How to Keep the Job You've Won



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Succeeding on the Job

- Do formal self-promotion all the time to support you're getting appropriate raises and being considered for promotions
  - Put summary of accomplishments in monthly email reports to manager and copy your manager's manager on the email too
  - Tell co-workers what you have done as well (informally)
- Why should you copy your manager's manager (e.g. Senior Vice President)



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Succeeding on the Job Exercise

- Get into groups of 2 and answer the below questions
  - Did you have written goals/objectives in your previous jobs?
    - If you did, how did it help you?
    - If you didn't, how did it impact you?
  - Have you done self-promotion in past jobs?
    - If so, how did it help you? If not, what did it cost you?

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Preparing for the First Day

- Gather necessary identification (e.g. driver's license), documents, and paperwork
- Learn more about company, job, and co-workers

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Find a Mentor/Coach for You & Be One to Someone Else

- Recognize the value of a mentor/coach to your success
- Identify possible mentors/coaches
- Select a mentor/coach and enlist their help
- Get manager approval
- Be a mentor/coach to someone else



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Providing Feedback & Suggestions

- Listen & learn before you offer feedback or suggestions to co-worker, manager, or c-level exec
- Be specific and provide examples to clarify points
- Keep your comments positive and supportive

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Function as a Team/Company Player

- Go beyond the call of duty
- Ask for help when needed & offer help to others
- Be a positive influence
  - Giving& receiving praise (praise is powerful - pip)
- Contribute to the bottom line
- Align your goals with the company's



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Getting Regular Feedback on Your Performance

- Get 360° Feedback
  - From your manager, co-workers, customers, suppliers, etc.
  - Use their feedback to continuously improve
  - Remember, you are not who you say you are but rather, who other people say you are – heed their advice and you will be more successful



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Doing Regular Self-Promotion During the Year

- Tell co-workers & managers about your accomplishments/ contributions
- Explain value of your contributions to the organization



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Checking for a Continued Job Fit Every 6 Months

- Identify new roles/tasks in your job that don't work for you
- Learn to realign parts of the your job that aren't a fit
- See if you can offload these tasks to someone else in exchange for taking something off their plate that they don't enjoy

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Managing Annual Reviews

- Focus on achieving your goals
- Document your performance against your goals
  - Collect concrete examples of your performance as you go
- Complete a self evaluation from your manager



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Managing Annual Reviews (2)

- Participate in your annual review
  - Use your Monthly Achievement Reports to remind manager of your contributions across the year
  - Discuss your performance with your manager
  - Listen to your manager's feedback and change your behavior accordingly
  - Negotiate your salary increase
  - Set goals for the next year

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Handling Downsizing

- If you are ever downsized (you personally won't be since you're a rock star),
  - Check to see if your company provides a severance package and what it entails
- Apply for unemployment ASAP
- Look for temporary/consulting work to provide income until you get a job in your field that's the same or better than what you had
- Don't forget about get COBRA if you need continued health insurance until you land your next job

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Be the Best You Can Be

- Being a standout means,
  - Going the extra mile when the situation warrants it
  - Balancing your work and personal live
  - Helping others when they need
  - Keeping a positive attitude
  - Acknowledging others for their contributions
  - Living in the present (vs. reliving past emotions and feelings ever day so there is no room to create something new in your life in the present)
  - Remember, everything that happens in your life is a choice
    - You can choose how you react to anything



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May the Force

of a Winner

Be with You Always!

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Thank You!



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