

## Growing Your Career

### *Skills for Conducting Internal Growth Opportunities and Promotions*

Taking control of growing your career is the key to success in most companies. Critical to successfully obtaining opportunities for growth are the skills related to identifying opportunities, preparing your paperwork that will market your capabilities and to interview in a manner that puts you ahead of the competition.

This course focuses on the key elements of clarifying your career goals, designing your search, building communication and resume materials, networking for success, and building the skills to interview, win and negotiate for the best opportunities.

Methods for adapting searches, paperwork and networking to multiple environments, including global, is a specialty of the approaches taught.

**Module length:** 2 days

#### **Selected skills the participant will master include:**

- Clarifying your professional objective
- Creating a communications strategy for internal searches
- Developing your resume
- Defining your target market
- Creating and executing a networking plan
- Building stories that demonstrate your unique expertise that will be in your resume and during interviews
- Behavioral interviewing skills that communicate your value to the business and each new opportunity
- Negotiating a new position and transitioning to the new job

**Course Materials:** *Growing Your Career: Skills for Conducting Internal Growth Opportunities and Promotions* Student Guide, 150+ pages; and *Competency-Based Interviews* by Robin Kessler.

