest or passion, giving a holistic view of who you are beyond just the professional aspect.
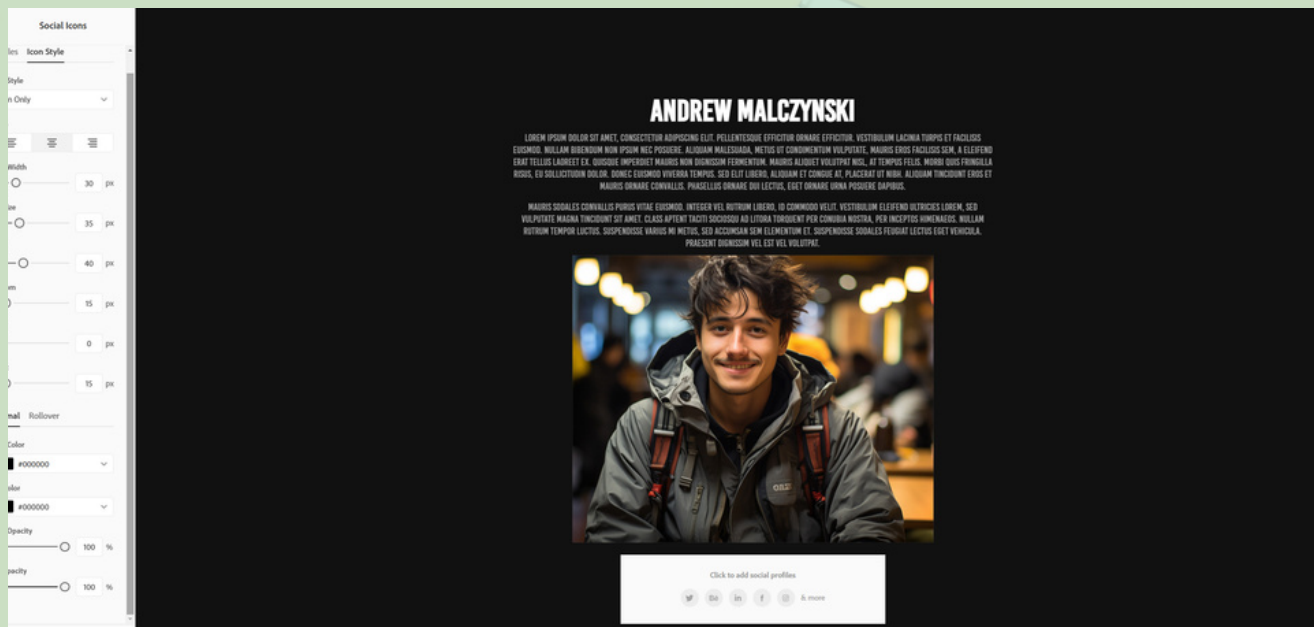
https://portfolio.adobe.com/b8909e57-32d0-443b-a23a-ac0569744946/editor/about-me

STEP 6. CUSTOMIZE THE DESIGN

Adjust colors, fonts, and layout to match your personal or professional brand.

STEP 7. REVIEW AND FEEDBACK

- Click preview button on the left corner than watch your work.
- Before publishing, share your portfolio with friends, mentors, or colleagues to get feedback.
- Make any necessary adjustments based on their feedback.

STEP 8. PUBLISH AND SHARE

- Once satisfied, publish your portfolio. Click publish button on the left corner, than watch your work live online.
- Share the link on your resume, LinkedIn profile, social media, and any other relevant platforms.

CHAPTER 6

CREATING A DIGITAL PORTFOLIO USING CARBONMADE

STEAM3D ACADEMY PROJECT

CREATING A DIGITAL PORTFOLIO USING CARBONMADE

Carbonmade is a user-friendly online platform designed for showcasing professional portfolios.

It offers intuitive drag-and-drop tools, making it easy to organize and display projects. Beyond its aesthetic layouts, Carbonmade provides additional features with various payment plans, ensuring a tailored experience for users.

Whether you are "a newcomer" or an experienced professional, Carbonmade offers a smooth and convenient way to present your skills and connect with potential employers or clients.

MAIN ADVANTAGES OF CARBONMADE

Carbonmade is a popular online platform designed for creating portfolios. Its user-friendly interface, stylish templates, and robust features have made it a favorite choice for many professionals across diverse fields, not just artists or designers.

- **Ease of Use:** One of Carbonmade's main attractions is its straightforward and intuitive dashboard. Even those without technical knowledge can easily create a visually appealing portfolio.
- **Customizable Templates:** Carbonmade offers a range of templates that users can modify to fit their personal or professional brand. This allows for a unique touch while maintaining a polished look.
- **Integrated Multimedia Support:** Users can incorporate various media types, from images to videos and even interactive projects. This flexibility helps in presenting a comprehensive view of one's capabilities.
- **SEO and Analytics:** Carbonmade offers tools to help boost the visibility of your portfolio on search engines. Additionally, it provides analytics so users can track visitor engagement and understand what attracts attention.
- **Mobile Optimized:** Portfolios created with Carbonmade are optimized for viewing on mobile devices, making it coherent for viewers regardless of the device they are using.

