

Tips for Moving Up in an Organization

BE PROACTIVE IN YOUR CAREER DEVELOPMENT

Take control of your career planning. Assess your future options: How familiar are you with the organizational structure? How do you support strategic priorities? What can you do to support the mission in new ways? These are some questions to ask yourself to get you thinking about new opportunities. Also:

- Managers are busy so making it easier for them to serve as a coach is an important strategy. Take the [How Coachable am I?](#) self-assessment and use the insights to help you get more coaching and development opportunities to learn and grow.
- Develop a plan! Get help from the “[Taking Ownership in Your Career](#)” modules from LinkedIn Learning. GW has paid for you to have full access!
- Use the tips below to accelerate your career success.

Do not wait for feedback.

Schedule a meeting with your manager for an interim informal review discussion. Do this at least twice a year. Explain that you would like to review your goals, present ideas, and get input on your current performance. Reach out to colleagues and internal customers you respect for their feedback. Think broadly about sources of feedback — you can learn a lot from people you interact with frequently.

Build a network of “informal” mentors.

Mentors can assist you in many ways. They can help you understand the organizational culture and politics, identify strengths and weaknesses, build your skills, and introduce you to others who could assist you in moving up. These relationships do not need to be formal; they can be informal conversations you initiate. Some of the best mentors may not even realize they are!

Think about moving laterally.

Sometimes to move up, you need to consider moving across to a different department, function, or school to learn new skills, gain experience, increase your organizational networking circle, or illustrate your flexibility and adaptability. A lateral move might be just what you need to position you for a future promotion.

Keep up-to-date with your professional development. It not only makes good sense to prepare for the future, but it also puts you in control of your career direction. Being up-to-date about the trends, developments, and issues of your profession is necessary in successfully competing for a promotion. Enhance your skills, as well as your areas of expertise.

Be strategic about getting involved. Talk to your manager about volunteering for a special project or task force. Ask for opportunities to take something off their plate (i.e., help them delegate). One way to market skills and abilities is to submit a proposal that addresses organizational needs and provides you an opportunity to demonstrate your strengths and/or learn something new.

Build networking relationships across and outside GW. You want to be part of the informal communications loop. The more relationships you have outside your typical work environment, the more likely others will think of you when new opportunities arise. Proactively network with others both inside GW and among other professionals in your functional area.

Put together a success portfolio. A portfolio is a marketing tool illustrating your value and contributions to the organization's purpose and goals. It can make your case as to why you have earned a promotion and are ready for new responsibilities. To outshine your competition for a desired position, this is the evidence of competencies, experience, accomplishments, and level of productivity. A success portfolio demonstrates:

- The quality and depth of your work.
- Your professional growth and development.
- Your specific skills, knowledge, and expertise.
- Your level of flexibility and adaptability.