



Welcome, SHRM Workshop Participants!

Career Pathways to Leadership: Empowering Growth for Individuals and Organizations

Thank you for joining me at my SHRM session. I'm incredibly honored to have shared this space with passionate HR professionals who are committed to empowering growth—both in themselves and in the people they lead.

This workbook is your take-home guide to help you apply what we explored together using the RISE framework:

Reflect – Invest – Strategize – Elevate.

In the following pages, you'll find practical, easy-to-use tools aligned to each stage of the RISE framework. These resources are designed to help you drive clarity, development, and impact—whether you're working on your own career progression or guiding someone else on their journey.

Each tool reflects the core belief behind this session: that leadership is not just a title, but a pathway built with intention, growth, and action.

Please use these tools as you see fit—in 1:1s, coaching conversations, team development plans, or even your own personal growth strategy. And remember, the most powerful way to lead is to invest in your own development and help others do the same.

Let's keep growing—on purpose and with heart.

With gratitude,

Scott Bruce

Workshop Facilitator | Founder, HiPo People

Welcome to the RISE Framework

Great leadership doesn't happen by accident—it's built with intention. The RISE Framework is a practical, human-centered model designed to help you grow your career with clarity, confidence, and purpose.

RISE stands for:

Reflect –

Understand who you are, what drives you, and where you're starting from.

Invest –

Focus on growing your skills, network, and experiences.

Strategize –

Align your goals with actionable plans and measurable milestones.

Elevate –

Show up as a leader, create impact, and influence others from any seat at the table.

This workbook gives you a set of powerful tools to walk through each stage of RISE. Whether you're just starting your leadership journey or looking to level up, these tools are designed to be flexible, personalized, and repeatable.

Use this guide at your own pace. You can work through it in sequence or revisit certain sections when you need a reset. Each tool is intentionally crafted to spark insight, build momentum, and inspire action.

So let's begin.

Because your growth doesn't just happen—it's time to RISE.

Reflect: Know Yourself to Grow Yourself

The first stage in the RISE Framework is Reflect. This is where your journey begins—by understanding who you are at your core. In this stage, you'll take time to uncover your personal values, strengths, motivations, and patterns. Self-awareness is the foundation of personal and professional growth, and it's what allows leaders to show up intentionally and authentically in their work.

Tools You'll Use in Reflect

Self-Reflection Worksheet

This worksheet helps you identify your top strengths and core values, offering clarity on what drives your decisions and behaviors.

Self-Reflection Worksheet

This worksheet is designed to help you reflect on your strengths, values, and motivations. Use this tool weekly or monthly to deepen your self-awareness and align your career journey with your personal drivers.

1 Strengths Inventory

List 5 strengths you believe you bring to your work or team:

- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____
- ☒ _____

2 Core Values Checklist

Circle the 5 values that matter most to you:

- ☒ Integrity
- ☒ Growth
- ☒ Creativity
- ☒ Compassion
- ☒ Achievement
- ☒ Balance
- ☒ Learning
- ☒ Respect
- ☒ Teamwork
- ☒ Independence
- ☒ Innovation
- ☒ Service

3 Motivation Triggers

Describe 3 situations when you felt highly motivated at work and what triggered that feeling:

Situation 1:

✓ Trigger:

Situation 2:

✓ Trigger:

Situation 3:

✓ Trigger:

4 Energy Snapshot

Complete the sentence: 'I feel most energized when...'

5 Weekly Reflection Prompts

What was your biggest win this week?

What challenge helped you grow?

When did you feel most aligned with your values?

What will you do differently next week?

Invest: Grow What Matters Most

Once we've reflected on who we are—our strengths, values, and motivations—it's time to Invest in our growth. This stage is all about identifying opportunities to stretch, build skills, and grow through intentional development.

Think of this phase as planting seeds. When we align our efforts with areas that matter most, we cultivate capabilities that not only enhance our performance but also prepare us for leadership opportunities. Whether through mentorship, learning experiences, or on-the-job challenges, the goal is to take action that moves us forward.

Why Invest?

In today's dynamic workplace, those who grow are those who get noticed. Investing in yourself shows initiative, resilience, and future potential. It's not just about doing more—it's about doing the right things that align with your goals and values.

"Growth begins when we step outside our comfort zone and commit to something greater than the status quo."

Tools You'll Use in the Invest Stage:

This worksheet is designed to help you reflect on your strengths, values, and motivations. Use this tool weekly or monthly to deepen your self-awareness and align your career journey with your personal drivers.

1 Mentorship Planning Template

Identify potential mentors, plan your outreach, and set intentional goals for monthly growth conversations.

Mentorship Planning Template

Purpose: This template is designed to help you build a personalized mentorship map by identifying ideal mentor traits, targeting potential mentors, planning outreach, setting monthly goals, and reflecting on your mentorship journey.

Mentor Qualities Checklist

- ☒ Experienced in my desired career path
 - ☒ Offers constructive feedback
 - ☒ Willing to invest time regularly
 - ☒ Shares similar values or leadership style
 - ☒ Connected within my industry or organization
 - ☒ Encouraging and supportive
-

Target Mentor List

Use the table below to list 3–5 potential mentors and why each is a good fit:

Name	Why they are a good fit	Contact Info

Monthly Mentorship Goals

Outline your top mentorship goals for the next three months:

Month	Goal
Month 1	
Month 2	
Month 3	

Reflection After Mentorship Touchpoints

Use this space after each meeting to reflect on insights gained and next steps:

Meeting Date: _____

What did I learn?