In essence, Carbonmade provides an untroubled solution for those looking to showcase their work or experiences in a professional, organized, and visually appealing manner.

STEP 1. MAKE A NEW PROFILE

- Go to https://carbonmade.com/
- Click on "START FREE TRIAL"
- If new, follow the registration process to create your account.

https://carbonmade.com/
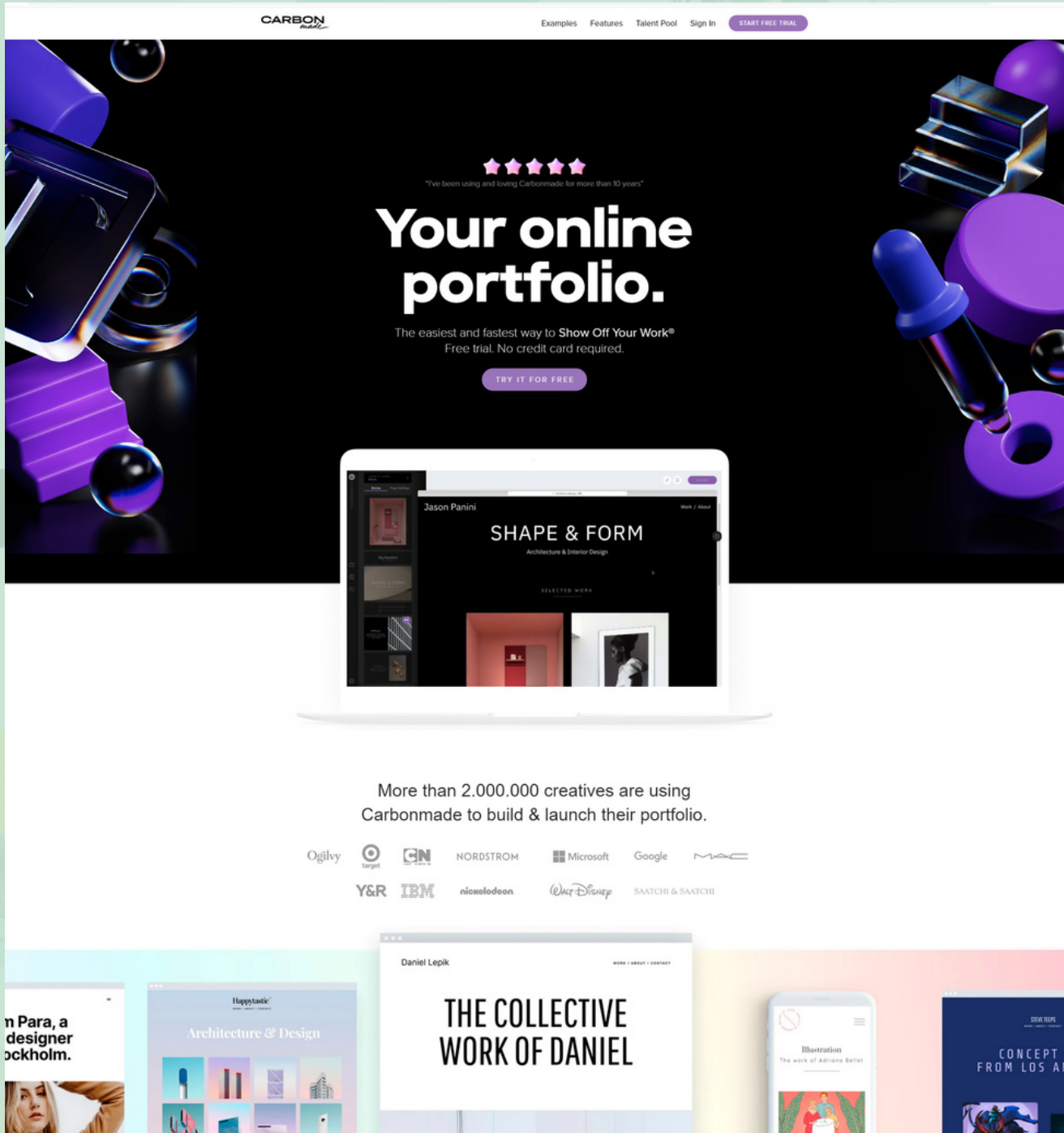
STEP 2. ADD SOME INFORMATION

1. Add your name

https://carbonmade.com/
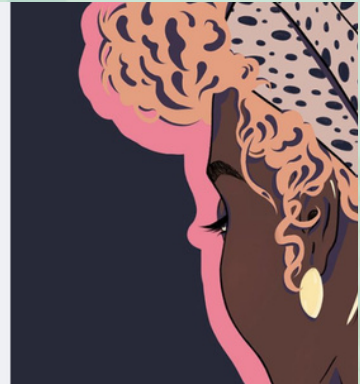
2. Add your main job / activity

