

# Taking Ownership in Your Career

GoSkills online course syllabus

**Skill level**

Beginner

**Lessons**

18

**Accredited by**

Verified by GoSkills

**Pre-requisites**

No prior experience needed

**Video duration**

47m

**Instructor**

Julia Toothacre

## Introduction

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### Owning Your Career

Taking control and accepting accountability for your career goes beyond making a plan or simply having a career conversation.

## Shifting Perspective

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### Regaining Control

You have more control than you think when it comes to your career.

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### Managing Your Mindset

Your mindset is an important factor in feeling like you can take ownership of your life and career.

## Assessing Your Career Journey

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### Reflect on Your Career History

Your career journey starts with looking at where you have been in your career - both the positive and negative.

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### Assess Your Current Position

Assessing your current position gives you information about where you are now so you can determine any gaps or barriers.

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### Focus on the Future

Looking toward the future gives you a starting point to focus your attention and goals.

## Your Work 'Happy Place'

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## 7 Owning Your Skillset

Most professionals have a robust skill set, and identifying these skills allows you to find value in them.

## 8 Leveraging Your Values

Your values are why you make the choices you make. They are your deal breakers when it comes to decisions about your career.

## 9 Staying True to Your Interests

Part of owning your career is being clear about what interests you in the work you do.

# Minding the Gap

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## 10 Solidify Your Next Step

Taking ownership of your career means setting career goals that align with who you are.

## 11 Identify Your Skills Gaps

Being clear about the skills you possess and the skills you need to get to the next level is crucial.

## 12 Build Your Network

Building a strong network allows you to stay on top of industry and functional area opportunities and trends.

# Taking Action

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## 13 Update Your Professional Pitch

Once you're clear about yourself and your career goals, your professional pitch will need to reflect this information confidently.

## 14 Overhaul Your Professional Materials

Updating your professional assets with your new information and confidence is crucial.

## 15 Advocate for Yourself

When you take ownership in your career, you become more confident in what's working and what's not.

# Looking Forward

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## Play the Long Game

Your career journey takes time, which means you should strive to view it with the long-term in mind.

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## Maintain Your Voice

Clarity and confidence allow you to speak your truth and have a voice when it comes to the trajectory of your career.

# Conclusion

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## Ownership for Everyone

Get ready to incorporate the strategies you learned to take ownership of your career.

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