



OFFICE LIFE

CLIMBING THE CORPORATE LADDER

If you look for opportunities to grow your career by taking ownership of the things you can control, you're more likely to advance your skills and reach your goals.

1. Enjoy your career. Keep evaluating the path you want to follow and your strategy in following it. Remember to seek advice when needed and when opportunity presents itself.

2. Broaden your skill base. Look for opportunities, internally and externally, to broaden your skill base. Always stay on top of the latest technologies or processes in your field.

3. Develop your leadership skills. Acquire recognised, accredited qualifications in leadership and management skills. These can be specific to your field or general courses.

4. Stay visible. Speak up in meetings and participate in as many working groups as possible, particularly those with decision-making authority.

5. Consider finding a mentor. Even if your company does not have an official mentorship programme, inform your supervisor or another manager that you would appreciate the support of a mentor.

6. Network, network, network. Use every opportunity to build up a network of contacts within your organisation. Try some non-traditional ways of networking, such as online groups, sports clubs, book clubs, or dinners.

7. Take on challenges and responsibilities. Take on challenges and extra responsibility where you can, without compromising your work/life balance to show commitment and determination to furthering your career.

Each company has its own policies and procedures that need to be followed regarding any promotions or career changes. But it's up to you to find out what they are and to take initiative to make yourself a stronger, sharper and more focused employee that benefits both you and the company you work for.