# SELLING YOUR SKILLS

# CHECKLIST - ARE YOU READY?

Here is a Checklist you can use to make sure you are ready for any career conversations that may lead to opportunities for you to advance your career. Remember, not all career conversations are formally scheduled… some just happen along the way, but may provide unique situations that you can take advantage of.

If you are unsure, you can review the 2 x Worksheets in this module, and continue asking questions and researching.

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|  | I know what transferable skills I have now, and I am working on developing more |
|  | I have researched the skills required for my next career move |
|  | I have some career stories that I can share naturally that will let others know of my skills and achievements, without sounding like I am bragging |
|  | I am open to the idea of building a future self time capsule as a way of recognising how much I have achieved |
|  | I have imagined and practiced having career conversations that will bring me new opportunities to advance my career – I may have even scheduled a career conversation with my manager to let them know my ambitions |
|  | I have reflected on how imposter syndrome shows up in my life |
|  | I have tried some ways of asking for support or reassurance at work to avoid getting stuck with imposter syndrome |
|  | I am regularly talking with others about my career ambitions and plans, so that I may receive support, encouragement and feedback along the way |