https://carbonmade.com/

3. Wait for results

https://carbonmade.com/
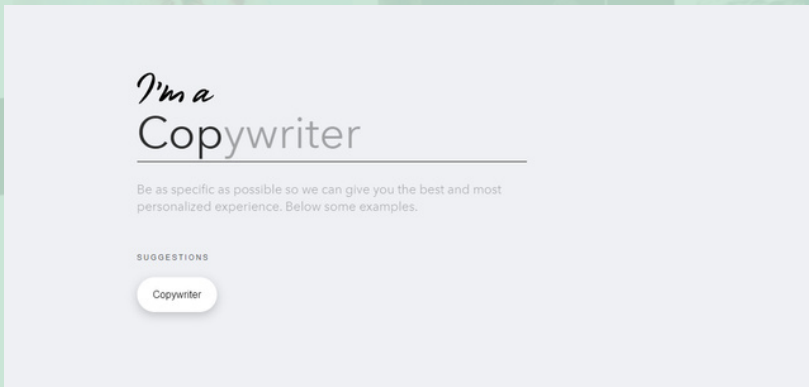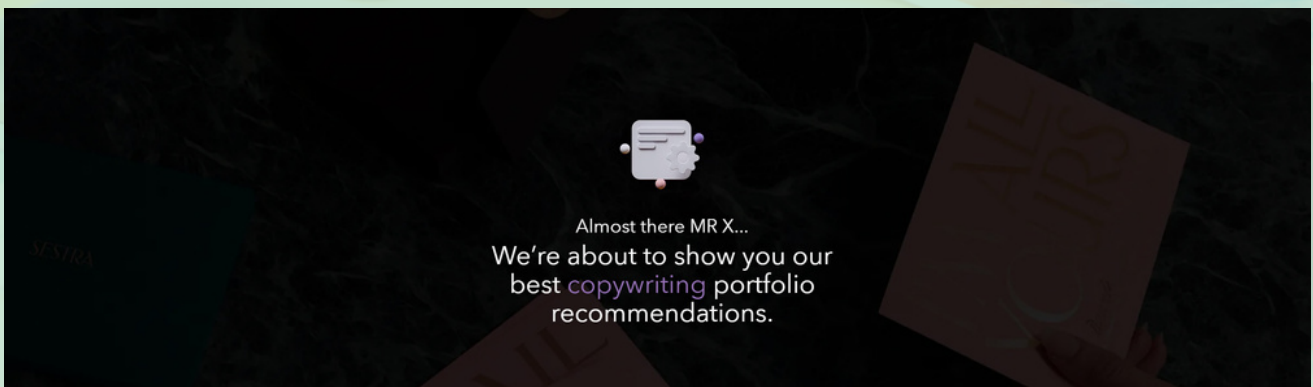
STEP 3. CHOOSE A GRAPHIC STYLE

1. Choose layout

Choosing a layout that complements your skills and primary job is essential. Your layout should visually align with your profession, enhancing your content without overshadowing it. For example, a minimalist template may be suitable for a data analyst, while a more vibrant and dynamic design might be fitting for a marketer. Always ensure your chosen layout facilitates easy navigation and showcases your expertise effectively.

https://carbonmade.com/
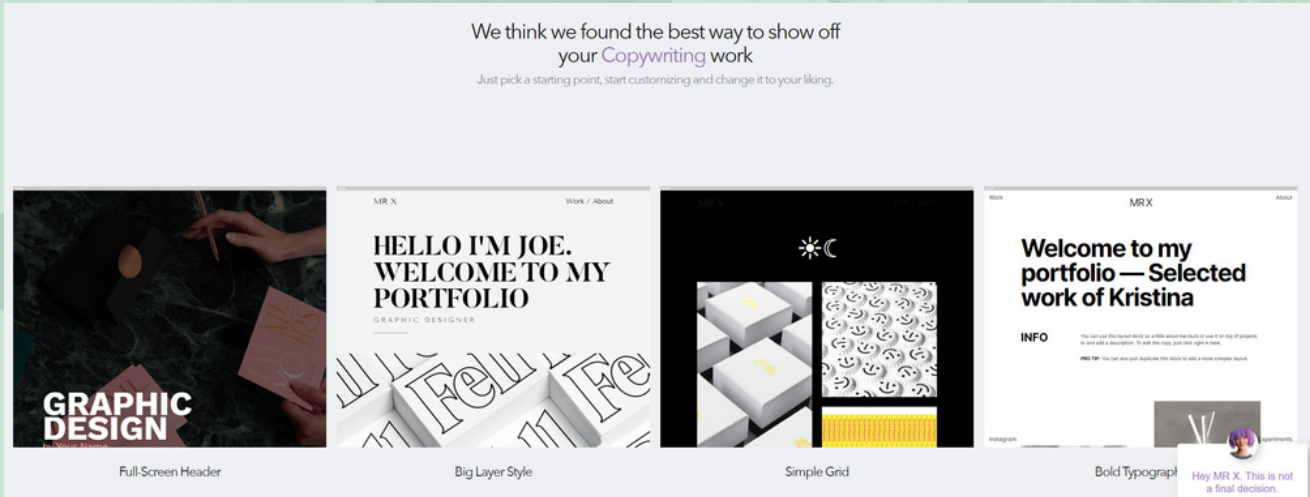
2. Add email address

