



How to get ahead at work

You work hard, do your job well so surely someone will recognise and promote you when the time comes. Wrong! Here are some tips to help you work smarter and reveal your full potential in order to develop your career in a way that really works for YOU.

- Be passionate about what you do, be outcome focused and deliver results.
- Research which companies are more likely to support you. Seek out those whose work and culture you admire.
- Choose the right manager to work for, preferably one who will challenge and encourage you, whom you respect and can learn from.
- Don't try to go it alone. Get all the help, support and encouragement you can – have both internal and external mentors as well as a coach.
- Take calculated career risks – don't take too long thinking about it or the opportunity may disappear.
- Communicate your career expectations – ask for a role rather than hope that someone will give it to you.
- Flexibility – if you are seeking a more flexible approach to your work life eg. four days a week, working from home, leaving work at a set time, etc, tell the company how you intend to handle your role along with other commitments.
- Communicate with impact and effectiveness.
- Learn how to delegate really well.



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