

CLIMBING CORPORATE LADDERS

Remember, when you finally reach the top, you will want to celebrate your hard earned success rather than be looking over your shoulder to see who is trying to do the same to you that you did to them on your way to the top. The work environment will of course require you to sometimes make unpopular decisions; but even when you do, you must be sure that they are founded on the overall success of the business, attempt to get a win-win for all stakeholders and the logic clearly communicated to everyone affected. There are a number of ways through which you can increase your chances of climbing up the ladder. The first is to be good at your work. Take time to not only finish tasks on time but to do them well. Refrain from spending time and company resources on inappropriate and unproductive matters e.g. continuously surfing the internet for non-business reasons or spending long periods discussing petty matters with colleagues such as last night's television programmes. You should always aim to give your maximum input, whatever your role, to ensure that you not only meet but exceed your boss expectations. Be careful not to go overboard by taking on extra duties that you cannot handle. Be ready to offer assistance to colleagues from time to time as long as it does not affect your ability to complete your own work. This will demonstrate commitment to the organisation and your strengths as a good team player. Be bold in taking up responsibility. Corporate ladders are seldom climbed by individuals who are afraid to take on high profile projects. Such projects are a great opportunity to develop and demonstrate your leadership skills to a larger audience than your boss. Your goal must always be to come across as the best person for the job not just by what you say or the credentials you hold but by your work ethic and how you handle your responsibilities. So do not be afraid to occasionally take on risks-volunteering for a difficult assignment could be the fast lane to the top if you are able to successfully hack it. This must be balanced with avoiding tasks that are impracticable to complete within the given timescale or given the available resources. In such cases, request for more time and resources before you complete the project. The work place is one place where you should not be afraid to blow your own trumpet. If you don't do it yourself, it is unlikely that anyone will do it for you. Actually someone might end up taking the entire credit for something you almost single-handedly executed. Of course do not try and over-hype successes. Let your supervisors know what you have put in for the organization without putting down your colleagues. Socialise with people who possess the same goals and aspirations as you. Networking is key when climbing job ladders. You will find it much easier to climb higher if you are surrounded by motivated people. Steer clear of anyone who has negative attitude or a poor work ethic. Regardless of your current position, be enthusiastic even as you look to where you ultimately want to be. Many supervisors see confidence as competence and will want people like you running departments and handling critical projects. Try to interact with as many supervisors and managers as possible and not only peers. The more managers that are aware of your skills and capabilities, the smaller the rungs on the ladders will appear and the more unanimous decisions to promote you will be. Another tip when looking to advance up **job ladders** is to make sure that you have the necessary leadership skills. If they do not come naturally, take time to learn. Improve your assertiveness, communication and overall management skill. Use your annual appraisal and other meetings with your supervisor to discuss training opportunities you can attend to better yourself professionally. Find out if the company is prepared to fund this and if not, be prepared to pay from your own pocket as the long term benefits are worthwhile.

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