https://carbonmade.com/
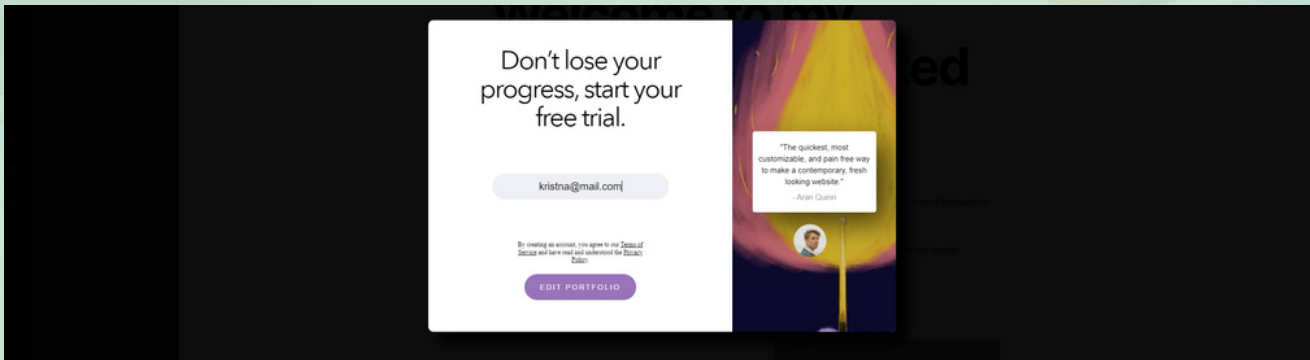
STEP 4. LEARN ABOUT THE PLATFORM

1. Watch some tutorial

https://carbonmade.com/
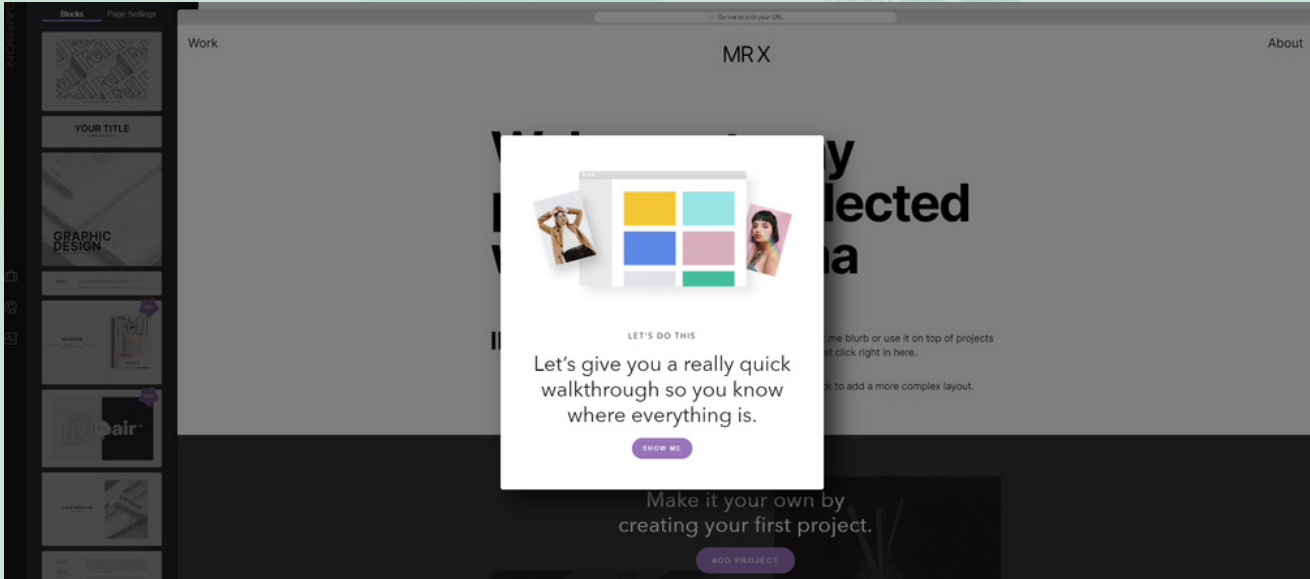
2. Put some short information about you

