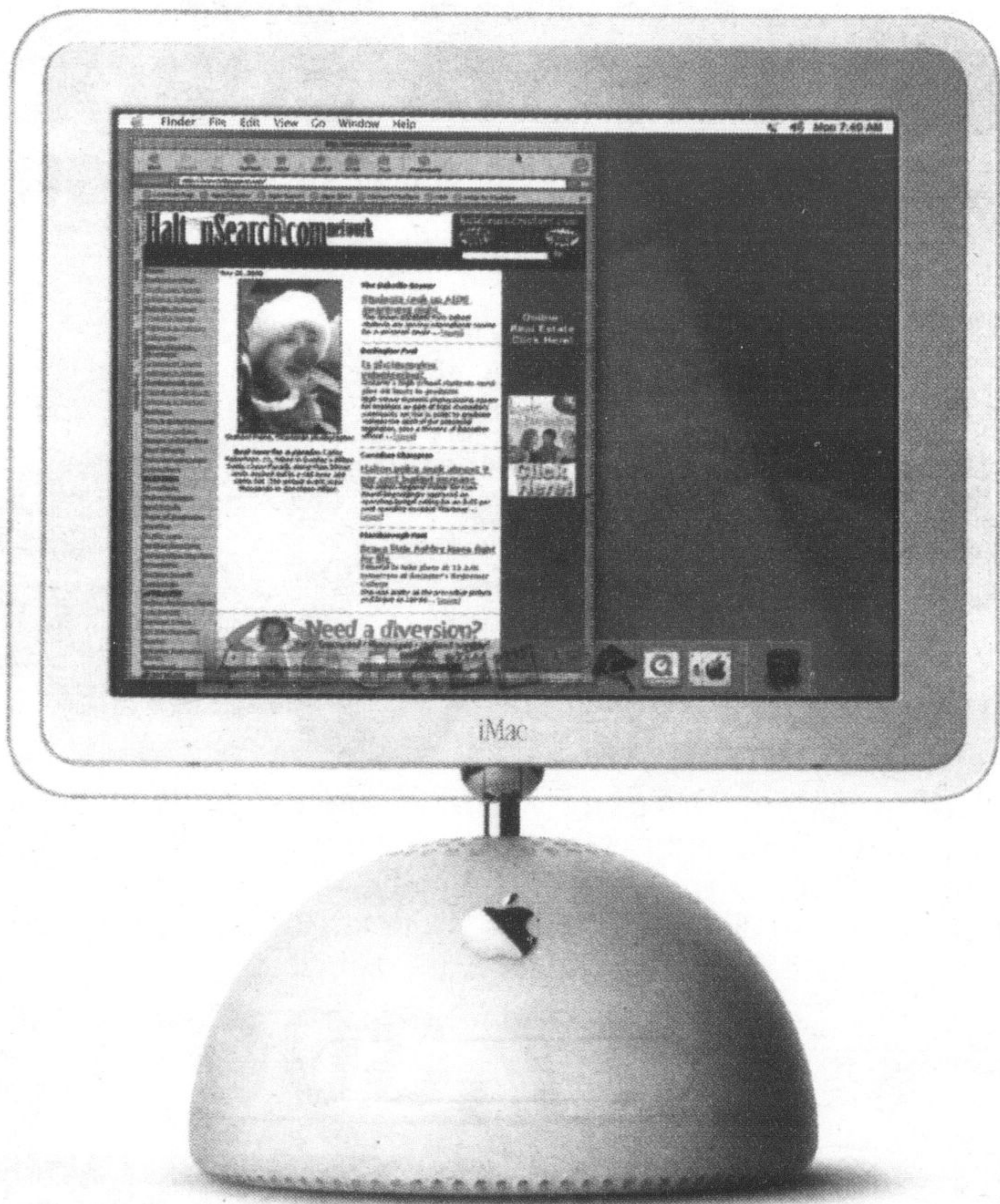


# Are you connected to your community?



Get all the news from Milton, Oakville, Burlington and surrounding areas quickly and conveniently online and on your schedule.

[www.haltonsearch.com](http://www.haltonsearch.com)

24/7

thursdays  
TORONTO STAR  
BRAND NEW  
planet

copying it. But if you don't feel confident that you have all the skills, ask for what you need, suggests Finniss. Get a commitment from your employer in writing that you will be provided with the appropriate education, guidance, and mentorship about your job. If you have doubts about your level of interest in the position as well as your ability to handle the job, ask your manager for a trial period.

When planning to make a bid for a promotion, you need to think strategically, says Finniss. Sometimes people assume that if they do a good job for long enough, their employer will automatically reward them with a promotion. But length of service and good performance don't always result automatically in advancement. Communicate with those who can help you. Make sure that key decision-makers know about your skills that you are developing to qualify for more responsibility. Take advantage of these individuals to get to know these individuals, such as volunteering to work with them on a special task force, so that you can fully demonstrate the range of your abilities. Ask your manager what specific skills you need to develop to have a shot at getting promoted. Ensure your improvements are included in your annual performance review so you have documented evidence of your efforts to develop the competencies you need.

If you don't have the opportunity to develop the necessary skills with your current employer, consider joining an association or doing volunteer work that might help you to expand the range of your abilities. If you want to move into a management position, take on a leadership role in these situations. Seek out opportunities to lead a team or project.

Most promotions are won through the right combination of planning, training, and networking, says Finniss. Lay the groundwork by developing your abilities, demonstrating that you have the right skills, and talking to the right people. When the next opportunity comes your way, you'll be ready to reach for that brass ring!

Diane Moore is editor of The Office Professional newsletter ([www.protrain.com](http://www.protrain.com)).

You could experience the Field Trip of a Lifetime

AT THE  
WALT DISNEY World Resort  
IN FLORIDA

At Lo Disney property/aw/book Disney