

# LevelUp

## OVERVIEW

You know which direction you are heading. You have a goal, a role, and an industry in mind. Now it's time to up level those skills. Throughout our careers we want to always continue learning. Building skills builds confidence. *However, remember not to shy away from applying for roles where you may not check off every requirement.*

Steps:

1. Make a list of your skills & your level/interest in each one.
2. Research different job descriptions of roles/careers that are interesting to you.
3. Identify the different skills & experience needed.
4. Examine the areas that you need to enhance.
5. Find a mentor, relevant courses, & hands-on opportunities in this field.

## INVENTORY

Fill out the following table with a list of your skills in each area.

<u>Skill</u>	<u>Competency/Knowledge</u> (expert/proficient/novice)	<u>Interest</u> (enjoy/not interested/want to improve)
<b>Personal</b>		
Analytical		
Communicative		
<b>Business</b>		
Accounting		
Management		
<b>Technical</b>		
Programs		
Tools		
<b>Creative</b>		
Writing		
Design		

## RESEARCH

Research different job descriptions of roles/careers that are interesting to you.

1. Make a list of 3-5 positions that are similar to what you want.

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2. Identify the skills required.

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3. Compare to your inventory above and note the skills you already have and the skills that may need improvement.

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## BOOST

Start leveling up.

1. Find a mentor in this field/industry to advise you.
  - Identify 3 people with whom you can speak.
  - Ask what are the highest priority skills in this area.
  - Find out what has/has not worked for them in their own career.
2. Focus on your core competencies instead of reinventing the wheel. Invest in those.
3. Take on a new project. There is no better way to learn than hands-on experience.
  - Offer your skills pro bono for a charitable organization.
  - Use your talents to help out a friend's new business.
4. Find courses, webinars, or books to learn or brush up on skills.
  - Udemy
  - LinkedIn Learning
  - Creative Live
  - General Assembly
  - Udacity
  - Read Read Read