

APA | How Did You Get That Job?

Workshop: Get That Promotion!

Presenter: Learning and Communications Specialist Alan De Back

September 22, 2020 | 1:00 PM – 2:00 PM EDT

THE WEBINAR WILL BEGIN MOMENTARILY



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Alan De Back

Get that Promotion!

Alan De Back, is a career coach and learning consultant located in the metropolitan Washington, DC area. His background includes over 20 years in career coaching and learning/training related functions. With extensive experience with clients in the non-profit, government, and corporate sectors, he is skilled at customizing solutions that will best fit each client's needs.



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Get that Promotion!



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Today's Objectives

- Decide if you are ready for a promotion
- Learn how to position yourself
- Plan your promotion conversation



Are you ready for a promotion?



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What are some signals that you are ready for a promotion?

Please use the questions box to share your ideas!



Signals you are ready for a promotion

- Job has become routine
- Perform your responsibilities effectively
- Routinely go above and beyond
- Open to a bigger commitment – time & energy
- Understand “big picture” of the organization



Is the Timing Right?



Timing could be right if...

- Organization is in growth mode
- Management appears open to change
- New needs have been identified
- Numerous retirements/resignations have occurred



How Do You Position Yourself?



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What are strategies to position yourself for promotion?

Please use the questions box to share your ideas!



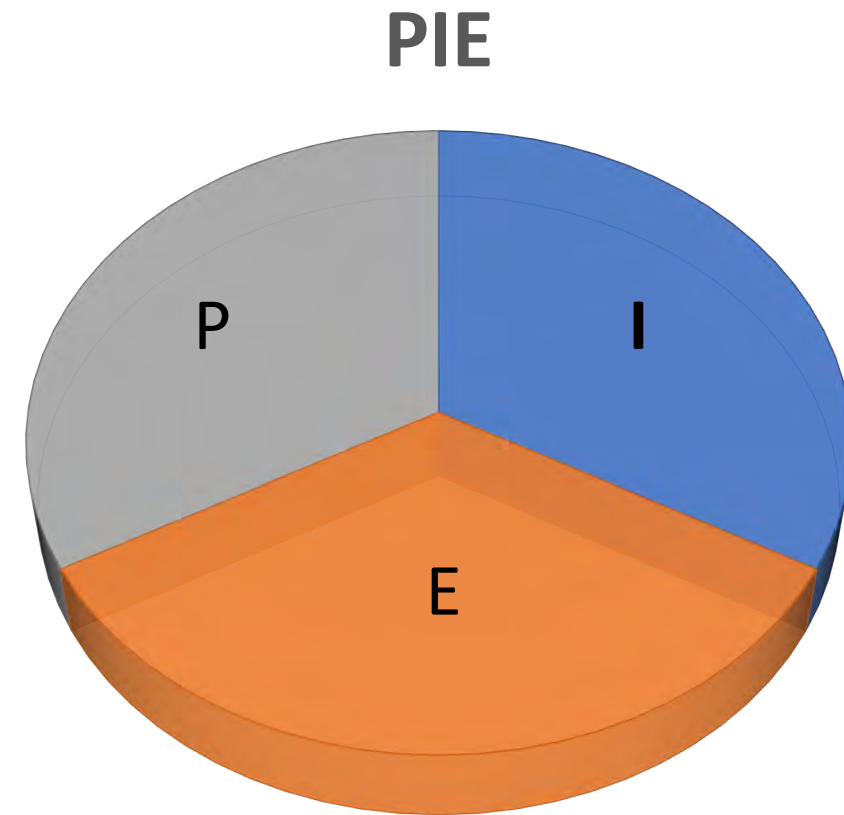
Position Yourself

Understand Your PIE:

Performance

Image

Exposure



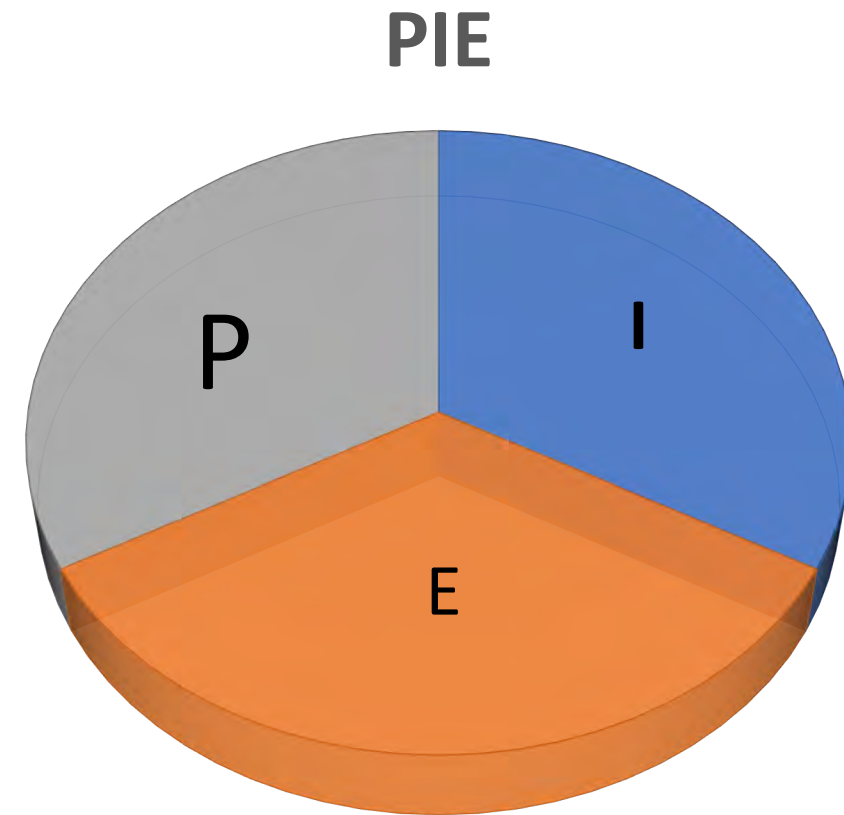
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Empowering Yourself: The Organizational Game Revealed, Harvey Coleman

Position Yourself

Understand Your PIE:

Performance: Technical skills
and ability to do the job



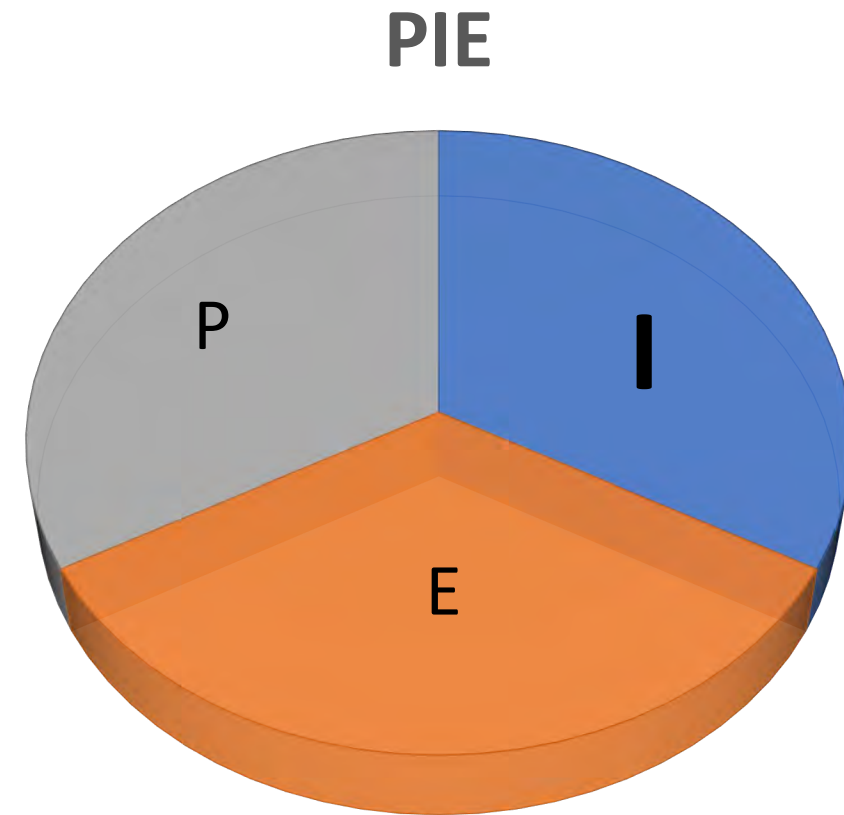
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Position Yourself

Understand Your PIE:

Image: Perceptions others have of you



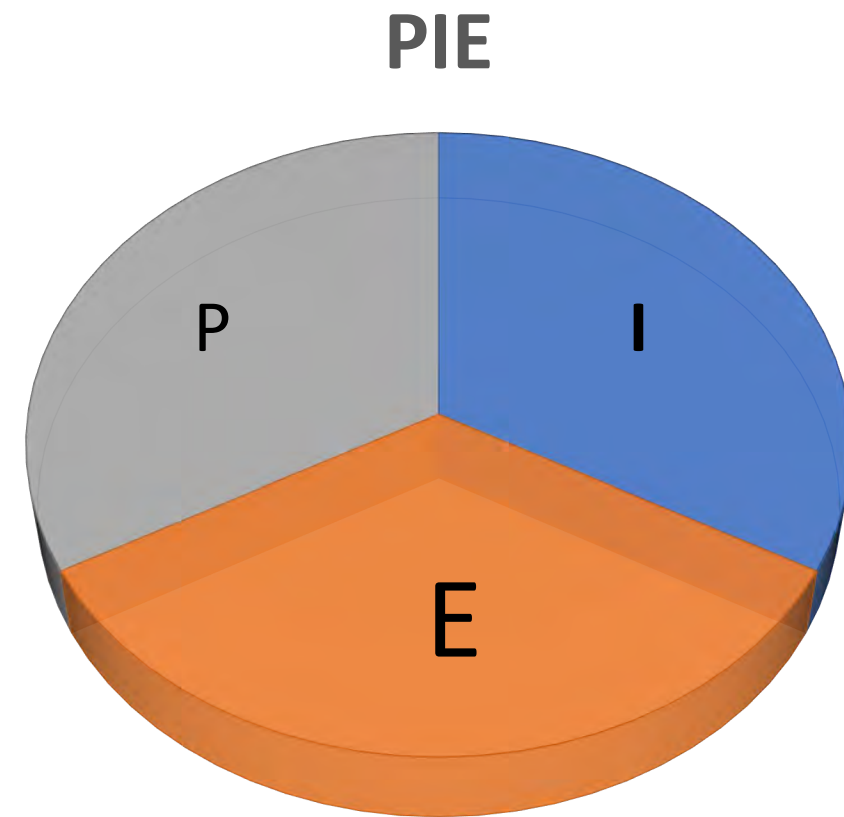
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Position Yourself

Understand Your PIE:

Exposure: All your interaction with other people



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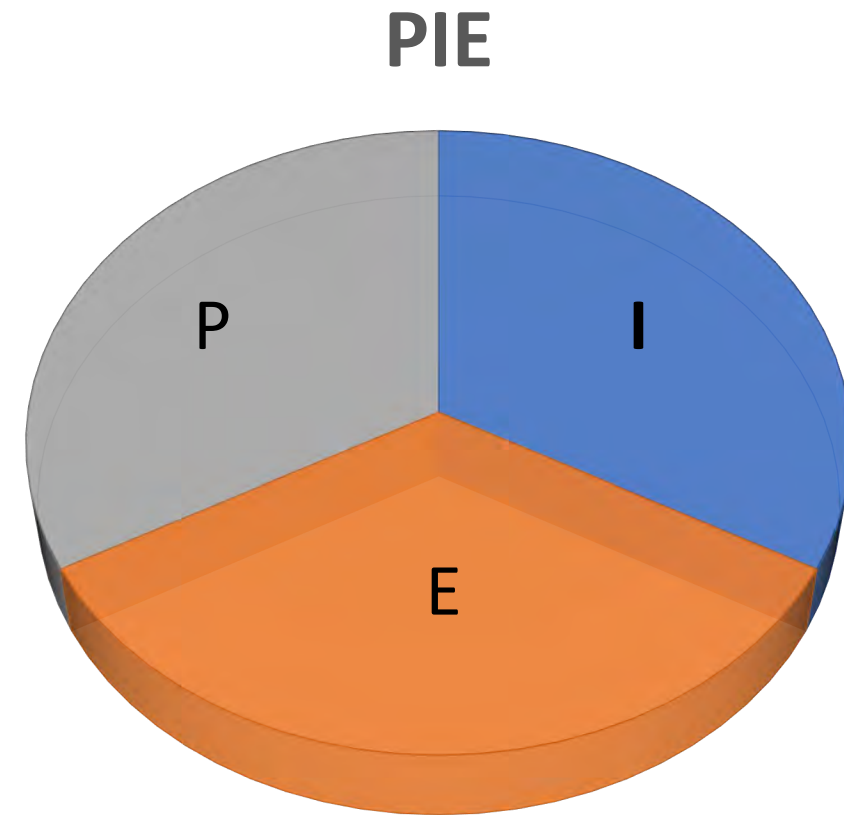
Position Yourself

Understand Your PIE:

Performance

Image

Exposure



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Position Yourself

- Receive feedback positively and take action
- Display a positive mindset
- Address performance gaps
- Be flexible – change agent



Questions so far?



How Do You Prepare for the Conversation?

“It’s not their obligation to buy, but your obligation to sell.”

What are some steps you can take to prepare for a promotion conversation?

Please use the questions box to share your ideas!



Prepare for Promotion Conversation

Plan!!

Develop Proper Mindset

- It's not about you
- What value can you add?



Prepare for Promotion Conversation

Consider When and How

- When is likely to be best?
- How does your supervisor prefer to communicate?
- How will you set up the conversation?



Prepare for Promotion Conversation

Develop Your Business Case (Resume of Accomplishments)

- What is your track record?
- What gaps do you see that you can fill?
- How can you add value?



Finally...

Be Patient!!



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Final Audience Questions



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THANK YOU

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