

Leadership starts with you

25

Top tips for
developing
& advancing
your career

1

Be good at your job

Reputation matters. Create a reputation for being dependable and able to execute your work well.

2

Don't wait for people to help you - help yourself

Be proactive. Plan and drive your own career growth. It doesn't just happen. Be clear on your goals and the steps you must take to achieve your ambition.

3

Develop & communicate your strengths

Your strengths help you shape your narrative, your point of difference and value proposition. Discover and develop your strengths. Enable leaders to recognise your potential by highlighting your abilities and be at ease talking about the strengths you bring to the table.

4

Have a mindset for success

Engage in positive self talk, work hard, step outside of your comfort zone and create positive change. Adapt to feedback, implement strategies for personal development and enjoy the ride.

5

Be positive & solution oriented

Demonstrate your ability to imagine possibilities instead of focusing on roadblocks. Positivity is a talent, a strength and a must! No one enjoys working with pessimists.



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TIPS

- tip 6* **TACKLING IMPOSTOR SYNDROME**

Easier said than done but limit your negative self beliefs. Gain insight about how you hold yourself back and develop knowledge and skills to build your confidence and combat imposter syndrome.

- tip 7* **BUILD CONNECTIONS**

Jobs can materialise from the people you know. Maintain good relationships. Connect with organisational leaders, key decision makers, colleagues and people you have studied with. Show your worth and sustain your network by adding value to their lives.

- tip 8* **GET PEOPLE INVESTED IN THE ADVANCEMENT OF YOUR CAREER**

Speak up and tell people about your ambition and where you want to be. Tell your boss and other people who have clout and influence – they will support your progress and could speed up your journey by speaking up for you or presenting you with opportunities.

- tip 9* **ON THE JOB LEARNING AND DEVELOPMENT**

Opportunities in your place of work could include project roles, backfilling vacant positions, job shadowing leaders or employees in your organisation to learn about leadership styles or roles, or accepting lateral moves to broaden and deepen your experience.

- tip 10* **OBSERVE OTHER LEADERS**

See every day and every interaction as an opportunity to learn about leadership. Observe how people lead. Notice what works well, notice action that aligns with your own personal values and consider how you would do things differently if you were in charge.

- tip 11* **GET INVOLVED IN CHANGE PROJECTS AND BECOME A CHANGE AGENT**

Get involved in organisational-wide transformation, group or team based change processes. They provide you with an opportunity to build new skills and expertise and it demonstrates your commitment to an organisation's future.

- tip 12* **INFORMAL FEEDBACK**

When you come out of a meeting that you presented in or were a critical contributor ask your manager "what did you think I did well and what do you think I could have improved." Handling constructive feedback gets easier with time and is a great tool for improving your performance.

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TIPS

- tip 13** **STAY INFORMED – KNOWLEDGE IS POWER**
Look beyond your own job and understand the big picture. Read everything you can about your organisation. Develop technical or specialist knowledge in an area and share terminology, concepts and new ideas with your team.

- tip 14** **EDUCATION**
Pursue education. It is an effective way to grow and evolve. Gain clarity on your career goals, choose education aligned with your ambition and go for it.

- tip 15** **SECURE A SECONDMENT**
Secondments are a temporary opportunity often available in another organisation. They allow you to try new types of work, develop new skills, acquire insights in other organisations and widen your group of contacts for future opportunities.

- tip 16** **GET A MENTOR**
A mentor leans into their own experience to provide you with practical advice that will support you through your career. Mentors from within or external to your organisation often provide these services at no cost.

- tip 17** **BECOME A MENTOR**
Enhance your own expertise and grow your leadership capabilities by offering your advice, knowledge and skills to others. Regardless of where you are in your career someone else will benefit from your experience.

- tip 18** **GET A COACH**
A coach engages and invests in stimulating, motivating and facilitating your growth, development and performance based on a set of coaching goals that you will agree at the beginning of the partnership. It can be a very powerful arrangement.

- tip 19** **SERVE AS A VOLUNTEER**
If your schedule allows volunteer and get involved with a non-profit organisation. Pick an area or cause that ignites passion or is aligned to your personal values and one that has a leadership component attached, for example managing or leading people, processes or events.

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TIPS

tip 20 SERVE ON A BOARD

If your schedule allows serve on a board. It provides you the opportunity to learn the skill of governance as well as work and network with senior leaders. In New Zealand you can register your interest for state sector boards and committees through the Ministry for Women website.

tip 21 JOIN A PROFESSIONAL ASSOCIATION FOR YOUR VOCATION AND/OR INDUSTRY

Associations are set up to serve their members. They offer an array of services which could include advocacy, best practice tips and advice, training and development and connecting with like-minded people. It costs a small fee. Some employers will agree to cover this cost.

tip 22 SOCIAL MEDIA

Prioritise visibility and make modern technology and social media work for you. Select the most appropriate mediums and tidy up profiles if they do not serve your ambition. For many of you social media is your happy place so implementing this tip should be a breeze.

tip 23 KEEP A WIN LIST

In each job and as you progress through your career ensure you keep track of your accomplishments. This list is invaluable to build your confidence when preparing for performance reviews, negotiating a salary increase, preparing for a job interview or updating your CV.

tip 24 MONEY

Research and know your value! Never avoid a salary negotiation – it can hurt your current and future earning potential! Never take a pay cut when accepting a new job! Never agree to a figure if your gut says no! You've got this! When it comes to your value back yourself and Step Forward.

tip 25 EXIT PLAN

Perhaps you have a relationship at work that is toxic, your manager is under performing, you are not challenged, you are missing out on internal promotions or your personal values are not well aligned to the organisation and it's hard to stay motivated – without a shadow of doubt find a new job and exit the organisation. Your next fulfilling adventure is just around the corner.

Women Step Forward and achieve your goals. We need more women leaders and hope this helps you on your leadership journey. Celebrate your strengths and power. You've got this. Wahine Toa!