

While creating your Digital Portfolio in preparation for the Comprehensive Assessment, reflect upon your current and previous experiences and learning in relation to the seven competency areas. Here are some questions to get you started, along with some questions to aid in future goal setting.

Learning

Past/Present

- Have you ever developed and/or implemented an adult training program?
- Have you ever studied an instructional design?
- Have you ever served on a standards-setting committee?
- Have you ever given a presentation or written any articles in the area of learning?

Future

- Are you interested in impacting organizational learning at your current employment?
- Are you interested in creating or modifying an instructional design?
- Are you interested in developing adult educational/training programs?
- Do your career goals include public speaking or publication in the area of learning?

Leadership

Past/Present

- Do you have any leadership experience (responsibility for success and growth of others)?
- Do you serve on any committees?
- Have you served on any boards?
- Have you ever run a program or managed a grant?
- Have you ever been self-employed?
- Do you belong to any leadership organizations?
- Have you done any post-graduate study in the area of leadership?

Future

- Do your future career goals include leadership roles?
- Do your goals include chairing a committee?
- Do your career goals include grant writing or management?
- Do your career goals include starting your own business?
- How can the study of leadership enhance your current or future career goals?

Research

Past/Present

- Have you done research as part of university coursework or a thesis?
- Have you ever conducted institutional/organizational research?
- Have you ever taken post-graduate statistics courses?
- Do you belong to any research organizations?
- In your career, have you ever evaluated research data and or reports?

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Future

- Do your career goals include research either with your present employer or with a university?
- Are you interested in heading a research project?
- Are you interested in new research or research on an existing topic?
- Are you interested in developing new research strategies on a specific topic?

Measurement

Past/Present

- Have you worked with Six Sigma, TQM, Lean, or other measurement processes?
- Have you ever worked with an internal or external evaluation instrument or evaluator?
- Have you ever evaluated a program or design?
- Have you ever helped create an evaluation instrument?
- Do you compile or use on a regular basis any Federal or State reports?
- Do you conduct or coordinate any program monitoring?
- Are you responsible for grant or program compliance?

Future

- Is there a specific program or design you would like to evaluate?
- Do your career goals include developing or evaluating student or employee progress and/or achievements?
- Do your career goals include developing evaluation instruments or strategies?
- Do your career goals include organizational assessment or accountability?
- How can analyzing and using measurement, assessment and/or evaluation data enhance your current or future employment?

Organizational Effectiveness

Past/Present

- Do you have any management/leadership role experience?
- Do you have any administrative experience?
- Have you ever done any hiring or firing?
- Have you ever worked in Human Resources?
- Have you ever written job descriptions?
- Have you ever created an organizational chart?
- Have you ever served on a reorganization/restructuring committee?

Future

- Do your career goals include department management/leadership roles?

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- Do your career goals include administration?
- How can organizational theory be used to transform your current or future place of employment?
- Do your career goals include motivational public speaking, or publication on the topic of organizational theory and/or organizational effectiveness?

Technology & Innovation

Past/Present

- Have you ever studied the process of innovation?
- Have you used technology to enhance and/or facilitate a presentation?
- Have you been involved in the leadership process of an organizational innovation adoption?
- Do you belong to any technology organizations?

Future

- How can the application of innovations and/or technology help you to achieve your professional goals?
- Are you interested in the relationship between technology and innovation and how it may relate to your professional interests?
- Are you interested in the application of technology in learning and leadership?

Communication

Past/Present

- Do you have any experience in a learning facilitator/coach/consulting/teacher or implementer role?
- Have you ever served as a mentor?
- Have you ever been a trainer?
- Have you ever given any presentations and or written any articles or publications in the area of human and/or organizational communication?

Future

- Do your career goals include working in a learning position?
- Do your career goals include working in a human resources or organizational development?
- Do your career goals include business training development and delivery?
- Do your career goals include working for a community or non-profit organization?
- Do your career goals include public speaking, negotiation or mediation?