



Find and Leverage Your Strengths *in the Context of Career Change*

Introduction:

This worksheet is designed for professionals who are seeking career advancement, whether it's a promotion, a role change, or a shift in career direction. The first critical step in this journey is identifying and leveraging your strengths. By understanding your key skills and competencies, you can position yourself effectively for your desired career move. This exercise will help you:

1. Identify and Leverage Your Strengths: Recognize your strongest skills and seek roles and projects where these can shine. This not only allows you to add value but also increases your job satisfaction and places you in your 'flow' state.
2. Showcase Your Skills: Use your strengths to enhance your professional profile and appeal to potential employers or for career advancement within your current organization.
3. Assess and Align Your Strengths with Career Goals: Evaluate whether your current strengths align with your career aspirations and how they can facilitate your next professional step.
4. Identify Areas for Growth: Recognize areas where you need development to achieve your career objectives and make plans to bridge these gaps.

Examples for Hard Skills: (list not exhaustive)

- Data Analysis: Ability to interpret and leverage data.
- Project Management: Efficiently organizing and managing tasks and resources.
- Technical Proficiency: Expertise in specific software or technology.
- Financial Acumen: Understanding of financial principles and budget management.
- Strategic Planning: Ability to develop long-term strategies.
- Marketing Skills: Knowledge of marketing strategies and trends.
- Coding/Programming: Proficiency in one or more programming languages.
- Foreign Language Proficiency: Ability to communicate in other languages.
- SEO/SEM Expertise: Skills in Search Engine Optimization and Marketing.
- Design Skills: Proficiency in design tools and principles.



Examples for Soft Skills: (list not exhaustive)

- Leadership: Inspiring and guiding teams and individuals.
- Communication: Effectively conveying and receiving information.
- Empathy: Understanding and sharing the feelings of others.
- Problem-Solving: Identifying solutions to complex challenges.
- Adaptability: This is the ability to adjust to change and new situations. It is essential for success in today's rapidly changing world.
- Analytical thinking: This is the ability to break down information into smaller components and understand the relationships between them. It is essential for effective problem-solving and decision-making.
- Attention to detail: This is the ability to focus on small details and make sure that they are correct. It is essential for ensuring accuracy and quality in work.
- Creativity: This is the ability to come up with new and innovative ideas. It is essential for innovation and problem-solving in many fields.
- Emotional intelligence: This is the ability to understand and manage one's own emotions and the emotions of others. It is essential for effective communication and conflict resolution.
- Fortitude: This is the ability to persevere in the face of challenges and setbacks. It is essential for achieving goals and success.
- Grit: This is the combination of passion and perseverance. It is a key characteristic of successful people in any field.
- Initiative: This is the ability to take action without being asked. It is essential for self-motivation and leadership.
- Integrity: This is the quality of being honest and having strong moral principles. It is essential for building trust and credibility.
- Learning agility: This is the ability to learn new things quickly and adapt to new situations. It is essential for success in today's ever-changing world.
- Resilience: This is the ability to bounce back from setbacks and challenges. It is essential for overcoming adversity and achieving success.
- Teamwork: This is the ability to work effectively with others to achieve common goals. It is essential for success in almost any field.
- Vision: This is the ability to see the future and imagine what is possible. It is essential for innovation and leadership.



Examples for 'Stamps' or Credentials: (list not exhaustive)

Educational Qualifications:

- College/University Degree
- Advanced Degrees (Masters, PhD)
- Professional Certifications

Professional Experience:

- Previous Employers (especially renowned organizations)
- Startup Experience (demonstrates entrepreneurship and versatility)
- Industry-Specific Experience

Personal and Professional Achievements:

- Awards and Honors
- Publications or Research Contributions
- Patents or Innovations

Skills and Competencies:

- Certified Skills (e.g., Certified Project Manager)
- Technical Proficiencies (e.g., Certified in specific software or tools)

Network and References:

- Professional Network (LinkedIn connections, industry contacts)
- Strong References and Recommendations

Volunteer Work and Community Involvement:

- Non-Profit Organization Involvement
- Community Service and Volunteer Experience

International and Cultural Exposure:

- Multilingual Abilities
- International Work or Study Experience
- Cross-Cultural Competencies

Personal Attributes:

- Leadership Experience (e.g., leading teams or projects)
- Entrepreneurial Ventures or Side Projects

Legal and Geographical Factors:

- Citizenship or Work Permit in the desired country
- Ability to Relocate

Online Presence and Personal Branding:

- Professional Blog or Portfolio



- Active and Professional Social Media Presence (LinkedIn, Twitter)

Continued Education and Development:

- Ongoing Learning (Online courses, workshops)
- Active Membership in Professional Organizations

Unique Life Experiences:

- Unique hobbies or interests that demonstrate diverse skills or perspectives
- Experiences that illustrate resilience, adaptability, or unique insights

Action Plan:

Highlight Your Strengths:

- Identify top 5 skills or attributes where you excel.
- Plan how to incorporate these strengths in your current role or future job applications.

Develop Your Areas of Growth:

- Identify skills or areas needing improvement.
- Create a plan for development, such as training or seeking mentorship.

Career Alignment Check:

- Assess how your strengths and credentials align with your career goals.
- Research roles that match your skill set and career aspirations.

Showcasing Your Strengths:

- Update your LinkedIn profile and resume to highlight your key strengths and achievements.
- Network and engage in conversations, emphasizing your unique skills and experiences.