



Asking for a promotion could make you feel vulnerable as you are inviting your boss to review you, judge you and analyse your worth. If this is how you feel, stop and take a moment. This is not the case instead you are taking the opportunity to advance your career, you need to push yourself and there is that famous saying “if you don’t ask, you don’t get”.

To help you approach this conversation with your boss here are some tips from a fellow employer.

Why do you want a promotion?

- Ask yourself why you want to ask for a promotion. Is it because you are capable and committed to add more value to the business or is it because you want to increase your salary? Increasing your salary can be a factor to drive you but if that is the only one you may not be ready.

How to prepare

- You feel ready for the next step in your career but do you know what you want? Is it more responsibility, a new position or something else? Joseph Weintraub, the founder and faculty director of the Babson Coaching for Leadership and Teamwork Program says “It’s also important to think about your skill set and how it aligns with the objectives of your employer.”
- It’s time to do some research. Speak to colleagues and find out what others perceive are your strengths and weaknesses. Find out how others in your team developed, what path did they follow.
- If you have decided you are ready you need to consider what is best for you. Do you prefer to be thrown in the deep end or would like a step by step process to achieve the final promotion level. This will help you discuss timings when you speak to your boss.

Information to have

- Have a clear record that outlines what you have achieved since being with the business. What impact have you had to your team or to the business. Think about examples that reflect the promotion you are seeking. If it is a managerial role which means you will be managing a team highlight examples of where you have supported your colleagues for example.
- Prepare some questions that demonstrates to your boss you are willing to grow and develop to achieve your promotion. Something like “What can I do to show you I am ready?” “Are there any areas you feel I need to learn to earn my promotion?”
- Think about what you would do in the first 90 days in your new role. Share with your boss the ideas you have and how you will approach it.

It is not just one conversation, it will be multiple

- When you ask for a promotion, it is not just having one conversation with the outcome of a yes or no instead, it will most probably involve multiple conversations. Make sure you are prepared for this and have the patience to follow the process.
- If the answer is a no, is it a permanent no or can you work towards it?

Our final tip for you...

is to remember that asking for a promotion is just one part of your approach. You need to work for it too and show how you can achieve it.

Within Mark Holt & Co Group our approach to promotions is everyone has the opportunity to develop and grow and we welcome these conversations. Our approach is not based on age or length of service for example it's about the contribution you make to the business.

If we feel that you are not ready, yet, we will put a development plan together to help you get there.