Next Steps:

Strategize: Turn Vision into Action

The Strategize stage is where clarity turns into commitment. After discovering your strengths in Reflect and identifying development opportunities in Invest, it's time to chart the course forward.

Strategizing is about setting a clear, focused roadmap toward your career goals—one that aligns your personal aspirations with organizational needs. This stage ensures that your energy is channeled with intention, and that you're taking proactive steps each quarter to close skill gaps, build influence, and prepare for future opportunities.

In this stage, you'll learn how to set milestones, track progress, and have productive conversations with your manager or mentor about your future path. Strategic planning turns potential into performance.

In this section, you will complete:

12-Month Career Roadmap

Break your goals into quarterly skill-building targets, success metrics, and milestone check-ins to create a focused year of progress.

RISE: Strategize – 12-Month Career Roadmap

Purpose: To define quarterly goals and actions aligned with professional development and leadership growth.

This worksheet is designed to help you reflect on your strengths, values, and motivations. Use this tool weekly or monthly to deepen your self-awareness and align your career journey with your personal drivers.

Year-at-a-Glance Grid

Quarter	Skill-Building Targets	Success Metrics	Milestone Tracker	Notes/Reflection
Q1				
Q2				
Q3				
Q4				

Elevate: Amplifying Impact from Where You Are

The Elevate stage is about embracing your current role as a platform for influence, visibility, and leadership. Whether you have a formal title or not, this phase encourages you to step up, showcase your contributions, and make a positive impact on your team and organization. True leadership is not about hierarchy—it's about initiative, authenticity, and service.

Tool You'll Use in This Stage

This worksheet is designed to help you reflect on your strengths, values, and motivations. Use this tool weekly or monthly to deepen your self-awareness and align your career journey with your personal drivers.

1. Impact Statement Builder

Craft compelling narratives that highlight your accomplishments, key results, and the value you bring to your role. This tool prompts you to use leadership language and measurable outcomes that align with your career aspirations and brand.

Impact Statement Builder

Purpose: To help individuals clearly articulate their contributions, outcomes, and value in leadership-oriented, results-based language.

1. 1. Headline Prompt

"In one sentence, what impact have you made recently?"

3. Quantify Your Impact

Add data, percentages, time saved, revenue gained, etc. E.g., Reduced onboarding time by 25%, saving 10 hours monthly.

2. STAR Breakdown (Situation, Task, Action, Result)

- ✓ **Situation:** What was the context?
- ✓ **Task:** What was your responsibility?
- ✓ **Action:** What did you do?
- ✓ **Result:** What changed because of your effort?

4. Leadership Language Checklist

- ✓ Did you use strong action verbs?
- ✓ Did you highlight collaboration or innovation?
- ✓ Did you show initiative or influence

5. Final Draft Box

Use this space to write your polished impact statement for a resume, performance review, or leadership pitch.

7-Day Leadership Activation Plan

This 7-Day Leadership Activation Plan is designed to help you put into action the insights you've gained during the SHRM workshop. Each day focuses on a core area of the RISE framework—Reflect, Invest, Strategize, Elevate—with real-world challenges to encourage implementation and personal growth.

Day 1

Reflect: Strengths & Values Review

Review your Strengths & Values Worksheet. Highlight three values that guide your work and identify one strength you'll leverage more intentionally.

Day 5

Strategize: Career Roadmap Draft

Sketch out the first two quarters of your 12-Month Career Roadmap. Set one success metric and one milestone for each.

Day 2

Reflect: Purpose Journal Entry

Write a 5-minute journal entry on what motivates you. Use the prompt: 'When do I feel most energized at work?'

Day 6

Elevate: Impact Statement

Write a 2-sentence statement summarizing a recent win or contribution. Use quantifiable results if possible.

Day 3

Invest: Identify a Mentor

Using your Mentorship Planning Template, identify one person you admire and would like to learn from. Draft your outreach email.

Day 7

Elevate: Peer Accountability

Invite a colleague to be your accountability partner. Share one goal and ask them to check in with you in one week.

Day 4

Invest: Growth Opportunity Mapping

List three growth opportunities (training, stretch assignments, etc.) aligned to your role. Choose one to explore further.

Closing Thoughts: Rise with Purpose

As we conclude this journey through the RISE framework, I hope you walk away not just with tools and strategies—but with a renewed sense of purpose. Leadership is not a title; it's a decision you make every day to elevate yourself and those around you. Whether you're just beginning your leadership path or reigniting your passion for growth, remember this: the climb begins with one courageous step upward.

You now have a foundation built on Reflection, Investment, Strategy, and Elevation. The real transformation happens not in this room—but in what you do next. Share what you've learned, mentor others, and revisit these tools regularly. Let today be the launch point for bold new chapters in your career and life.

"Rise not just to be seen, but to see what's possible." — Scott Bruce



Thank you