TAKE CHARGE OF *YOUR* LEARNING

REFLECT
Think deeply about your skill sets, learning goals, and purpose.

STRETCH
Engage in learning beyond the bell to expand your knowledge and skills.

INNOVATE
Create solutions for real-world problems you are passionate about and want to solve.

SHOWCASE
Share your innovative solutions to the world in a powerful way.

WHAT IS *TAKING CHARGE OF YOUR LEARNING?*

It is a journey to your future by:
- Accepting the challenge to self-reflect
- Doing a brain stretch to build your knowledge and skills
- Identifying your passion and priorities
- Designing innovative solutions for real-world problems
- Telling the world about your findings and solutions
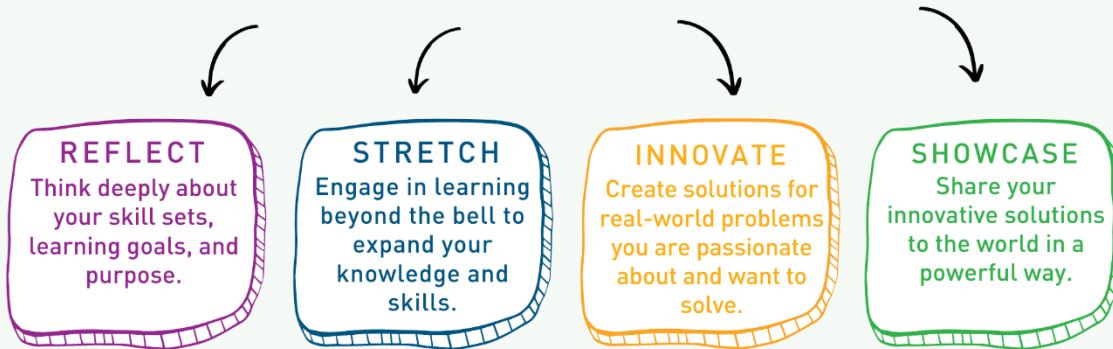
REFLECT

Self-reflection is a way to begin to know who you are. Stop and listen to yourself as you answer these questions:

- What do I want as a career?
- What are my special skills, talents, and strengths?
- What are my passions?
- How do I want to serve and contribute to my community?

Watch and replay The What & How of Self-Reflection, and jot down the following:

- 3 things I learned
- 2 aha! moments
- 1 question I still have

STRETCH

EXPAND YOUR CONTENT KNOWLEDGE:
- Customer Service in Hospitality Industry: 5 Best Examples to Follow
- 9 Excellent Customer Service Tips for the Hospitality Industry

TECHNOLOGY:
- Technology Trend in the Hospitality Industry
- The Usage of Technology in Hospitality Industry

POST-COVID:
- The Tourism and Hospitality Industry Post-COVID

ENROLL IN FREE COURSES:
- Customer Service
- Introduction to Hospitality & Tourism Industry
- Hotel Management

REFLECT & STRETCH

GAUGE YOUR SKILL LEVEL

Use this tool to REFLECT on *your* professional competencies. Rank these skills from a 1-7. (1 indicates a high level of proficiency, while 7 indicates the skill you struggle with most). Skills ranked as 5, 6, or 7 is an invitation to STRETCH and grow in these areas. It's OK not being perfect at everything!

TAKE CHARGE OF YOUR LEARNING by transforming your self-reflection into self-action by seeking out and taking part in learning activities or career-based experiences that help to develop your skills.

HOSPITALITY & TOURISM PROFESSIONALCOMPETENCIES - SELF-REFLECTION		
Competency	**Description**	**Proficiency Ranking Hi-Low (1-7)**
Interpersonal Skills	Display the skills to work effectively with others from diverse backgrounds: • Maintain open lines of communication with others. • Demonstrate sensitivity, empathy, flexibility, and open-mindedness to different values, beliefs, perspectives, customs, or opinions.	
Integrity	Display strong moral principles and work ethic: • Abide by a strict code of ethics and behavior, even in the face of opposition. • Treat others with honesty, fairness, and respect. • Take responsibility for accomplishing work goals on time.	
Professionalism	Maintain a professional presence: • Accept social responsibility - refrain from lifestyle choices which negatively impact the workplace and individual performance. • Maintain a positive attitude and professional image of oneself and the organization.	
Initiative	Demonstrate a commitment to effective job performance: • Establish and maintain personally challenging but realistic work goals. • Develop own ways of working effectively and efficiently. • Strive to exceed standards and expectations.	
Dependability & Reliability	Displaying responsible behaviors at work: • Arrive to work on time and as scheduled. • Attend to details and follow directions.	
Adaptability & Flexibility	Display the capability to adapt to new, different, or changing requirements: • Entertain new ideas and consider new ways of doing things.	
Lifelong Learning	Demonstrate a commitment to self-development and improvement: • Participate in personal and professional lifelong learning. • Anticipate changes in work demands and search for opportunities to grow.	
Source: Hospitality, Tourism, and Events Competency Model		

