



## Career Development

How do I ask for a promotion?

Career promotion is about aptitude and ambition. Every one of the executives and managers in your office has gotten to where they are by promotion, either self-given by starting a new company or by their manager for displaying a consistent effort over time. With smart preparation, the right attitude and a good support network, you will be in a strong position to take that next step.

### Talk To Your Manager

It is crucial that your boss is a key supporter of your promotion. Those who get results get ahead, so remind them of everything you do that adds real value. Discussing your ambitions with your manager also helps them to understand your goals so they can help you reach them. Don't be afraid to show initiative by asking them how you can take on more responsibility within or outside your own team in order to broaden your experience.

### Find a Mentor

Finding a mentor is one of the smartest ways to get ahead in your career. You can draw on their experience to find out how to navigate the company, and they can provide valuable guidance to advance your career. Building a strong relationship with someone higher in the company can also help to open doors; they can spread the good word about you and act as a referee when you apply for a new opportunity or promotion.

### Increase Your Skill Base

Having up to date skills and abilities to produce high quality work is essential in being considered for a promotion. Identify any knowledge or skill gaps you need to address to take on your next level role. Use your current job to acquire as many skills as you can, and volunteer for opportunities to expand your skill set. Try to help out with work from the level above you to demonstrate that you are capable of that position. The biggest favour you can do yourself is to be able to confidently state to your manager that you could hit the ground running.



## Prove Your Worth

To maximise your chances of being considered for promotion, you must first exceed expectations in your existing role. In addition to strong technical competence, earning a reputation for being a dependable, capable, hard worker is also essential. Cultivating the attitudes below will help you to stand out when a promotion is up for grabs:

- **Reliable:** Keep your promises and meet deadlines;
- **Professional:** Take responsibility for your mistakes and learn from them;
- **Proactive:** Take the initiative to improve what you do;
- **Creative:** Offer well-considered ideas and innovative solutions;
- **People-focused:** Be a team player and be willing to get involved in activities;
- **Visible:** Find ways to get yourself and your work in front of senior people;
- **Problem-solver:** Use your expertise to solve problems for others;
- **Dedicated:** Do more than is required in your own role and for your team;
- **Committed:** Give your best effort no matter how small the job; and
- **Visionary:** Believe in yourself and in the bigger goals of your team and company.

For more information about career growth and development or for CV writing and interview techniques please contact one of our friendly, dedicated consultants today or check our website for the date of our next free workshop!