

Good Career Moves: Planning Your Next Promotion

Introduction

So, you've been in your current job for a couple of years or so and you feel you need to look towards the future. Where *will* you be in three or five years?

The truth is that you will greatly improve your career prospects if you are proactive and manage your circumstances rather than sitting back waiting for opportunities to present themselves.

This short article discusses a few things you can do to advance your career with your next promotion or move in mind.

Extending Yourself

Employers want people who are conscientious, focused on their job, and who perform well ... that's their return on investment in salary and the on costs they pay to keep you employed.

Rather than just performing well in your current job, you can show you are ready for your *next* job. Don't just leave everything to chance ... you can do much better to make sure you are competitive when the opportunity presents.

Here's a list of things that will help you skyrocket your career:

Find out about your next job: Find out everything you can about the job or jobs that you aspire to attain. If time permits, this is very important and may save you moving into a dead end job or working for a supervisor from hell.

For example. What are your potential supervisor's thoughts about staff changing jobs, career development? What type of referee report does he/she provide to existing employees? What do the current employees think about the duties of the job, the supervisor, the regard in which their work unit is held by other parts of the organization?

If you find a supervisor who usually gives staff less than glowing referee reports, what will happen when you go for your second next job or promotion? Do you think this supervisor will give you a glowing report?

When I was a training manager for an Australian Government agency, I had six subordinates for several years and after a restructure finished with none. Under these conditions, if I had stayed in the job too long, when I applied for a position that required staff supervision, I'd have had no recent leadership/supervision experience. This can be a damaging career trap.

Think and plan TWO jobs ahead: This isn't always possible, but if you are working for an organization with a clear career path, plan for your second move and not just your next move. Why is this important?

Your next job will be a springboard to the second next job won't it? This being the case, you need to make sure that the types of experience you'll get in your next job will be instrumental in getting you into the second next job.

Get a copy of the job profile for the second next job and plan the types of activities and experience you'll need to get to compete for that job. When you get into your next job, ask your supervisor for assignments of a higher order that will allow you to get the experience you need for the second next job.

Keep an experience and activity logbook: Some people have laughed when I told them to do this ... but they found that the laugh was on them, not me.

Tell me if this makes sense to you?

You obtain a copy of a selection document or job profile for the next job you have in mind and you find two or three criteria in which you don't have any experience. You hunt around your work place and find out that you could do a small project that will provide exactly the experience you will need to meet when you finally apply for the next job.

You negotiate with your, or another supervisor, to undertake the project and record what you did and how and when you did it. When all that is done, you place the record in your logbook and get the supervisor to sign or initial the entry.

Now, when the time comes to apply for the job, you not only can say you have experience, you can produce documentary (factual) evidence ... the best evidence available. And you can also contact the supervisor with whom you worked on the project and ask for a referee's report. If he or she can't remember the activity, jog their memory by giving them a copy of your log.

How could you possibly do better than that?

It may seem a forward, self-promotional approach ... and it is. But hey, if you don't promote yourself, who will? Most importantly, it's an approach that will put you well ahead of your competition (you know, the people who just cruise along and slip in an application when the job's advertised and hope for the best). It's a winning approach. If you use it intelligently, you'll be the winner.

Cultivate your referees and market yourself: There's no shame in telling people you aspire to a particular job, career, or position. If you don't remind people that you are keen to get ahead, they may decide that you are a drifter waiting to retire or without motivation and overlook you for opportunities.

Without overdoing it ie, making everyone feel you are obsessed with your own importance, let people know what you aspire to. Ask supervisors how you would do in a specific job? Ask them what you should do to learn about the job ... whether you could get a chance to act in the position?

If your organization has a performance management system in place, make sure your wishes regarding gaining experience in other jobs, training, and career development are included in your agreement.

“See” your success: By seeing your success, I mean developing a mental picture, an attitude and a certainty that you will be successful. Plan your path to success ... write the steps you will take to be successful and see yourself sitting achieving what you want.

In my 50 years one of the things I discovered, unfortunately late in life, is that there is a force within the universe that creates the lives we want. I’d suspected it since I was very young, but it never became a ‘truth’ for me until I was in my forties when suddenly it all fell into place and I could see evidence of this force at work everywhere. It’s an often-subtle force some have identified as the ‘self-fulfilling prophecy’.

Over the centuries, many great leaders, visionaries, religious teachers and others have written about it and discussed it. There are volumes and volumes of motivational, religious, philosophical and other works dedicated to the study of this phenomenon. Perhaps Shantideva expressed the essence most beautifully when he said:

“... from the mind are derived all fears and immeasurable sorrows.”

He could have added that it is the same mind that builds and destroys universes; creates happiness and sadness; keeps birds in the air, and fills us with love and joy on those occasions when we discover the beauty of nature ... and therefore, of ourselves.

But there’s an irony in all this. That is that you can envisage yourself doing something as long as you like, but without action, your dreams will never come to fruition.

Conclusion

I’ve suggested what the action is. I’ve told you briefly about the remarkable law of mind over matter. It’s now up to you to create your own successes.

If you wish to read more about how your thoughts create your destiny you could do no better than to start with a visit to Rebecca Fine’s *Science of Getting Rich Network*. Rebecca has an excellent newsletter, courses on prosperity thinking, and anyone who subscribes to the newsletter gets a free copy of Wallace Wattles old, but still relevant work, *The Science of Getting Rich*. Then visit your library or do a Google search for “mind over matter” or some such phrase.

Whatever you do, I wish you a prosperous and successful future.

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