https://carbonmade.com/
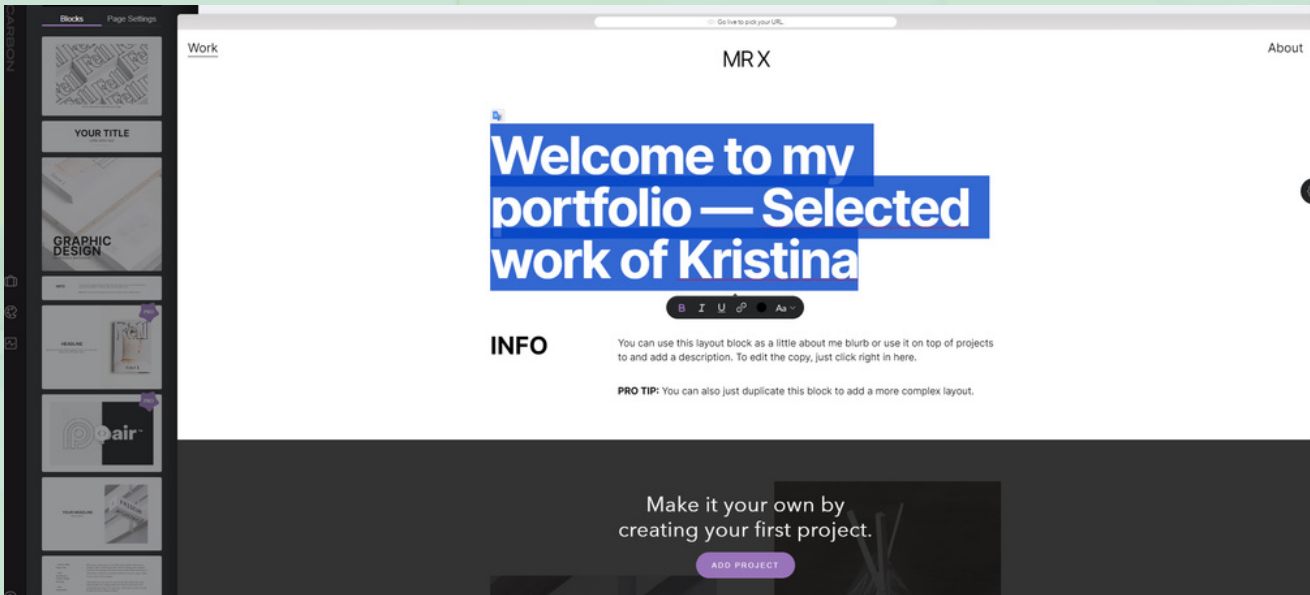
STEP 5. BUILD YOUR PORTFOLIO

1. Add new project, choose name and add thumbnail

When adding projects on Carbonmade, prioritize those that best showcase your core competencies and achievements. Opt for diverse examples that demonstrate a wide range of your skills and underlines your adaptability. Ensure each project is well-documented, highlighting specific challenges faced, your role, and the outcomes achieved.

https://carbonmade.app/projects

2. Choose layout for your projects

https://carbonmade.com/
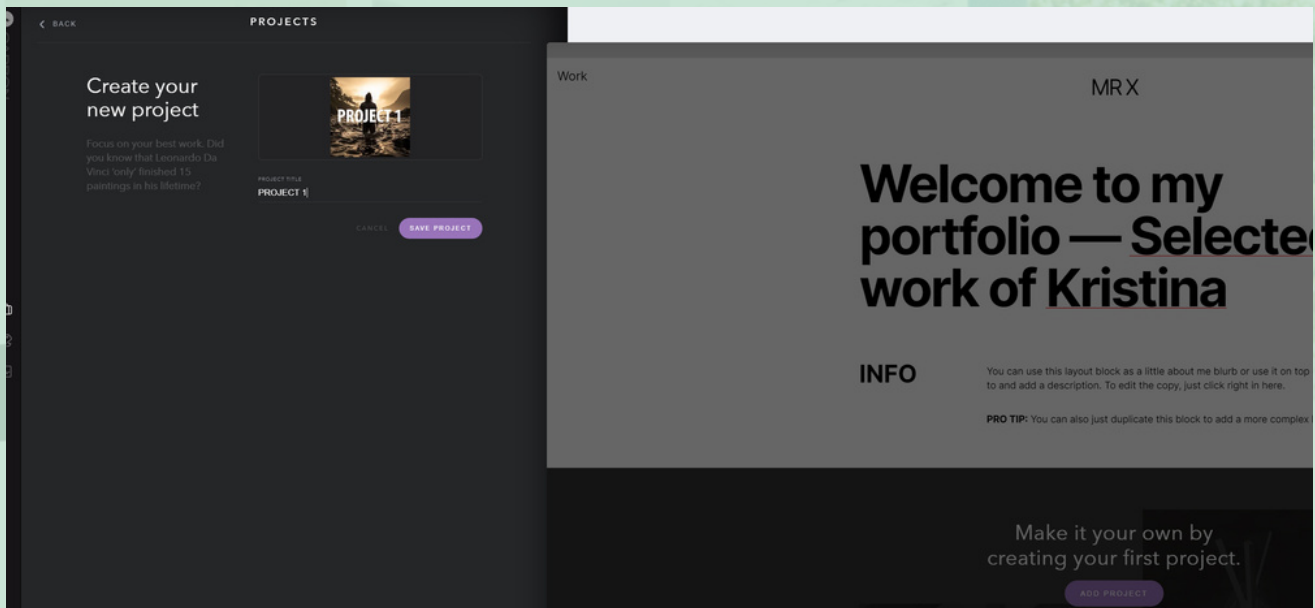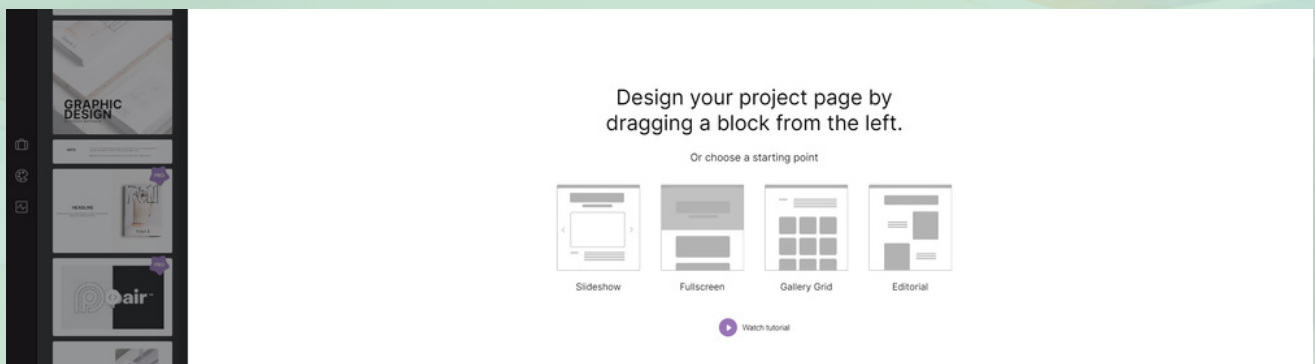
STEP 6. ADD DETAILS IN TO YOUR PROJECT

