

STEP 5: BUILD

A companion workbook to help you identify opportunities for advancement.

Sample Only.

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BEYOND
GRADUATE SCHOOL

Build: Identify Opportunities for Advancement
Published by The Center for Graduate Career Success
PO Box 6811 Denver, CO, 80206

www.beyondgradschool.com

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Welcome!

This module will help you examine current career choices, identify new opportunities to advance your career, understand workplace culture, and build collaboration and teamwork skills.

Professionals change jobs every three to five years, which means your first job out of your master's degree program won't be your last. Rather, it will be a building block you can use to build the career you want. During the next six months to a year, it will be important for you to reflect and evaluate your career choice: is the work intellectually engaging? Is the company the right fit for who you are? What other skills might you need to develop to continue to grow and advance in your career?

Lessons in this module are designed to help you design a plan for long-term career success. You'll have an opportunity to consider characteristics and attributes employers value in employees, and how you can incorporate these skills in your day-to-day work.

Explore the video lessons to learn how to:

- **Build relationships** for career success.
- **Demonstrate integrity, honesty, and build trust** with your employer.
- **Apply leadership, teamwork, and collaboration skills** in the workplace.

Each lesson is accompanied by guiding questions and exercises in this workbook to help you apply what you've learned.

We recommend that you type out (or write out!) your answers as you go.

Happy learning!

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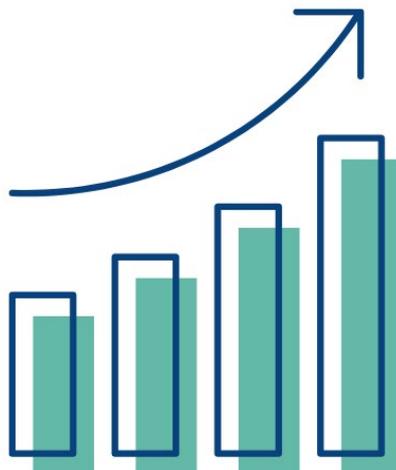
Lesson 1

Making the Most Out of Your Next Opportunity

Learning objectives

At the end of this lesson, you will be able to:

1. Apply strategies to successfully navigate the first 90 days of your new position.
2. Identify opportunities for advancement and growth at your place of employment.
3. Recognize the importance of professional development in building skills for career success.



Questions to Consider

After watching Lesson 1 at this link: <https://institutions.beyondgradschool.com/module-1/making-the-most-out-of-your-next-opportunity/>, answer the questions below and complete the exercises on the next pages.

What are some strategies that you can use to be successful in the first 90 days of a new position?

What are some examples of opportunities you can seek out at work to advance in your career?

Why is professional development important for career success?

Exercises

Make a Plan for Building Your Career

The first step in making a plan for building your career is to identify resources you can use to continue to build and grow as a professional. These could be podcasts, industry publications, or certifications.

Do some research and make note below of podcasts to listen to, industry publications to subscribe to, and certifications that would help you build your career.

Next, make time in your calendar to stay up to date on industry trends and/or complete certifications. To help you do this, we've created space below to list the tasks you will do to help build your career and set due dates for these tasks. Be sure and add these tasks to your calendar.

Tasks to Complete

Due Date

Task 1:

Task 2:

Task 3:

Task 4:

Task 5:

Task 6:

