

WELCOME



NALP 2024
ANNUAL EDUCATION
CONFERENCE
APRIL 16 - 19
Boston, MA Hynes Convention Center

Looking for Your Next Big Move: Reinventing Your Career Worksheets

Presented by

- *Diana Ross, Director of Talent Management (Attorney Careers), Paul Hastings LLP – dianaross@paulhastings.com*
- *Sandra Bang, Executive Coach and Consultant, Sable Group LLC – sandra@sablegroupconsulting.com*
- *Shilpa Patel, Senior Legal Project Manager, Foley Hoag LLP – spatel@foleyhoag.com*
- *Amy Wegener, Executive Coach and Consultant, AB Wegener LLC – amywegener@amywegener.com*

NALP 2024: Looking for Your Next Big Move: Reinventing Your Career

Introduction

Where are you now?

- I am content here and now.
- I am curious.
- I am thinking about making a career move.
- I am going to make a career move within a year.
- I am definitely going to make a career move within a year.

Overcoming Imposter Syndrome

In what type of career-related situations do you feel imposter syndrome?

Feelings of imposter syndrome are not typically based on facts. With this awareness, how can you use facts to overcome these feelings and move forward when placed in these situations?

Embracing an Abundant Mindset

What career related experiences and opportunities are you grateful for?

What in the past worked for you to shift from thinking into taking action?

Creating Self-Awareness

What is your Ikigai (Japanese concept referring to something that gives you a sense of purpose, a reason for living)?

What are your skills/strengths that you would love to utilize in your next role?

Putting Yourself Out There

What new roles are coming into the legal industry that interest me?

What new skills do I need to develop?

NALP 2024: Looking for Your Next Big Move: Reinventing Your Career

What's Next?

Write down a SMART goal for yourself.	
Who do you need on your Board of Advisors?	
On whose Board of Advisors are you sitting?	
My Next Step(s)	
My Accountability Partners	

NALP 2024: Looking for Your Next Big Move: Reinventing Your Career

Checklist for Your Career Reinvention

Overcoming Imposter Syndrome

- ✓ Identify the root causes of why you are not changing careers.

Embracing an Abundant Mindset

- ✓ Reflect on what you want in your life in the near term and what your new career or job looks like in that context. Write a description of what that life and new career or job looks like.
- ✓ Write a letter from your future self that describes how you achieved your goals and your excitement about what you have achieved.
- ✓ Tap into your resources (friends, mentors, coaches, advisors, etc.) to talk about what you are looking to do next. They will help you spark new ideas or take action to move towards achieving your goals.
- ✓ Research new careers or jobs that align with your new job description.
- ✓ Consider what new jobs are being created in the next few years that interest you.
- ✓ Visualize and write a description of the new ideal role that you want and aligns with what you want to do next.

Creating Self-Awareness

- ✓ Reflect on things you have liked and disliked about your current or previous positions.
- ✓ Identify what motivates you: Opportunities for growth? A new industry/type of company? Strong work relationships?
- ✓ Inventory and assess your experience and skills. Where are these opportunities for growth or improvement?
- ✓ Identify your non-negotiables: Salary? Benefits? In-office/remote? Work you are no longer willing to do?

Putting Yourself Out There

- ✓ Talk to trusted colleagues about your career vision.
- ✓ Conduct informational interviews with people who are doing the work that interests you. Ask them for referrals to other people with whom you can speak about the work that interests you.
- ✓ Continue to expand your network and make connections to learn more about new jobs and career opportunities.
- ✓ Research companies that interest you and proactively reach out to them to learn about their organization. Leverage your network to make connections at these companies.
- ✓ Speak to career advisors, professional coaches, mentors and accountability partners about your vision and to help you stay on track. Get a mentor from the NALP or PDC community.
- ✓ Consider training, volunteering, or job shadowing to expand your skill set to align with your new job description.

Additional Checklist

- ✓ Identify an accountability partner to help you stay on track.
- ✓ Update your resume and LinkedIn to reflect your experience and how your current work is transferable to your next career.
- ✓ Take calls from recruiters about jobs that sound interesting. Recruiters are in the business of helping people find new jobs. Share with them what you want to do next.
- ✓ Become a thought leader on the topics or careers that are of interest to you. Write an article, post meaningful content on LinkedIn, and speak at a webinar or conference on a topic that appeals to you.