



How to Create a TLT Staff Portfolio

It is simple and inexpensive to put together a portfolio 3-ring binder. Without a portfolio binder it will be difficult to keep all your leadership training documents and workshop handouts you receive in an organized way. Also, your portfolio binder will be a great help when traveling to events where you may need your TLT materials.

Here are the simple steps:

- Purchase a 1" wide, 3-ring, clear-view black binder
<http://www.officedepot.com/a/products/396311/Just-Basics-Basic-Round-Ring-View/>
- Purchase a set of Tabs for 3-ring binder – suggest 5-tab set to organize the portfolio
<http://www.officedepot.com/a/products/993238/Avery-Big-Tab-Write-On-30percent/>
- Download and print the TLT Portfolio Cover. Write your name on the bottom line and slip it into the front of the binder. www.tltministry.org
- Purchase or download a copy of the *TLT Director's Guide*. Included it in the binder.
 - Hardcopy <http://www.adventsource.org/as30/store-productDetails.aspx?ID=21435>
 - Downloaded copy. <http://www.adventsource.org/as30/store-productDetails.aspx?ID=21435>