

Claiming Your Expertise: A Reflective Workbook for Career Elevation

Skills vs. Expertise - Understanding the Difference



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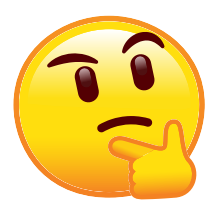
MyCareerByDesign – Beyond The Imaging Room™

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Skills vs. Expertise - Understanding the Difference

Take your time. Go deep. Be honest. Your next level starts here.

Skills	Expertise
Learned through training or experience	Built through repeated application and problem-solving
Often task-specific	Strategic, often cross-functional
Can be taught or replicated	Deeply personal and nuanced
Demonstrates what you can do	Demonstrates how you think and lead
Usually tied to a role or job	Can transcend roles and industries



Reflect:

10 people have the same skill, but each person may solve a different set of problems using that skill - Same skill, different application, different solutions.

How you use the skill, and the impact you make is your differentiator, not the skill itself.

Section 2: Skill Inventory

List 10 key skills you’ve gained throughout your career journey.

Don’t overthink it - go with what comes naturally.

Examples: project management, data analysis, stakeholder communication, analyzing data, mentoring staff, resolving conflict, designing workflow, equipment troubleshooting, regulatory compliance, SPECT/CT imaging.

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Your Skill List:

1.

2.

3.

4.

5.

6.

7.

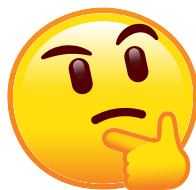
8.

9.

10.

Section 3: Extracting Expertise Choose 5 skills from the above list and reflect on how you’ve applied them in high-stakes, high-impact, or repeatable ways.

Think: challenges overcome, value delivered, or leadership demonstrated.



For each selected skill, reflect:

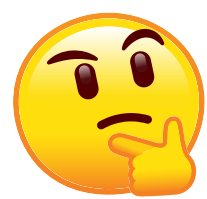
1. What complex problems have I solved using this skill?
2. What consistent results have I achieved with it?
3. How do others rely on me when this skill is needed?
4. What unique perspective or method do I bring?

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- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Section 4: Craft Your Expertise Statement

Skills become expertise when experience adds depth, pattern recognition, and impact.



Reflective Prompts:

- What’s something you do so naturally, you forget it’s valuable?
- What do people consistently come to you for, outside your job title?
- What do you know so well you could teach it without notes?
- What have you solved more than once that others struggle to figure out?
- What patterns or results show up consistently in your career?
- Who have you impacted the most, and how?
- What do people seek your advice or leadership for?
- What legacy are you already leaving - ask for feedback from friends or colleagues?

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Example:

Skill: Stakeholder Communication

Expertise Insight: I led cross-functional teams through complex imaging protocol changes; aligning physicians, technologists, and vendors, to reduce delays by 30%.

Template 1:

I led (who you influenced) _____
through (what you did - the intervention) _____;
(the result) _____,
to (measurable impact) _____.

Template 2:

I bring deep expertise in _____,
with a track record of _____
I empower/lead/support _____
to achieve _____
through _____.

Template 3:

With proven experience in _____,
I specialize in _____
to drive meaningful outcomes for _____
by leveraging _____.

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Section 5: Your Next-Level Moves

Now that you’ve clarified your expertise, what’s next? **Visualization!**



Visioning Prompts:

- What new roles, opportunities, or industries does this open up?
- How can you align this expertise with your purpose and values?
- How would you introduce yourself differently if you led with expertise, not your job title?
- What conversations or opportunities would you say yes to?
- What kind of problems would you love to solve more often?
- What are you ready to stop minimizing or hiding?

Next Steps Action Plan: Respond to the the visioning prompts above

1.

2.

3.

4.

5.

6.

Affirmation: “I honor the value of my lived experiences, my hard-won expertise, and the wisdom I’ve cultivated. I lead from who I am and the results I deliver, not just what I do.”

You are not just skilled. You are seasoned. Strategic. You're ready to lead - by design.

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And

Book a complimentary strategy call

to explore career transformation coaching designed for mid-to-late career medical imaging professionals ready to go from stuck to strategically redesigning their career with intention