1. Manage your project

On the left side of your screen in Carbonmade, you will find various add-ons like "Full Cover," "Description and Info," and "Project Details." To customize your project layout, simply use the drag-and-drop tool: click on the section you would like to add, drag it to your desired location, and release to place it. This intuitive feature makes organizing your portfolio both easy and efficient.

https://carbonmade.com/

2. Choose layout for your projects

https://carbonmade.com/
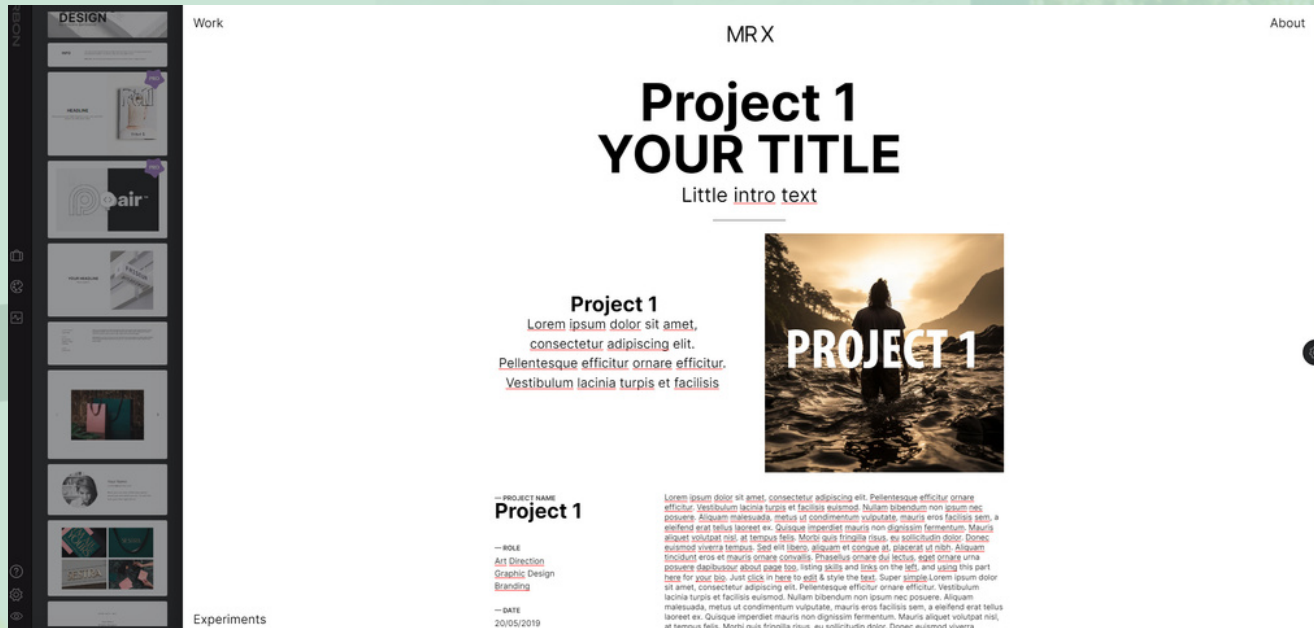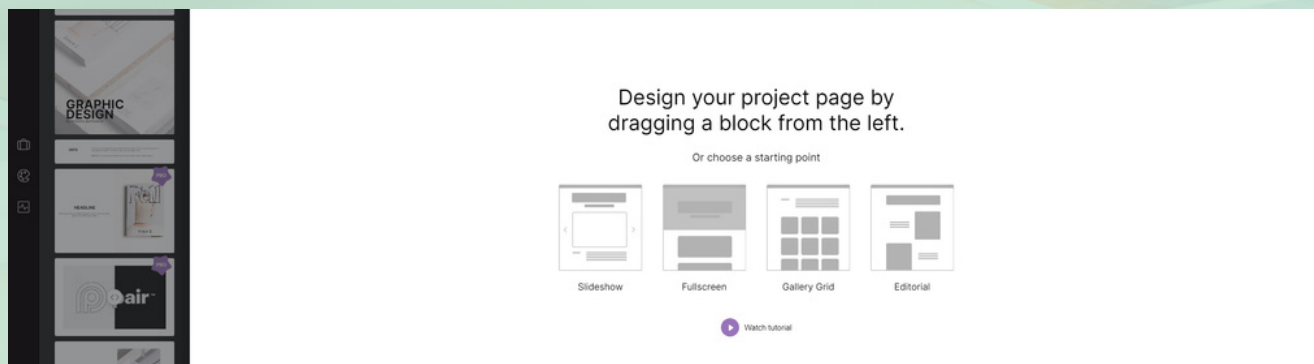
STEP 7. INTRODUCE YOURSELF

