

Taking Action: Level-Up Options

The following provides you with potential level-up actions you can take during the final step of Level 1. By completing these developmental professional experiences, you will enhance your skills in the career competencies you are focusing on. We encourage you to choose 1-2 options for each competency. You can choose from the ideas below or come up with your own. Discuss your plan with your direct supervisor so they may better support your growth.

****Don't forget to record these experiences in your *Work+ Accomplishment Tracker* once completed.**

Career Competency	Level-up Actions
Communication	<ul style="list-style-type: none"> o Volunteer to lead a staff meeting or training. o Connect with your supervisor about opportunities to conduct presentations for your department or represent your employer at tabling or events. o Review your employer's website and identify areas where information could be more clearly written. Present your findings to your supervisor and offer to assist with updating the content. o Request to be cross trained in tasks that require high levels of oral and written communication such as answering phones or responding to email inquiries. o Volunteer to be the presenter for a group project at your job or in your classes.
Critical Thinking	<ul style="list-style-type: none"> o Create a list of tasks you regularly need to complete in your job or personal life. Use your critical thinking skills to determine the most streamlined way to accomplish those tasks. Set a meeting with your supervisor to discuss and get feedback. o Identify the top three issues or questions you encounter at work. Develop ideas and recommendations to better address these or even prevent them from continuing to come up. Share your recommendations with your supervisor and offer to support implementation of your ideas with the rest of the team. o Ask your supervisor to review data such as monthly reports or surveys from events/services. Study the data and come up with recommendations on how to improve or enhance services based on the trends you are seeing. o Think back to a recent project or situation at work that you feel could have gone better. Spend time to reflect on missteps you may have taken and how you might handle a similar situation in the future. Review your thoughts with your supervisor.

<p>Equity & Inclusion</p>	<ul style="list-style-type: none"> o Attend a multi-cultural event at ASU to learn more about different cultures. o Identify key resources offered by your department and develop recommendations about how those services could be more inclusive. o Set up time to meet with individuals that you work with who have different life experiences or that come from a different background. After each meeting, write a reflection that details what you learned and how you will use this knowledge to be more supportive and inclusive of your team and those you serve as part of your position. o Conduct research on helpful trainings related to diversity, equity and inclusion. Coordinate with your supervisor to offer the training for you and your teammates.
<p>Leadership</p>	<ul style="list-style-type: none"> o Conduct an informational interview with your supervisor or another leader you look up to. Write a reflection of your key takeaways and how you might incorporate their advice into your work. o Step up as the point person who will lead a project either at work or in your classes. o Join a student organization and consider taking on a leadership role. o Offer to train or mentor new employees who have recently been hired.
<p>Professionalism</p>	<ul style="list-style-type: none"> o Create a Pinterest board that highlights appropriate work attire for your job. Ask your supervisor if you can present it to your teammates. o Conduct an audit of your social media and address anything that does not represent you in a positive light. o Observe others whom you feel have a strong professional image. Write down your observations and develop an action plan to implement those characteristics into your work. o Review the last 5 emails you've sent for work or school. Assess the level of professionalism within your writing and identify any areas you might want to improve on such as ensuring you utilize professional greetings, utilizing language that is not overly casual, or monitoring the use of emojis and/or text jargon. Ask your supervisor or a peer to review your professional writing and give you feedback on the tone, to ensure it fits the audience.

<p>Teamwork</p>	<ul style="list-style-type: none"> o Conduct research on team building activities. Ask your supervisor if you can facilitate the activity with your teammates at your next staff meeting or team retreat. o Complete an assessment of your work style. Complete a reflection on how you might work better with your teammates based on what you now know about yourself. Here is a great assessment to use: https://mycreativetype.com/ o Identify ways that your team can better collaborate and communicate. Present your ideas to your supervisor for possible implementation.
<p>Technology</p>	<ul style="list-style-type: none"> o Utilize a LinkedIn Learning course or other online tutorial to learn a new technology platform. o Take the initiative to learn a new technology utilized by your employer. Develop 3 recommendations about how it could be utilized more fully or to better serve customers. o Conduct training on helpful technology for your teammates. o Identify 1 or 2 ways that technology could help automate or improve a process or service at your employer. Develop a presentation outlining your recommendations and present to your supervisor or the team.
<p>Career & Self-Development</p>	<ul style="list-style-type: none"> o Meet with an ASU Career Advisor to discuss your career goals and develop an action plan to accomplish those goals. o Log on to Handshake, complete your profile and enter your career interests. o Register on ASU Mentor Network, explore the community and reach out to at least one new connection. o Create your profile on LinkedIn, begin to build your connections, follow companies and organizations of interest. o Complete a LinkedIn Learning course to enhance your job specific skills. o Practice your interview skills virtually with InterviewStream.