

Regional Micro-Enterprise Credential: Self-Assessment Presentation Guidelines

(Updated: June 12, 2017)

By now you have completed and submitted your Micro-Enterprise Credential Self-Assessment. You have received your Self-Assessment Report. You may have completed a self-assessment using the Kuder system or some other instrument your teacher provided.

Now you need to prepare for your Self-Assessment Presentation.

Your presentation must last between 10 and 20 minutes to an unfamiliar adult. The goal is to give you practice making presentations to a business leader. Your presentation is about engagement with your mentor. You are not to read your presentation.

An important part of workplace success is the ability to communicate effectively with your colleagues and supervisors, both verbally and in writing. This presentation is your opportunity to demonstrate your verbal communication skills.

While you do not have to create a PowerPoint presentation you can certainly do so if that will help you stay focused on the key topics you plan to cover in your talk.

Create whatever materials you need to speak from your heart about what you've learned from the Micro-Enterprise Credential Self-Assessment, and what you believe may be your future career interests.

Your presentation must cover four topics:

- 1) The Five Areas of Behaviors, Skills and Capabilities – to remind you these five areas of behaviors, skills and capabilities are:

Determination, Self-Motivation, Self-Discipline and Grit	Problem Solving and Teamwork	Communication Skills, Comfort Engaging with Strangers	Financial and Computer Literacy	Personal Capabilities and Support Systems
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The first part of your presentation should cover your understanding of each of these areas. You can select two or three terms and define them for your mentor. You can give an example of an individual who has these behaviors and skills. The goal is for you to demonstrate that you understand what these five areas of behaviors, skills and capabilities mean.

- 2) Your Self-Assessment – **the second part of your presentation should be a discussion of where you have strengths in one or more of these areas, and where you have opportunities to improve.** You don't have to discuss your abilities in all five areas, although you can. You just need to convince your mentor that you have thought about what these behaviors and skills are, and how they relate to who you are as a person.
- 3) What You've Learned – **the third part of your presentation should cover what you have learned from the Self-Assessment.** This section covers whatever you think is important.
- 4) Your Career Plans – **the last part of your presentation should cover your career plans.** End the presentation with a review of what you think you'll want your career to be. *It is okay if you are not certain of your future plans – this is normal for a high school student. Use this time to discuss careers you might be interested in, and why.*

Your Self-Assessment Presentations must take between 10 and 20 minutes. You can use the form at the end of this document to help organize your notes for your presentation.

Alternatively you can use the four topic areas in green as the slide headers for a PowerPoint presentation you might prepare.

You can also prepare “engaging” questions for your mentor (“engaging” meaning a question that asks the mentor something truly important, and that isn’t a “Yes / No” question.). A question and answer period can count as part of your mentor presentation.

During your presentation your mentor is free to ask you questions during your presentation and engage in a conversation. Your mentor will then complete a checklist that confirms your presentation has covered the three areas above.

(In some classes your teacher will require you to make this presentation to your classmates and/or make your presentation to the teacher for coaching and grading purposes.)

There is no “right” or “wrong” presentation. Your goal is simply to talk about what you have learned about yourself. This can include what you have learned about how to succeed as a small business employee or entrepreneur . . . what you have learned about your own behaviors . . . what you believe are your future career plans . . . and/or why you will be successful in the future as an entrepreneur.

Good luck!

Self-Assessment Presentation Talking Points

My Name:		
My Mentor's Name, Title and Company:		
1) Behaviors, Skills and Capabilities	Notes on Your Understanding of Two or More of These Critical Behaviors, Skills and Capabilities	
	Determination, Self-Motivation, Self-Discipline and Grit	
	Problem Solving and Teamwork	
	Communication Skills, Comfort Engaging with Strangers	
	Financial and Computer Literacy	
	Personal Capabilities and Support Systems	
2) My Self-Assessment	My Strengths:	
	My Areas for Improvement:	

3) What I've Learned from the Self-Assessment	A new observation about myself I learned from this self-assessment	
	Something I knew about myself that this self-assessment confirmed	
4) My Career Plans	Specific careers I'm interested in <i>and why</i> :	
	I'm not certain – these are careers I <i>might</i> be interested in <i>and why</i> :	
	Optional: why I believe I might or might not be an entrepreneur and launch my own business:	

Peer Evaluation Resource Index

Teachers or peers may complete the Self-Assessment Presentation Rubric (immediately below) after each student practices his/her presentation before presenting to his/her mentor.

Please use the following key when grading:

- 3** student addresses or demonstrates with excellence
- 2** student adequately addresses or demonstrates
- 1** student poorly addresses or demonstrates
- 0** student did not address or demonstrate

Micro-Enterprise Teacher/Peer: Self-Assessment Completion Rubric				
Student's Name:				
The student presentation covered four required topics:				
1. How one or more of the behaviors, skills or capabilities are used in his/her personal life, school, or work:				
Determination, Self-Motivation, Self-Discipline and Grit	3	2	1	0
Problem Solving and Teamwork	3	2	1	0
Communication Skills, Comfort Engaging with Strangers	3	2	1	0
Financial and Computer Literacy	3	2	1	0
Personal Capabilities and Support Systems	3	2	1	0
2. His/her Self-Assessment results:				
Strengths	3	2	1	0
Areas for Improvement (plus steps he/she will take to improve)	3	2	1	0
3. Overall lesson learned from completing his/her Self-Assessment	3	2	1	0
4. Career interest(s) and initial thoughts on he/she will achieve personal career goals	3	2	1	0
The student made an honest effort at self-reflection	3	2	1	0
The student asked at least one engaging question <i>ex. regarding the mentor's industry, industry employment requirements, company or career path, and/or asked the mentor's opinion</i>	3	2	1	0
The student demonstrated appropriate:				
1. Eye contact	3	2	1	0
2. Voice volume and clarity of speech	3	2	1	0
3. Use of notes, handouts, and/or presentation	3	2	1	0
4. Body language	3	2	1	0
TOTAL POINTS FOR EACH COLUMN				
TOTAL POINTS				