

Career

Development Toolkit



Self-advocacy is speaking up for yourself to represent your interests. By doing so, you influence decisions that impact you. In order to self-advocate, it's important to know yourself, know your needs, and know how.

Know Yourself!

- Be aware of your strengths, weaknesses, and value to the team.
- Know what led to your success in the past, including tools and techniques.
- Have goals in mind. Share your goals with others regularly. They might also advocate for you!

Know Your Needs!

- Supportive work environment
- If something isn't clear to you, ask questions.
- Clear objectives from your supervisor
- Personal opportunities for improvement, strengths, and contributions
- Training and professional development

Opportunities for Self-Advocacy at Work:

- A desirable project arises
- A promotional opportunity
- Time or support to complete tasks
- Accommodations for your success
- You are being treated unfairly

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Know How



1. **Prepare.** Think of what you want to accomplish. What value do you bring to the organization?



2. **Research.** Ask peers that have similar interests as your own what worked for them?



3. **Schedule.** Schedule a meeting with your supervisor to discuss your requests.



4. **Be direct.** State firmly, clearly, and politely what you would like to accomplish. Be assertive rather than aggressive.



Some instances of self-advocacy can be inherently confrontational. Remain calm, stick to facts, and try to collaborate to find benefits for all involved .

Now, be **GREAT**, Self-Advocate!