

FREE RESOURCE



TAKE THE LEAD **ADVOCATE FOR YOURSELF**

Your DIY Career Progression Toolkit

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BEFORE WE START...

You are the architect of your career. Don't wait for opportunities to find you - create them.

With this toolkit, you have everything you need to take the lead and design a career that reflects your potential.

The next step is yours - start today!

Wish you all the best.
Maria

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 Have you met
Maria?

Maria Wandelstam - executive coach and a former global L&D leader who been in corporate for 27 years, who helped leaders all over the globe to take their leadership and career to the next level.

"I don't do cheerleading. I help professionals get results by treating their career and rebrand like a business strategy, not a hobby."



Self-Assessment: Defining Your Career Goals

Clarity is power.

Start by understanding where you are and where you want to go. .

Reflective Questions:

- What do I enjoy most about my current role?
- What skills or experiences do I want to develop further?
- Where do I see myself in 1 year? 3 years? 5 years?

SMART Goals Worksheet:

Write down 2-3 specific, measurable, achievable, relevant, and time-bound goals.

Example: "Gain leadership experience by managing a cross-functional project within the next 12 months."



2

Creating Your Career Progression Plan

Map out actionable steps to bridge the gap between where you are and where you want to be. Don't forget to add a deadline and hold yourself accountable!

START
HERE

Goal: write down your career goal



Skills Needed: list skills or certifications required to reach your goal

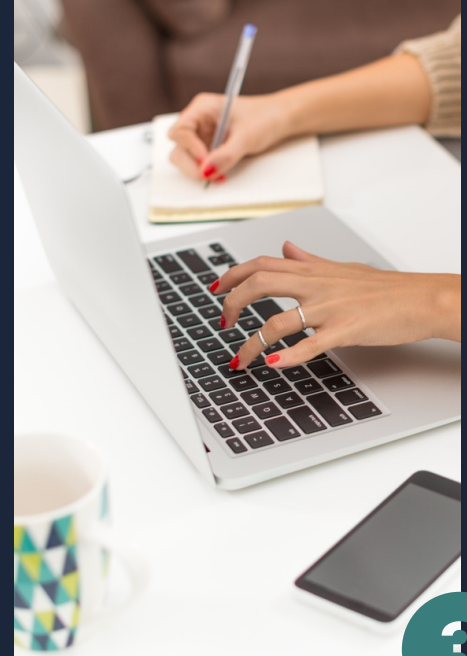


Projects to Undertake: identify tasks or initiatives that align with your goal



Key Stakeholders: list people who can influence your progress

Self-Advocacy Script Templates



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Conversations with your manager or key decision-makers can make all the difference. Use these scripts to advocate for your growth.

Scenario 1: Expressing Interest in Career Development

"I've been reflecting on my career goals and would love to discuss how I can take on more responsibilities that align with the company's objectives."

For example, I'm interested in [specific role or project] and believe my skills in [specific area] would bring value to the team."

Scenario 2: Addressing a Lack of Opportunities

"I've noticed that there's no clear progression path in my current role, and I want to ensure I'm contributing to the company while also growing professionally."

Can we explore opportunities for me to take on stretch assignments or leadership roles?"

Upskilling Strategy: Resources to Elevate Your Skills

Invest in your growth with these practical strategies.

Online Learning Platforms

Coursera, LinkedIn Learning, and Udemy for courses on leadership, tech skills, and industry trends.

Professional Associations

Join industry-specific groups and associations to expand your network and gain mentorship opportunities.

Conferences and Webinars

Attend industry events to stay ahead of industry trends and connect with thought leaders.

Upskilling Action Plan

Choose one skill to focus on each quarter and identify a course, workshop, or resource to master it.

Decision-Making Guide: Stay or Move On?

Evaluate whether your current role aligns with your goals or if it's time to make a change.



Checklist

Yes

No

☐☐

Have I tried all avenues for growth in my current company?

☐☐

Is my current role helping me build the skills I need for my long-term career?

☐☐

Does staying align with my personal and professional values?

Reflective Questions:

- What excites me about potential opportunities outside this organization?
- Am I financially and emotionally ready to make a move?

READY TO GET THE **CAREER** YOU ALWAYS WANTED?

Book a free strategy call at
www.mariawandelstam.com

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professionals and teams



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