INNOVATE

PASSION PROJECT

A Passion Project provides opportunities to take a deep dive into topics and issues that interest YOU! Think BIG, then combine your knowledge, skills, and a massive dose of creative thinking to solve a real-world challenge. Does it sound hard? It isn't!

Passion projects can be the great differentiator between you and hundreds of other college or job applicants. Watch Iris Fu, a Stanford University student, talk about how to create passion projects.

REFLECT

- What am I passionate about in my life or community?
- What problem do I want to solve?

STRETCH

- Expand your social and emotional skills by considering diverse perspectives.
- Deepen your sense of purpose through the process.
- Become a change agent.

INNOVATE

- Think about different approaches to solve real problems.
- Communicate with experts in business and industry.
- Build a support team of mentors.

SHOWCASE

- Present to a panel or an external audience.
- Share out with your advisory board, civic leaders, and mentors.
- Publish your work to a global audience. (See the Choice Board on p. 5.)

SHOWCASE

DIGITAL PROFESSIONAL PORTFOLIO

A digital portfolio is an online collection of professional documents and items that showcases your knowledge, skills, abilities, and academy experiences.

Create a digital portfolio using Bulb, Equedi or Google Sites to meet the following requirements:

- Select the best work samples.
- Produce a professional portfolio to use during interviews.
- Incorporate evidence of improvements or proficiency in competencies.

Use the Portfolio Checklist to guide you in completing your professional portfolio:

PROFESSIONAL PORTFOLIO CHECKLIST		
Portfolio Requirements	Description	Completed Yes/No
Title Page/Table of Contents	List your name, academy/school name, career pathway.	
Resume	Enter an updated resume listing all passion project experiences.	
Writing Sample	Consider a graded research paper for a passion project that showcases professional writing skills.	
Research & Project Planning	Provide an outline of the problem statement, description of the issues, impact with data analysis, solution, & future research/applications.	
Technical & Professional Competency Achievement	Share assignment documents, emails, self-reflections, and mentor comments to show progress and accomplishment of technical and professional competencies for designated growth and development.	
Letter of Recommendation	Include a letter from an employer or internship supervisor (not a teacher or relative).	
Career-Pathway Work Sample	Add documents from career-course work demonstrating industry knowledge and skillsets	
Project Experience Reflection	Use a selection of the self-reflection questions to write a reflection essay about your passion project (see p. 7).	
Passion Project	Showcase the final research paper and project with supporting documents and complete the Program Checklist.	

So, you have an innovative solution to a real problem, and you want to share it with the world. Whether that's to your class, a group of industry leaders, your community, or a global audience, you should showcase your innovations in a captivating and powerful way!

↓ **START HERE** ↓

1. **REFLECT** on a:
   - real-world problem that you want to solve
   - passion project that aligns with your purpose
   - social, political, economic, or industry-related issue that you can impact with your voice (the possibilities are endless)

2. **STRETCH** yourself by:
   - exploring and investigating various mediums to learn more about your topic
   - expanding your understanding of diverse perspectives on a problem
   - becoming an agent of change

3. **INNOVATE** by:
   - generating ideas through big-picture thinking
   - implementing design thinking (empathizing, defining, ideating, prototyping, testing)
   - collaborating with peers, mentors, or other stakeholders

4. **SHOWCASE** by:
   - sharing your solutions and innovations to an external audience using one of or more of the delivery methods on the **choice board***

CHOICE 1:
Create a podcast

A podcast is a recorded discussion you share with an audience. Create a series of recordings, then make them available on the Internet or podcast apps for listeners to explore.

- Starting Your Podcast: A Guide for Students
- How to Start a Podcast

Check out NPR's Student Podcast Challenge and sign up for the newsletter. Who knows? You may be the next podcast winner!

