

I. External Sources

A. NALP

1. Elected positions - starting with something like Nominating Committee, Conference Planning, or Regional Resource Coordinator, then moving on to the Board potentially
2. Volunteer Positions - Head a Section or Interest Group
3. Present at a conference or do a webinar
4. Write an article for the NALP Bulletin

B. City Groups

1. Put yourself forward for a board role or lead a committee
2. Volunteer to plan a program or present
3. Offer to collect data or put together a survey helpful to the whole group
4. Represent the group at bigger events, like the NALP conference

C. Bar Associations

1. ABA
2. State/county/city
3. Offer programming for the membership - like a resume review workshop, networking presentation, or “second career” discussion
4. Attend conferences, seminars, or lunch meetings on behalf of your school or firm

D. Community Organizations/Boards

1. Check out local boards like the zoning, zoning appeals, parks and recreation, police and fire support, architectural review boards
2. Volunteer orgs need leadership: CASA, YWCA, Red Cross, homeless and runaway shelters, museum and arts councils, farmers market boards, charity foundations like Make-A-Wish, Hunger Alliance, Dress for Success
3. Boards of Trustees for local government
4. School Boards

E. Professional Development Consortium

1. Serve on task force, write an article or speak at the annual conference.
2. Participate in or lead your local PDC group.

F. Society for Human Resources Management

G. Association for Legal Administrators

H. Career coaches

I. LawClinic Digest

J. Trade newsletters

1. Subscribe and read regularly
2. Contribute an article or editorial

K. LinkedIn

1. Update your profile regularly with accomplishments
2. Be an active user by posting articles and links
3. Find new people to link to and write them notes explaining why you are reaching out

L. Local Chambers of Commerce

1. Join a networking group in your area of interest or with others at your professional level.
2. Seek out speaking opportunities that highlight your expertise.

II. Internal Sources

A. Trainings/Classes

1. Attend internal training opportunities,
2. Request trainings or speakers you want
3. Present a training to your constituents, or to another group of staff in your school or firm
4. Ask if your employer will support on-line learning systems like Lynda

B. Committees

1. Join: Look for firmwide or campus wide committees not specifically related to your department but where your skills may be useful (e.g., innovation, project management, community engagement).
2. Support
3. Attend events: In firms, the marketing department and various practice groups will host events that you may not be required to attend but will help you learn more about the firm or other areas of expertise and help you develop new relationships.
4. Look across departments/across campus

C. Mentor/Sponsors/Allies

1. Doesn't have to be someone who looks like you!

D. Other Departments

1. Set up a regular lunch with one or two at a similar level in another department
2. Meet monthly with people at your title level to catch each other up on what is happening in your departments
3. Offer to help at events or on projects where collaboration makes sense

III. Self-Guided Development

A. Books

1. Consider starting a book club focused on non-fiction and invite women and men in similar professional positions to share ideas and thoughts with each other
2. Fierce Conversations by Susan Scott

3. Leadership and Self Deception: Getting out of the Box: The Arbinger Institute
4. Love Your Job: The New Rules for Career Happiness by Kerry Hannon
5. Move the Needle: Get Clear, Get Free, and Get Going in Your Career, Business, and Life by Joe Sweeney

B. Podcasts

1. This Is Your Life With Michael Hyatt: Hyatt, a former publishing house CEO, gives highly practical tips on how to boost your energy, become a morning person, escape perfectionism, delegate effectively (even without a team!), and say no with ease. Sounds amazing, right? His podcast is now in its sixth season so you can scroll through and find an episode for almost any current career challenge.
2. Being Boss: Practical advice for everyone out there trying to create their dream jobs, whatever that may be. In short, it's for leaders who want to be the boss of their own lives and careers—and don't want to wait any longer to get started.
3. Courtney Sanders Show: On The Courtney Sanders Show (formally known as The Think and Grow Chick Podcast), host Courtney dives into entrepreneurship, finances, spirituality, and personal growth topics that are sure to kick you in the butt to chase your goals.
4. Claim The Stage: This podcast is dedicated to women everywhere who want to get on stage and be heard, but the advice is perfect for everyone! The host interviews professional speakers, authors, speaker bureaus, thought leaders, entrepreneurs and creatives who all have something to say about finding and using your voice.
5. Creating Espacios: a Forbes podcast hosted by Barbara Gonzalez and Vivian Nunez. The collection of conversations is an amazing resource for current or aspiring entrepreneurial women, and provides invaluable information for those wanting to learn more about the media or startup world.
6. Style Your Mind: a must-listen for any female entrepreneur. Cara Alwill Leyba provides practical, actionable and results-driven mindset and business tips every episode. She puts her guests at ease and features high-caliber experts who will push you to do better and think differently about your life and business consistently.
7. How I Built This: Do you ever wonder how some of the world's largest brands were created? This show illuminates the humble beginnings of brands like Patagonia and Cliff Bar. Learning how companies like these were started from the ground up is incredibly inspiring, and provides a necessary reminder that business leadership starts from the bottom.
8. The Broad Experience : Billed as “a conversation about women, the workplace, and success,” New York-based journalist Ashley Milne-Tyte's comprehensive show tackles everything from racial discrimination and sexual harassment at work to learning how to delegate and be more productive.
9. Many, many, many more!

C. Self-assessment tools (i.e., Myers Briggs)

1. Myers-Briggs: You'll have to pay \$50 to take the real test, but there are [plenty of imitators on the Internet](#).
2. Keirsey Temperament Sorter: This [personality assessment](#) is based on Keirsey Temperament Theory, which divides people into four “temperaments:” guardian, idealist, rational, and artisan. The assessment measures how people communicate and what their actions tend to be.

3. CliftonStrengths (f/k/a StrengthsFinder): The basic philosophy behind [CliftonStrengths](#) is that everyone has natural talents and that we'll get the farthest in life if we focus on elevating our personal strengths, rather than trying to balance out our weaknesses. StrengthsFinder lists 34 potential strengths, and after taking the assessment, you'll get to see and learn about your top five with in-depth information and suggestions for using your strengths in your life and work.
4. [Hogan Assessment](#) Hogan assessments are a comprehensive set of tools that measure your strengths, weaknesses, values and problem-solving skills. They are specifically geared towards employee and leadership development. Hogan can be a useful tool for a departmental or office development program.
5. The Four Tendencies. This [quiz](#) and book by Gretchen Rubin will give you insight as to how you respond to internal and external expectations and will help you set up situations in ways that will help you achieve your goals.
6. Emotional Intelligence. Emotional Intelligence is the ability to identify and manage your emotions and can be instrumental in career success. There are multiple Emotional Intelligence tests available.