

Taking Ownership in Your Career

GoSkills online course syllabus

Skill level

Beginner

Lessons

18

Accredited by

CPD

Pre-requisites

No prior experience needed

Video duration

47m

Instructor

Julia Toothacre

Introduction

1 Owing Your Career

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

Shifting Perspective

2 Regaining Control

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

3 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

4 Reflect on Your Career History

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

5 Assess Your Current Position

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

6 Focus on the Future

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

Your Work 'Happy Place'

- 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

- 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

- 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

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

17 **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

18 **Ownership for Everyone**
Get ready to incorporate the strategies you learned to take ownership of your career.

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