

## **Leadership Lunch and Learn: Moving Up in Your Career – Toolkit**

*Watch the webinar [here](#)!*

### **Key Takeaways**

- Leverage your network - Follow-up with people you meet with a personalized email and connect with them on [LinkedIn](#). Consider what you want the summary on your LinkedIn profile to say about you.
- Ask yourself 4 questions when considering a new position:
  1. Am I excited about this role?
  2. What are the one or two strengths I have that will allow me to be successful in this role?
  3. What are one or two new experiences I'm going to get from this new role?
  4. Who am I going to be working with and for?
- Create a career map – Every few years think about what kind of role you'd like in 5 years. Consider what skills and experiences those roles need. Assess yourself against those skills and experiences and try to look for one to two moves from where you are to that role that will help you develop those skills. Use the map as a guideline. You still need flexibility but the map will help provide parameters.
- Utilize personality assessments to get a better grasp on who you are, how you tick, and your strengths and weaknesses:
  1. Myers Briggs
  2. Insights Assessments
  3. 360 degree reviews
  4. Ask for feedback!
- Book suggestions:
  1. [Multipliers](#), by Liz Wiseman with Greg McKeown
  2. [The It Factor](#), by Mark Wiskup
  3. [Quiet](#), by Susan Cain