



Get Promoted at Work – 8 tips to help **you succeed**

Make a bigger difference. Enjoy more responsibility. Get more money. Grow your skills. Experience new challenges.

Whatever your motivations for seeking a promotion at work, it's important to have a strategy to get you there.

Every company and every role will have their own specific requirements, so take time to understand them first. But there's also some general best practices that could help you to bag that perfect promotion.



1 Learn from others.

Look at others in more senior roles. What do they do well? What skills and behaviours do they use? What leadership qualities do they show? What don't they do so well (and could you learn from that too)?

Does your company ask for certain competencies or capabilities for each role? What do these competencies look like in practice? Observe others and learn from them.

2 Tell your manager (and their manager too)

They may not know that you'd like a promotion, so may overlook you when opportunities come up. If they are aware, they can open doors, give you relevant projects, or suggest useful training. A good manager should offer feedback, coaching and mentoring to help you grow too.

3 Identify the skills you need and ask for opportunities to practice them

Putting yourself in new situations will help you to get new experiences and improve. You'll learn what you enjoy doing, and where your strengths and development areas are. It's also a chance to show others what you are capable of. And you will have examples you can talk about at interviews too.

One idea you can explore is to ask to shadow or buddy with others, so that you can grow in confidence while learning from others.



4 Ask for **feedback** and learn from it

Whenever you try something new, or want to improve, ask for feedback.

Ask people who have high standards or have different perspectives from your own. Ask people you admire. Use their feedback to improve your approach. Avoid asking those who will just pat you on the back. It may be comforting. But will it help you grow? And always welcome feedback when it is offered.

5 Be **visible**

Having a strong work ethic is important for a promotion. But your hard work needs to be noticed too. Promoting your own work can feel shallow or boastful. But it doesn't have to be that way.

It's not all about sharing shiny end results. It's even more important to share what you've learned along the way.

Openly thank others who played a part in a project you were involved in. Look for opportunities to help others by sharing any learnings. Take an interest in others work. Ask leaders for tips. These are all great ways to be visible and help others, without it simply being a shameless plug.

6 Proactively **solve problems**

Don't wait for work to land at your feet. Discover problems impacting your company and come up with ideas to solve them. Can you cut costs? Save time? Improve a process? Help customers? Create your own opportunities and show what you're capable of.



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Help others do well

Leaders are not just responsible for their own work. They need to inspire and encourage others too. True leaders build others up, rather than bring them down. Think about how you can help others succeed. Ask for opportunities to mentor or coach others. Do you have expertise you can share? Can you make helpful introductions to experts in your network? Or could you share an interesting article with someone who would value it?

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Stay positive

Positive advocates of the company are motivational, great to be around and make organisational change easier. Leaders value people who have a great attitude and professionalism. Be memorable for all the right reasons.

There for every **moment**