

When considering a new position or an available promotion, you may feel that you lack either the experience or the skills to get ahead. Some people are intimidated by the competitive atmosphere in an organization offering promotions. Some people feel that their young age or their advanced years will stand in their way of becoming an executive or a key corporate player. Other people are worried that they do not have what it takes to compete with the other workers at their company.

The fact is most people can get ahead by following some basic rules and putting themselves in the right place at the right time. Of course, experience and tenure with a company do count towards your trustworthiness and reliability, but you can groom yourself to a certain extent for success.

First, make your interest known to the people doing the hiring. It is important that you speak up and tell someone that you are interested in advancing and ask them what it would take for you to get to the next level. They will most likely give you some specific instructions about what you need to know, what skills you need to master, and what positions stand between you and your goal.

You may need to make some lateral moves in the company before moving up. Many people are promoted based on their broad understanding of a company's needs and organization. If you work in various areas of the firm, you will have a first hand knowledge and work experience with these facets of the operation. This kind of experience is invaluable when it comes time to assign new leadership positions.

If you want to move up, now is the time to start taking on some extra work. Ask for extra projects or request to join a team working on a particular area that you want to know more about. Take the initiative in putting yourself in the middle of new ideas and changes in the corporation. Show the people who have influence that you are a fast learner, a willing employee, and a team player. Be sure that you document your successes and sales with charts or other record keeping methods.

This is not the time to take a leave of absence. The most important thing you can do for yourself right now is to let yourself be seen. Stay late or work early. One good trick is to watch the person you want to work directly under and monitor their schedule. Work when they work, and do not leave the office until they do. Eventually, it will be only you two in the room and you will get your shot at self-promotion.