1. Put some information about you

In Carbonmade, it is essential to provide some personal information for potential employers or collaborators to contact you. Navigate to the appropriate section and input details like your email address for direct communication. Additionally, adding links to your professional social media profiles, such as LinkedIn or even a Twitter handle, can offer viewers more insights into your professional persona and networks. Always ensure that the information you share is professional and relevant to your portfolio's purpose.

https://carbonmade.com/
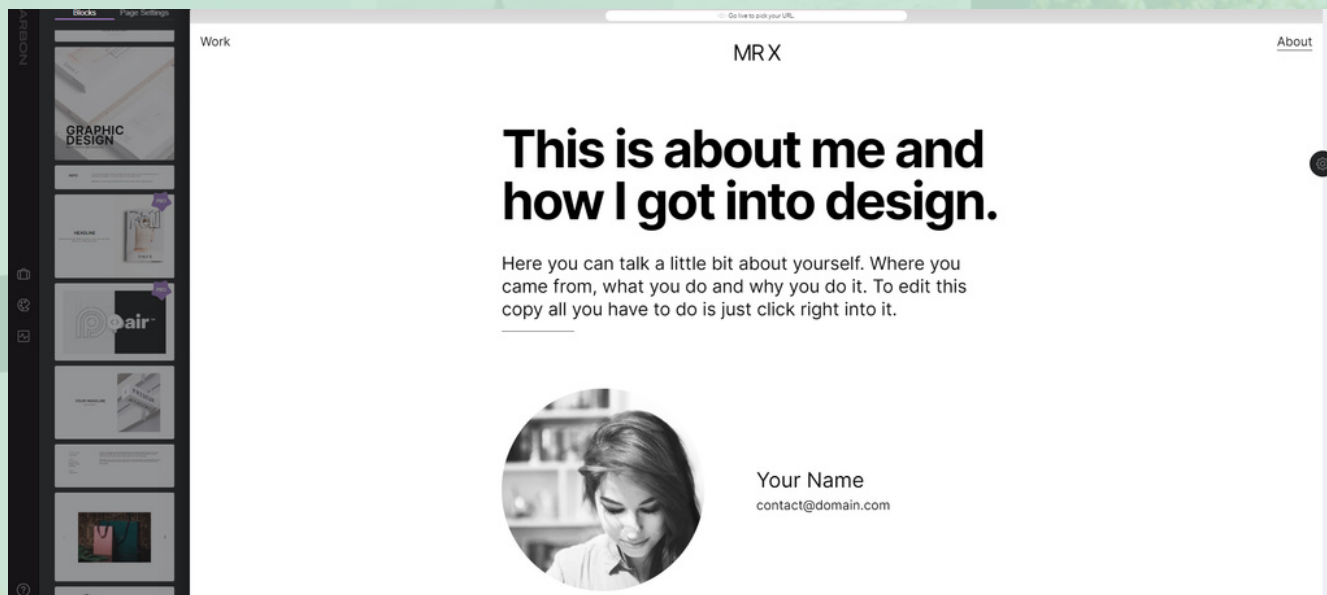
2. Preview your website before publishing

https://carbonmade.com/
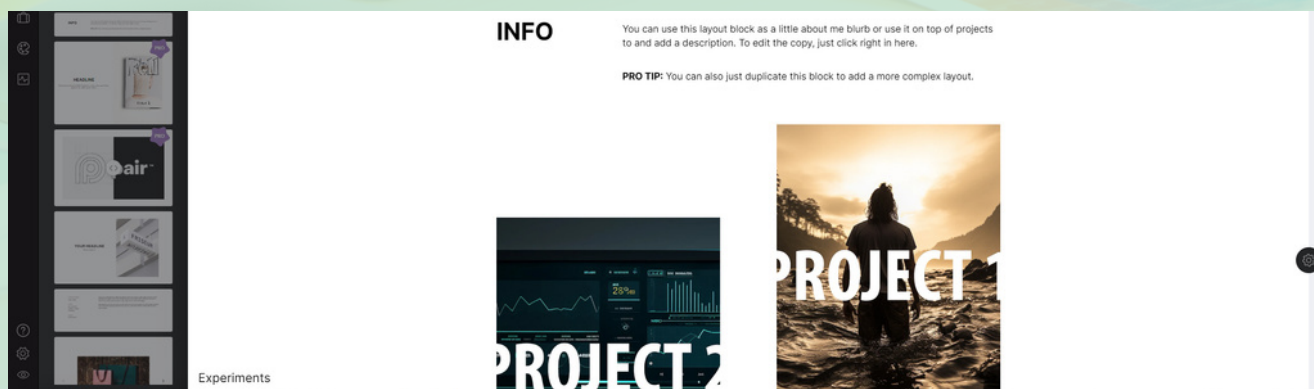
STEP 8. BE VISIBLE

