



Getting THAT promotion

6 steps to help you get the promotion you always wanted

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1. Have clear expectations

Have a clear goal/goals of what you want to achieve from your new role. Focus on what you want to get out of the role in order to achieve your career goals and to ensure you meet the expectations from your employer. For example, if you have targets that need to be hit.

2. Ensure all your achievements are documented

Document all your achievements throughout the year. So, when asked why you should be given the promotion, you have factual evidence that highlights what you have done to go above and beyond your job description, and how this has contributed to the success of the company.

3. Demonstrate you have the skills needed

In order to grow within the company and exceed within your role, determine what skills you need to have in order to fulfil your next role. Once you have discovered and developed the correct skills, demonstrate that you have the right skills and that you can put them into action. For example, leadership – highlight how you can manage another person or a team.

4. Don't ask you don't get

If you don't ask for the promotion, you might not ever get it! It is important to remember that you should have a clear understanding what your progression plan is before or at the start of your role, particularly if you have the intention of staying in the company for a long time.

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5. Assumptions

Don't assume you'll get the job just because you have been in the company for a long time. If you have not shown any attributes or the time and effort you have put into your role and the company or within your team, this would suggest that you are content in your current role and perhaps there is no interest to grow within the company and take on further responsibility.

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6. Personal PR

Go above and beyond your job description, your role may evolve over time, so upping your skill set will highlight your commitment to the role and show that you are determined. This will aid you when you are looking to grow in the company and get that promotion. Networking is also key with personal promotion. The more you broaden your network with external and internal people, the more open and engaged you will seem and highlights that you can push yourself out of your comfort zone.



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