

Leaving the **MOTHER SHIP**

If it Walks Like a Duck and Quacks Like a Duck...

Ten Tips to getting promoted at work



If it walks like a duck and quacks like a duck, it is probably a duck. It may be a silly expression, but it holds clues about what employees need to do to get that promotion -- or to get that job.

"When we are already doing what is required at the next level up in an organization, even if we do not have the job title, we are clearly showing we are capable of advancement," says Randall Craig, management consultant and author of career planning book *Leaving the Mother Ship*. "Once we have the right attitude, actions and behavior, and have proven our capabilities, we are in a good position to receive a promotion."

Adds Randall Craig: "When we walk like a manager, and 'deliver' like a manager, we'll be promoted to be a manager". While there isn't any one magic formula, Randall Craig suggests ten specific things that promotion-seekers should do:

1) **Attitude:** More than anything else, having a positive attitude can make a difference. As a simple example, think about your workmates that you most enjoy being around, and those that you don't. Negative attitudes are demotivating, and are not likely to win you any friends. A positive attitude will help "attract" the special projects - and recognition.

2) **Education:** Are you currently enrolled in a program for an additional certification? When was the last time that you took a course, seminar, or workshop? From a competitive perspective, all of the new hires at your workplace have more recent knowledge than you. Continuous education is a key way to remain current -- and remain competitive.

3) **Credit-Sharing:** If you don't share your successes on the way up, you won't have any support when you get there. And with today's mantra of "team team team", those who don't share credit can easily disqualify themselves from promotion.

4) **Deliver:** When you make a promise, over-deliver on it. When you are given job objectives or sales quotas, over-deliver on them. Always exceeding your manager's expectations is a great way to demonstrate that you are able to handle more, and that you always keep your promises.

5) **Mentor:** Is there anyone in your workplace that you can help? Teachers often say that they learn more by being the teacher than the student. Put this to the test -- and simultaneously develop an internal group of supporters. Then develop your "mentee" relationships with those more senior than you. The feedback and guidance that you receive will smooth your way to the top.

6) **Ask:** What are the criteria for promotion to the next level -- or for that plum job you saw posted? Ask your manager (or the hiring manager) this question, with the expectation that you will need to do some work to get there. Once you know, you can fill in the gaps with education, special projects, or

whatever is required. Asking also sets an expectation: you are interested in a promotion, and you will do whatever it takes to earn it.

7) **Network:** Networking isn't only increasing your collection of business cards, it means getting to know the people who gave them to you, then actively doing things to help them. Think of your network like a bank account: you can't make a withdrawal from it without first making a number of deposits. And you can't expect others to help you unless you first help them. Remember that networking is equally important within your organization as it is outside.

8) **Dress:** Consider the image you are portraying to those around you: are you dressing for the role that you're currently in, or the one you aspire to? While this may seem to be such a minor thing, our staff, peers, and managers make quick judgments about our capabilities based on our image -- and clothing forms an important part of this.

9) **De-stress:** Don't be so single-minded on the short-term promotion: relax, do your current job well, focus on continuous improvement, and enjoy your life. In a career that spans 30-40 years, if you are promoted 6-9 months later, will it really make such a huge difference? You spend more time at your day job than doing anything else -- you should enjoy yourself along the way.

10) **Quack like a duck:** Look at the successful people in your organization, and learn how they "quack". If you are able to model their successful attributes, you'll be one step closer to moving up to the next level.



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