

# This is how you get a promotion in 2018

By Dilvin Yasa

Overlooked for a promotion in 2017 and dreaming of kicking off this year with a better title and a bigger pay check? The good news is internally promoted staff enjoy higher performance than external hires, says Simon Bennett, principal consultant of [Glide Outplacement and Career Coaching](#). The key, of course, is getting your boss to notice the good work you're doing.

If you're not sure how best to go about chasing that promotion, Bennett recommends the following tips:

## 1. Be competent at your current role

Let's face it: your boss is hardly going to give you more responsibility if you're struggling as it is, so ensure you're competent at what you already do before you start reaching out for new heights, recommends Bennett. "You don't necessarily need to be the best among your peers in your current role to get promoted," he says. "Just being good at your job isn't enough because we are social and political animals and those above you in the food chain need to know who you are, what you can do, and what you have done." Keep it consistent and play the game.

## 2. Take the initiative

If you're notorious for keeping your head (and hand) down when projects are assigned, don't expect to be cashing in that bonus any time soon. To get noticed by all the right people, Bennett recommends volunteering for high-profile projects – particularly those that are closely aligned to the organisation's strategic objectives or those that would resolve key issues for the organisation and not just your boss.

And if you are new to the workplace, Bennett recommends coming in just as hard. "Volunteer for anything that will give you exposure to other departments in the organisation such as the WHS committee or the social committee," he says. "This will enable you to network with managers outside your department and also shows your commitment to the organisation and a desire to learn about and contribute outside your area of expertise."

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### **3. Help out your boss**

Suss out what your manager's key objectives are this year and start rolling up your sleeves to pitch in, recommends Bennett. "Your manager will more than likely have four to five key objectives each year and the more you can help them and the more you can contribute to each one, the better," he says.

You have your own objective of course – to be considered for your manager's position should they leave. As Bennett tells it, "If you are already doing several aspects of your manager's job, then who to promote to replace them when the time comes should be an easy decision."

### **4. Be flexible and adaptable**

This one's a little tougher if you already have commitments such as a young family, but being prepared to relocate and accept lateral moves can also put you in good stead in most workplaces, says Bennett.

"Most organisations have a long term progression plan, so be prepared to stick around and move into areas that are outside your area of technical expertise," he says, explaining that lateral moves can provide you with the skills and perspective you'll require in more senior roles.

"The idea of managing a complaints department might not be of interest to you and might be outside of your current skill set, but if it is a large department in your company then it is unlikely that you will be able to progress into a role where this role will report in to you without making this move."

## **5. Take a look at the culture**

Not unlike being back at high school, it doesn't hurt to take a look around and ask yourself whether you fit in, says Bennett. "You can perform as well as you like, but if you don't fit in to the organisation's culture, then there is a good chance you will be stuck," he says. "Corporate culture is typically slow to change, so you are probably better off looking for a home that is a better fit for you."

## **6. Improve your communication skills**

Regardless of which industry you work in, the ability to influence and persuade others – not to mention the ability to communicate complex issues in an easy-to-understand way - is critical for success across a wide variety of positions, says Bennett. "Show that you can communicate well consistently and that you can adapt your communication to suit the audience's different requirements," says Bennett. It could be time to start checking out a few communications courses online to help give that something special many of your peers do not have.

## **7. Practice self-awareness**

To progress into more senior roles it is important that you have the self-awareness to know what you need to learn and what experience you need before being able to move on to the next challenge, reveals Bennett. "Never stop learning. Continue to ask questions to gain insight and use this information to develop and implement plans," he advises. "There is a good chance that once you stop learning, you will stop progressing."