

Student Instructions for Personal Credibility Inventory

This assignment will call upon you to recall aspects of your life that further build your credibility. It does so by asking you to recall selected things you have experienced in your life from personal and professional aspects. Look carefully at the personal credibility inventory and consider each category carefully, then read the descriptions below. You will then be called upon to write in up to three key words or phrases describing your experiences and which match each category and are easy to recall for you.

The result of this effort is that you will be recalling those experiences which you've overcome and as a result, should give you greater confidence for the days ahead. Remember the confidence mantra that you belong in the room, that audience members want to hear from you. You should also understand, especially when looking at your personal credibility inventory, that nobody has your exact experiences. It's important to inventory them and own them, just as you are doing with this assignment. Sharing these experiences personally or professionally in presentations, mentoring, or while pitching an idea (or simply while working up the nerve to do any of that) gives a gift to others. How you share your gift is up to you, because after all, it is your story.

Key terms used on the Inventory:

Work (professional): Just as it sounds. Your work activities that bring you to this moment.

Work (formative): These jobs may not be your current professional trajectory, but they made you who you are as you were developing into the professional you've become.

Education: Which key learning moments developed you and what were they?

Home Internship: Think through the roles at the family business, chores, duties, or other activities.

Training: Beyond education or experience, did you have specific development that equipped you for what you presently do?

The Good: Think about the other things that have happened to you, personally or professionally and were positive.

The Bad (and Ugly): These were negative at the time, but they are now part of your story and you learned from them.

I can...! You do this well. It could be a hobby, trait, skill, or interest that you have which is awesome.

After completing your inventory, carefully review it, then answer the following questions:

1. What was confirmed by completing the inventory (what did you already truly know)?
Did anything surprise you/
2. What are three experiences you are most proud of in the personal credibility inventory?
3. How do all these experiences make you more confident for challenges ahead?
4. How could each category make you helpful to others? Think exhaustively.
5. What was hard about this? What was helpful?