CHOICE 2:
Create a PechaKucha

A PechaKucha is a 20x20 visual storytelling presentation format that showcases your 20 chosen images, each for 20 seconds. In other words, you have 400 seconds to tell your story, with visuals guiding the way. PechaKucha means "chit chat" in Japanese.

Visit the PechaKucha site to create your visual story and to publish your innovations to a global audience.

CHOICE 3:
Create a social media series

Elevate your voice and innovations through digital content on a social media platform of your choosing.

You can raise awareness around your problem and solution through a steady series of text, graphics, and data. Create #hashtags that relate to your theme to generate more buzz.

Here are 6 Simple Tips to Amplify Your Social Media Activism Campaigns.

CHOICE 4:
Create an AR book

Augmented Reality (AR) books present your ideas in an innovative way, allowing your audience (or readers) to immerse themselves in a "physical world." You can include GPS overlays, illustrated diagrams, sound, and video to bring your learning to life.

Check out these resources:
- Augmented Reality Book: The Little Prince
- Adobe Aero or Overly
- AR Apps for Books

CHOICE 5:
Create a TedX Talk

A Ted Talk is an 18-minute talk or video that exposes your audience to an issue that they may not otherwise know much about. This is also an effective way to showcase your solutions.

You can apply to speak at an event or even host a TedX event in your school or city!

Check out Chimamanda Ngozi Adichie's Ted Talk: The Danger of a Single Story.

CHOICE 6:
Create a blog or website

Engage a global audience by publishing your solutions to a blog or website.

You can develop unique content that expresses your perspective and showcases your innovation. Be a change agent by responding to comments and feedback on your digital platform.

Consider using Blogger, Word Press, Google Sites, or Weebly.

Check out 5 Tips to Grow Your WordPress Blog.

*A *CHOICE BOARD* is a list of options. However, if there is another format you would choose, like an app, data chat, documentary, or organizing an advocacy event, that's OK too!
Talk it over with your educator or mentor, then GO FOR IT!*

STRETCH

MORE STRETCH RESOURCES

Continue to learn after the school bell! Do a brain stretch and review the resources that provide valuable tips, tricks, and information to develop your passion project and public presentation.

Passion Projects

- Four Steps for Creating Your Passion Project
- How to Get Attraction for Your Passion Project

Online Research Strategies

- Effective Research Strategies
- Online Research: Tips for Effective Search Strategies
- How to Evaluate Websites

Plagiarism

- What is Plagiarism?
- How to Avoid Plagiarism with 3 Simple Tricks
- How to Paraphrase in 5 Easy Steps

Research Paper

- How to Write a Research Paper Guide
- How to Write a Research Paper PowerPoint
- How to Write a Research Paper Introduction

Data

- Win Over Your Audience with Data

Excel Graphs

- Making a line graph using Excel Online
- How To Create a Pie Chart in Excel
- How To Make a Multiple Bar Graph in Excel

Public Speaking

- Public Speaking for Beginners
- 10 Secrets to Speaking Confidently

Presentations

- How to Create an Effective Presentation PowerPoint
- How to Give a Great Presentation - 7 Presentation Skills and Tips to Leave an Impression
- How to Create Great PowerPoint Presentations
- 60 Effective PowerPoint Presentation Tips & Tricks

REFLECT

MORE REFLECTION RESOURCES

Reflection Essay: Select at least two self-reflection questions from each category to write your passion project reflection essay for your professional portfolio.

Innovation Challenge

- How do I feel my solution relates to real-world situations and problems?

- What would I change if I were to approach the same problem again?

- What were some of the most exciting discoveries I made while imagining the solutions?

- What were some of my most challenging moments, and what made them so?

Teamwork & Communication

- How well did my team and I communicate and collaborate?

- What were some things my teammates did that helped me to learn or overcome obstacles?

- How can I better support and encourage my teammates on future projects?

- How could I increase/improve my contributions when I work with a new group?

Self-Awareness

- Did I achieve the competencies that I identified for growth and development? If not, explain.

- What did I learn were my significant strengths? My areas in need of improvement?

- What moments was I most proud of my efforts?

- What is the one thing about myself above all others I would like to work to improve?

Future Ready

- What professional skills can you add to your resume as a result of completing your passion project?

- How will I apply my new knowledge and skillsets in the future?

- What were some of my most powerful learning moments, and what made them so?

- How did the passion project experience impact my decision to pursue a specific career?

Source: Adapted from Wabisabilearning: 25-Self-Reflection-Questions