

THE EXTRA POINT

BY JERRY ROBERTS



878 Qualities That Will Help You Get Promoted – Part 2

More today on the qualities that help you move ahead on the job. I'm Jerry Roberts, and that's next, on The Extra Point.

Yesterday, we listed three qualities that will help separate you from other employees, and could land you a promotion. 1. A powerful work ethic. 2. Being flexible and adaptable in a world that's all about change. 3. Having a positive attitude. Do them all, and you're certainly on the right track to advancement.

4. Desire to grow. The majority of workers do what's asked of them, and that's it. If there is any development in their future, they let the company decide what it will be and pay for it. Employers are impressed when workers don't wait for that conversation to take place. Instead, they bring it up.

They want to know what opportunities are available, or may be available in the near future. They take courses to build skills, seek a mentoring arrangement, and let it be known that they are interested in personal growth and advancement.

So many workers never take the simple step to just tell their boss they're open to additional training, and love to move up.

Before we go on, one more issue about development. If your employer spends money on your training and development, make sure you do three things. One, thank them. Two, use the training. Three, tell them you're using the training, how you're using it, and the results you're getting.

If you do, I can almost guarantee they'll open up their wallet and get you more training.

5. Be professional. Guam Training offers a courses entitled Professionalism 101, and I can tell you that very few workers define the word "professionalism" the same way. If you're not

sure exactly what it means, talk it over with your boss. You'll both arrive at the right answer, and then you can be a model for that behavior.

6. Act like you own the place. This isn't about ego, or authority. It's about attitude, the attitude that you accept responsibility for doing the right thing.

If you see trash in the parking lot, pick it up. No, it's not your trash, but if you really did own the place, you'd do something about it. So, do something about it. If a coworker's phone is ringing and they've stepped away, answer it and see if you can help the person on the other end. Don't let the call go to voicemail.

Acting like an owner means you do a ton of little things, none of which will earn you employee of the month, but still need attention. You don't do them because you're after special recognition, but if you do them long enough, somebody will notice.

Pursue personal growth and use the training you get. Be a model for professionalism in your company. Act like you're the owner. Don't do these things strictly to be promoted. Do them because you want to make your employer better. Being this kind of worker is its own reward, because it gives personal satisfaction.

That said, your employer will eventually notice, and will eventually consider you a person worth investing time and money in to develop.

That's The Extra Point. Be responsible and make something good happen today. For 93.3 and the Ray Gibson Show, I'm Jerry Roberts.

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