

**STRATEGICALLY MATCH INTER-
GENERATIONAL SKILLS**

ADVANCED

**THE POWER OF A GOOD
E-PORTFOLIO**



SKILL ADDRESSED:

Strategically match inter-generational skills

LEVEL OF CHALLENGE:

Advanced

TITLE OF ACTIVITY:

The power of a good e-portfolio



INTRODUCTION TO THE SKILL

Reverse mentoring might be seen as part of a company wide effort to modernise the skillsets of their employees and align them with the younger generations' mindsets. With a younger, less experienced mentor being paired with a senior mentee, the mentoring relationship breaks down the traditional mentoring mould and creates a more dynamic exchange of ideas.

Through the following scenario, learners are able to build positive attitudes towards reverse mentoring by designing an employee e-portfolio to ease the skills gap matching process between older and younger employees. The objective of this activity is to outline the importance of establishing a previous strategy before designing and implementing an inter-generational mentoring programme.

THE CHALLENGE

You work in an SME specialised in the distribution of industrial vehicles (e.g., tractors, carriers, trailers, and semi-trailers). Your company provides the following services: purchase and sale of industrial vehicles; vehicles repair shops; short and long-term rental of industrial and utility vehicles; fleet management and sale of telematics services. The company has been running for over 30 years and has around 150 employees.

Your company still has a very rigid organisational structure that does not allow collaboration between teams and departments. Also, you have just realised that it would be a huge challenge to match people inside your organisation because the information about the employees' knowledge, skills and attitudes is not stored with easy access. It would take you loads of time to match employees for a mentoring programme. Even though you understand the potential of mentoring, reverse mentoring, and inter-generational learning and how all is deeply connected, you are confronted with the questions: How am I going to pull this off? How am I going to design, manage and implement these practices in my company?

As you have been doing a lot of research about this topic, you have decided that having an employee e-portfolio would ease the matchmaking process and promote reverse mentoring. You believe that a company and employees that have been very much closed to change would benefit

from the insight and expertise of newcomers and the younger generation, that is just starting. This way you would be able to centralise information and display it in an easy and creative way. But there is a small problem: your company cannot afford fancy software to do it. How would you solve this situation to achieve your objective?

STRUCTURE

To prepare your e-portfolio you have to follow four key steps:

1. Search for relevant information (e.g., links, articles, tools) about the use of e-portfolios. Be objective and narrow your research to only three entries.
2. Choose a methodology and draft a 250-word paragraph to justify why your company would benefit from having an employee e-portfolio.
3. Design your employee e-portfolio strategy considering the following:
 - Tools – e.g., free software, free online platforms.
 - Type of information to include – e.g., biography, skills, courses, main achievements.
 - How will you display information internally – i.e., will it only be human resources managers to access this information or all employees?
4. Present a finalised example of how your employees' e-portfolio would look like and, when presenting, explain how this strategy could leverage mentoring and particularly reverse mentoring practices in your company.

ADDITIONAL RESOURCES:

- **How to Make a Digital Portfolio in 5 Steps (Plus Tips)** – <https://www.indeed.com/career-advice/finding-a-job/how-to-make-digital-portfolio>
- **ePortfolios: Purpose & Composition** – <https://uwaterloo.ca/writing-and-communication-centre/resources-eportfolios-purpose-composition>
- **How to design a digital portfolio** – <https://www.canva.com/learn/design-digital-portfolio/>



DEMONSTRATION AND EVALUATION

After completing this activity, learners are able to demonstrate that they have relevant knowledge on mentoring and how to build positive attitudes towards reverse mentoring by having prepared an inclusive workplace learning strategy based on an employees' e-portfolio to match employees based on their strengths and skills needs.

Additionally, learners might also reflect on the following questions:

1. What kind of age-related discrimination situations have I witnessed or faced in my workplace? Have they been addressed?
2. Why would it be important for me to be mentored in my workplace and what kind of support I would need as a mentee?
3. Am I ready to be a mentor? What kind of support would I give if I was a mentor in my workplace? Would I be ready to teach and support other generations?
4. Is an e-portfolio an effective tool to address ageism in my workplace and provide an efficient inter-generational learning experience to employees?
5. What other methods, tools or platforms can I use to complement my e-portfolio to better design and implement an inter-generational mentoring programme?

Want to test your acquired skills? Take the following quiz: [[link to final assessment quiz](#)].





INTERFACE



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