

Preparing for and Seeking Promotion

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1. The Present:

*Where are you now and why are you
here?*

- Motivators
- Strengths
- Weaknesses

2. The FUTURE:

Where do you want to be and how are you going to get there?

- Motivators (what you want)
- Goal Setting
- Write down your plan
- Discuss with your line manager
- Revisit your plan

3. Think Business first

- No such thing as Engineering project
- Business person first, Technical expert second
- Understand the link between the technical and business side of projects

4. Practice Self-Promotion

- Sell your successes
- Make sure the right people know you're doing a great job
- 'Walk the talk'
- Build a portfolio to quantify your results
- Don't be afraid to put forward new ideas
- Make a name for yourself in your industry through conferences, articles, speeches



5. Act Professionally at All Times

- Dress professionally and neatly -- even on business casual days.
- Ask questions when you aren't sure how to do something
- Keep a positive outlook on things, even when in tough situations
- Don't whine or complain - or blame others -- when things don't go your way
- Don't be a clock-watcher.

"You only have to do a very few things right in your life so long as you don't do too many things wrong". **Warren Buffett**



6. Get a Mentor (find your Yoda)



- Mentors spread the good word
- Assist you in developing beneficial relationships with senior colleagues
- Excellent source of information
- Help guide your career



7. Groom a Successor

- They can fill your shoes when it comes time for your promotion
- Find a successor
- Train them well



8. Establish a Positive Relationship with Your Boss

- Most likely person to suggest and approve your promotion
- Maintain a clean nose, not brown nose
- A professional supporter, not best friend



9. Acquire New Knowledge and Skills

- Identify an organisational/industry lack of expertise
- Perform a 'Gap Analysis'
- Acquire new skills and training



10. Ask For More Responsibility

- Discuss with your manager
- Begin to work 'at the next level'
- See challenges as opportunities
- Create your own opportunities



"This isn't helping. You haven't even discussed sly backstabbing or loathesome flattery."



Presentation available at:

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