MONEYONLINERS CAREER ACADEMY

Lesson 26 Workbook

Workplace Communication Skills That Can Improve Your Career

Module 4: Growing Your Career & Income

Focus: workplace communication skills

Purpose of This Workbook

Use this workbook to turn the lesson into practical career decisions and actions. Write specific answers based on your own goals, experience and circumstances. Revisit your answers as your career develops.

My Lesson Goal

By the end of this lesson, what do I want to understand, decide or improve?

Notes

Workplace Value Audit

• What results have I produced recently?

Notes

• Where have I made work easier, faster or better?

Notes

• What responsibility am I ready to take next?

Notes

Growth Conversation

- What feedback do I need?

Notes

- What evidence supports a promotion or pay discussion?

Notes

- What outcome and alternatives will I prepare?

Notes

90-Day Improvement Plan

- Choose one skill to improve.

Notes

- Choose one visible result to deliver.

Notes

- Choose one relationship to strengthen.

Notes

My Action Plan

Turn what you learned into a small number of clear next steps.

Action	Deadline	Evidence of Completion

Key Lesson I Want to Remember

Notes

Career decisions depend on your goals, location, industry, qualifications and circumstances. Use this workbook for education and planning, and verify local employment or professional requirements when needed.