

10 Steps to Promotion or Pay-Rise

Objective

Whatever your occupation, getting promoted or a pay-rise is a big task. 'Big' but not 'difficult'. As with most work issues, there is no rocket science involved and people with plans outperform others.

This tutorial gives you the blue-print for achieving promotion or a pay-rise within your existing company.

Tutorial

1. Start now. Devise your plan and stick to your commitments. Even if it's the first day of a new job, start now. It takes time to get recognised, let alone rewarded.
2. Make sure you pass the 'attitude' test. This is the biggest hurdle. Every day you need to be positive, prepared, punctual, willing to go the extra mile, show leadership, hard working, well presented and considerate of others. It sounds a lot but it boils down to taking pride in and being committed to your work. And doing this every day.
3. Identify problems your promotion will solve. When you get promoted, how will you tackle the problems? Focus on the people who will directly benefit from your new abilities and start letting them see what you can do.
4. Identify the 'right person' to talk to. It may not be your current boss.
5. Talk to the 'right person'. Don't wait for your employer to figure out what to do with you – that's unlikely to happen. The discussion must focus on the problems you spotted and how you can solve them. Never focus on discussing your career – instead show your commitment to helping the company succeed.
6. Ask for advice. Meet colleagues of the 'right person'. Never ask for job opportunities, they will come. Set the stage and make it easy for the right people to spend time with you. The more time you spend with others who may know more than you do, the more likely you are to encounter great opportunities.
7. Address your faults. Think about your performance and identify your faults. Work out a plan to improve and be ready to talk about it.
8. What else can you do now? Ask the person you approached if there is anything the company would like from you they feel they are not currently getting.
9. Ask the person you are speaking to how they see your future with the company unfolding. Be prepared to not like the answer, but also be prepared to present your own vision: 'How do you see my job developing over the next year?' Be aware of their body language and whether they are receptive. Keep the conversation short, upbeat and be sure to thank at the end.
10. Always keep in mind if there's something that you want, ask for it. You might not get it, but if you don't speak up, you're guaranteed not to get it.

It's not easy but it's not beyond you. If you really want to progress, start now and stick to the plan.

Take Away Points

- 1: Change your attitude and approach TODAY if you want to achieve success.
- 2: Be honest with yourself – we all find it hard to complete the above tasks, so don't shy away if you know you have a lot of work to do.
- 3: Talk to different contacts candidly and work hard to demonstrate your value continuously