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# Score a promotion

How to get acknowledged for your hard work

Did you know that about 15 per cent of a person's career success comes from his or her technical skills and knowledge, while 85 per cent is down to soft skills?

So if you have been hoping to get promoted, start practising this useful 7-step framework. All the steps can be summed up in the acronym PROMOTE.

## PRACTICE POWERFUL COMMUNICATION

Learn to communicate in powerful and positive terms and truly listen to what others are saying.

Be conscious of your verbal and non-verbal communication, as well as your tone of voice.

Start by projecting a positive image with the right choice of words, and with statements that create impact. Speak clearly, assertively and positively to communicate optimism, enthusiasm and passion. Pick positive words and your attitude will follow.

## RAISE YOUR SELF-CONFIDENCE

Always stand upright with your shoulders back. If you are giving a presentation, adopt "power poses" to appear more self-confident.

Stand with your feet planted firmly on the ground, at least a foot apart with your arms akimbo — hands on hips, with elbows bent and pointing outwards.

Smiling, maintaining eye contact and open gestures are other confidence boosters you can employ. Even your tone of voice can help you sound more confident.

Enhance your self-belief by speaking to yourself more positively, reframing failure, and taking criticism as an opportunity to learn. Step out of your comfort zone and do things that seem scary. Facing your fears and overcoming them always helps to improve one's confidence.

## OWN THE STAGE

If you want to be promoted, you need to excel at giving high-impact presentations.

Start by focusing on the most important, overriding message you want to convey, then building around it. Next, decide how you are going to package that message. Practise engaging storytelling and have compelling presentation slides.

Structure your presentation logically. Ensure your body language and choice of words is appropriate, effective and powerful. Vary the intonation of your voice, and remember to breathe to release anxiety and tension.

## MENTOR AND BE MENTORED

Becoming a mentor will give you the best possible training to become a people manager, while

being mentored can help you grow personally and professionally.

Mentoring often involves career-related training, as well as providing advice, coaching, and even counselling. Trust and continuity are two essential elements for the relationship to work well both ways between the mentor and mentee.

## OPTIMISE RELATIONS WITH YOUR BOSS

"Managing up" is not about cosying up to your boss or trying

to look good, but about managing relationships.

Start by understanding your boss's expectations and leadership style, and work with it.

Ask for feedback. Be open. Do your best to control your emotions, practise active listening and avoid being defensive.

Don't forget your boss is also human and deserving of praise. Just be genuine and specific in your praise. Providing positive feedback is a good way of invest-

ing in a trusted relationship.

## TARGET PEAK PRODUCTIVITY

To get promoted, you need to get things done to show results and get noticed.

It all starts with self-belief. Believe you have the ability to persevere until the job is done.

Start by prioritising your tasks and planning your schedule using time management techniques. Minimise distractions, interruptions and multitasking.

## ENGAGE AUTHENTICALLY

Authenticity is about being honest and open about your strengths and weaknesses.

An authentic leader has high emotional intelligence, understands and respects others, engages and listens, shows integrity and fairness, walks the talk, and admits and takes responsibility for any mistakes.

Being a people manager and true leader requires you to carry a lot of responsibility on your shoulders, as well as to work on your personality and skills. It takes daily work, desire, determination, self-belief and persistence.

But it is worth it. Put these steps into practice and you will soon be on your way to getting promoted.



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Article based on content from the book *How To Make Yourself Promotable* by Mette Johansson, a corporate trainer, speaker, business coach and founder of MetaMind Training.

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