1. Click "GO LIVE"

Choose name for your domain.

https://carbonmade.com/

2. Choose plan and publish it

When using Carbonmade, it is important to note that after the free trial period, continued access requires selecting a payment plan. The platform offers various plans tailored to different needs, ensuring you find one that aligns with your requirements. Investing in a plan not only allows you to showcase your work, but also unlocks additional features. Before publishing, review the available options and choose a plan that best supports your professional journey.

https://carbonmade.com/

CHAPTER 7

THINKING ABOUT THE FUTURE: SUMMARY

STEAM3D ACADEMY PROJECT

Your portfolio is always relevant.

Even after you have landed a job, don't treat your portfolio as something unneeded. It is more than just a key to employment. Here is why an ongoing portfolio update is essential:

- **Stay Ready for New Chances:** Life is unpredictable. With an updated portfolio, you are prepared for unexpected job offers, freelance opportunities, or collaborative projects. It is a compact showcase of your skills and journey.

- **Incorporate AI Insights:** Leveraging AI tools, like Chat GPT, can help refine your portfolio. Get feedback, generate content ideas, or even use AI to optimize your portfolio's design and layout. AI can offer insights into trending topics, ensuring your work remains relevant.

- **Track Your Growth:** Reflect on your achievements through your portfolio. It helps you recognize milestones, and using AI analytics can help identify which parts of your portfolio engage viewers most.

- **Build Connections:** Sharing your portfolio is not just for job hunting. It can initiate connections with peers, mentors, or potential collaborators. Your professional narrative draws them in.

- **Boost Your Online Image:** In the digital age, first impressions often happen online. Platforms like Behance scout for talent, and AI-driven search optimizations can increase your visibility. Ensure your online portfolio gives the right impression.

- **Define Your Brand:** Beyond skills, your portfolio communicates your style, values, and unique perspective. Use AI to analyze industry trends and adapt your portfolio to appeal to your target audience.

- **Stay Current with Trends:** Industries evolve rapidly. By updating your portfolio, you correspond to the latest trends and tech. Use AI to identify emerging patterns or technologies you might incorporate.

- **Repel Self-satisfaction:** A solid job can lead to comfort, but innovation thrives on continuous growth. Your portfolio is a reminder of where you have been and the peaks you still aim to conquer.

When looking for a job across various industries, having a well-prepared portfolio is essential. This tool should effectively present your qualifications, past experiences, and unique strengths, all while being easy to navigate and customize for different employers. Platforms similar to Carbonmade can assist in creating such portfolios. Organizing your content and highlighting experiences most relevant to potential employers will make your portfolio stand out.

But remember, the significance of a portfolio is not limited to the job hunt phase. It is a dynamic document that should be regularly updated. Keeping your portfolio current ensures you are ready for unforeseen opportunities and serves as a platform for self-reflection and growth. Such a portfolio aids in networking, boosting your online presence, establishing a professional identity, staying updated with industry trends, and avoiding stagnation. A thoroughly crafted portfolio does not just mirror your history; it outlines your prospective journey, underlining your continuous achievements.

Whether you are an experienced expert or a newcomer in any professional field, your portfolio is an invaluable representation of your skills, evolution, and potential. Its importance in both attaining a desired role and fostering career growth cannot be overstated.

REFERENCES

1. Canva: https://www.canva.com/learn/how-to-create-a-digital-portfolio/

2. Europass: https://europass.cedefop.europa.eu/en/digital-credentials

3. Europass: https://europa.eu/europass/en/create-europass-digital-portfolio

4. Google sites: https://techboomers.com/t/create-digital-portfolio-google-sites

5. Google sites: https://sites.google.com/site/googlesitesexamples/portfolio-sites

6. Adobe Portfolio: https://www.youtube.com/watch?v=-UiMQi9L2ek

7. CarboneMade: https://www.youtube.com/watch?v=hDDYEPtf7lM

8. CHAT GPT: https://www.youtube.com/watch?v=dUjWMdR_Kw8

9. CHAT GPT: https://www.youtube.com/watch?v=Gaf_jCnA6mc

LEARN
MORE

STEAM3D ACADEMY PROJECT

Project implementation period: 01.11.2021 - 01.11.2023

KA2 Vocational Education and Training KA220-VET - Cooperation partnerships in vocational education and training

Project partners:

**Stowarzyszenie Oświatowe "EDUKATOR"
DOMSPAIN SLU
e-Nable Greece
Emphasys Centre
NIKANOR LTD
4 EPAL KAVALAS**

WWW.STEAM3DACADEMY.EU