

# 12 Week Planning Guide

A recommended plan for students  
to optimize their Work+ experience.

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RESOURCE	Assessment



# Level 1: Learn, Identify, Level Up

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## Week 1 – 60 minutes

- Complete the Work+ Welcome module
- Complete the Learn module

## Week 2-4 – 40 minutes/week (120 min)

- Complete the Identify module
  - Complete the Identify module content
  - Brainstorm and enter experiences into the Work+ Accomplishment Tracker (column B)
  - Set up time to review your accomplishment tracker with your supervisor (recommended)
  - Submit the request form to complete the SkillSurvey self-assessment (linked in Identify module)
  - Complete SkillSurvey self-assessment and submit
  - Review SkillSurvey report

## Week 5-11 – 35 minutes/week (240 min)

- Complete the Level Up module
  - Complete the Level Up module content
  - Choose 1-2 competencies to focus on during level-up phase
  - Use level-up recommendations to create a plan to take action on identified competencies
  - Review what action you will take to level-up with your supervisor (recommended)
  - Take action on level-up experiences
  - When completed, add actions taken to your accomplishment tracker

## Week 12 – 30 minutes

- Finalize any action items (level-up activities, accomplishment tracker completion)
  - Submit the link to your Work+ Accomplishment Tracker in the Canvas course to verify the completion of Level 1

## Off the pathway activities include but are not limited to

- Finalize any action items (level-up activities, completing your Work+ Accomplishment Tracker)
- Schedule an appointment with a Career Coach
- Complete a LinkedIn Learning course

\*It is recommended that students complete 3 off the pathway activities during this time

# Level 2: Storytelling

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## **Week 1-2 – 30 minutes/week (60 min)**

- Complete the Storytelling: Foundations module

## **Week 3-5 – 30 minutes/week (90 min)**

- Complete the Storytelling: Identify and Craft module
  - Add at least one accomplishment to the Work+ Accomplishment Tracker
  - Develop at least 1 story from your accomplishments in the Work+ Accomplishment Tracker

## **Week 6-8 – 30 minutes/week (90 min)**

- Complete the Storytelling: Share module
  - Add an additional 2-3 accomplishments to the Work+ Accomplishment Tracker
  - Develop an additional 2-3 stories from the Work+ Accomplishment Tracker
  - Take some time to write, record, or share a professional story with a peer for feedback

## **Week 9-10 – 30 minutes/week (60 min)**

- Complete SkillSurvey Assessment
  - Submit the request form to complete the SkillSurvey self-assessment
  - Supervisor assessment
  - Review Career Readiness Report with supervisor (recommended)

## **Week 11-12 – 15 minutes/week (30 min)**

Complete Storytelling: Listen and Learn module

- Complete and submit link to the Work+ Accomplishment Tracker with 5+ accomplishments/stories filled out

## **Off the pathway activities include but are not limited to**

- Finalize any action items (level-up activities, completing the Work+ Accomplishment Tracker)
- Schedule an appointment with a Career Coach
- Complete a LinkedIn Learning course

\*It is recommended that students complete 4 off the pathway activities during this time