



LevelUp

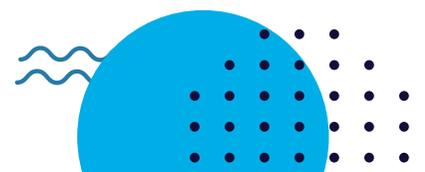


## Overview

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:

- Make a list of your skills & your level/interest in each one.
- Research different job descriptions of roles/careers that are interesting to you.
- Identify the different skills & experience needed.
- Examine the areas that you need to enhance.
- 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.

Skill	Competency/Knowledge (expert/proficient/novice)	Interest (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.

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

▀ Identify the skills required.

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



# Boost

Start leveling up.

Find a mentor in this field/industry to advise you.

- Identify 3 people with whom you can speak.
- Find out what has/has not worked for them in their own career.
- Ask what are the highest priority skills in this area.

Focus on your core competencies instead of reinventing the wheel. Invest in those.

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.

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- Udemy
- LinkedIn Learning
- Creative Live
- General Assembly
- Udacity
- Read Read Read



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