



**PROFESSIONAL
GROWTH**

**PORT
FOLIO**

www.iaap-hq.org

INTRODUCTION

This Professional Growth Portfolio serves as your personal career advancement tracker, planner, and evidence repository. By documenting your skills, learning, connections, and achievements, you create a powerful resource for performance reviews, job applications, and intentional career development.

How to use this portfolio:

- Update regularly (monthly or quarterly)
- Bring to performance reviews and career discussions
- Use as reference when updating your resume or LinkedIn profile
- Review when setting new professional goals
- Share relevant sections with mentors for guidance

SKILLS ASSESSMENT MATRIX

Core Competency Evaluation

Rate your proficiency in each skill area from 1-5: 1 = Basic awareness 2 = Limited experience 3 = Working knowledge/competent 4 = Advanced knowledge/skilled 5 = Expert/can teach others

Skill Category	Specific Skills, Growth Actions, Resources Needed
Organizational Culture and Leadership	

Office and Records Management	
Business Communication and Deliverables	
Meeting, Event and Project Management	
Industry Knowledge	
Software, Data and the Internet	
Operational Functions	

Feedback Integration

Skill strengths identified in recent feedback:

Development areas identified in recent feedback:

Skills most valued in my current role:

Skills needed for my target role/advancement:

Skill Gap Analysis

Top 3 skill gaps to address:

1. _____ Priority: High Medium Low
2. _____ Priority: High Medium Low
3. _____ Priority: High Medium Low

Development plan for each gap:

TRAINING AND CERTIFICATION TRACKER

Completed Training & Development

Date	Training/Certification	Key Skills Gained	Application to Role	Documentation

Planned Training & Development

Priority	Training/Certification	Cost	Timeline	Business Case/Benefits