CAREER ACTION GUIDE FOR WOMEN

# Turning advice into specific moves

A concise recap for your next career conversation

## 01 Make the path explicit

Ask what success at the next level looks like, what evidence you need and who decides. Confirm the milestones in writing.

## 02 Build the case before the ask

Document results and business impact. Name the request: pay, title, scope or opportunity. Pitch the role you want.

## 03 Practice the conversation

Role-play with a trusted counterpart and ask for feedback. If the answer is “not yet,” ask what must change in six months.

## 04 Seek a mentor and make the connection

Reach out to someone in the industry whose work you admire. Use development programs to start a real conversation.

## 05 Make your results visible

Share outcomes with people who influence decisions. Ask for input and keep your career goals in the conversation.

## 06 Negotiate the work outside your role

Ask who will see it, what you should stop and how it supports advancement or pay. Propose rotation or shared ownership.

**YOUR NEXT MOVE**

Choose one action. Name the person and set a date.

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LEADERSHIP ACTION GUIDE FOR EVERYONE

# Ways to pay it forward: move from mentor to sponsor

Everyday behaviors that make support visible

## Mentors offer advice. Sponsors advocate for you when you are not in the room.

### VISIBLE SPONSORSHIP

#### Put her name forward

Advocate for her when opportunities come up and she is not in the room.

#### Recommend visible work

Nominate her for stretch assignments that show her capabilities.

#### Open important rooms

Invite her into conversations where leaders shape opportunities and decisions.

#### Track the outcome

Follow through on what your advocacy helped her access or achieve.

### VISIBLE SAFETY

#### Invite other perspectives

Ask for other views before sharing your own. Make space for people to answer.

#### Credit the originator

Name the person who contributed the idea when you repeat or build on it.

#### Respond with curiosity

Meet disagreement with questions and interest rather than defensiveness.

#### Notice missing voices

Watch for interruptions and people who others overlook or sideline.

**A PROMPT FOR YOUR NEXT MEETING**

Whom will I advocate for? Whose perspective will I invite?