

PREPPING FOR PROMOTION



STRATEGIES TO ADVANCE YOUR CAREER

PREPPING FOR PROMOTION

As Abraham Lincoln once said, "The best way to predict the future is to create it".

If you want to advance your career but don't know where to start, here are some things you can do (suggestions) to prepare for promotion at work.



PREPPING FOR PROMOTION

BUILD THE RIGHT FOUNDATION

Excel In Your Current Role

- ✓ Consistently perform at a high level – give 100%, 100% of the time
- ✓ Take initiative and go beyond the job expectations – always do more than the required
- ✓ Maintain a positive attitude & teamwork mindset



FL APCO Training Committee

PREPPING FOR PROMOTION

BUILD THE RIGHT FOUNDATION

Develop Key Skills

- ✓ Identify skills needed for the next level (leadership, decision-making)
- ✓ Seek training, certifications and professional development – take relevant classes and keep track of them
- ✓ Strengthen communications and problem-solving abilities

PREPPING FOR PROMOTION

POSITIONING YOURSELF

Increase Your Visibility

- ✓ Take on high-impact projects - always challenge yourself
- ✓ Volunteer for leadership opportunities
- ✓ Build relationships with decision-makers



PREPPING FOR PROMOTION

POSITIONING YOURSELF

Demonstrate Leadership

- ✓ Act like you already have the role - shift your mindset to where you aspire to be
- ✓ Support and mentor others – pay it forward
- ✓ Stay proactive and solution-focused



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POSITIONING YOURSELF

Networking & Advocacy

- ✓ Find mentors who can guide and advocate for you
- ✓ Build relationships with leadership and peers
- ✓ Join professional organizations (APCO, NENA etc.)



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APPLYING & INTERVIEWING

Prepare For The Interview

- ✓ Research the role and expectations
- ✓ Highlight your achievements and impact
- ✓ Showcase problem-solving and leadership skills



PREPPING FOR PROMOTION

APPLYING & INTERVIEWING

Display Professionalism and Confidence

- ✓ Dress for the role and bring a positive attitude
- ✓ Be prepared to discuss challenges and solutions
- ✓ Update your resume and LinkedIn



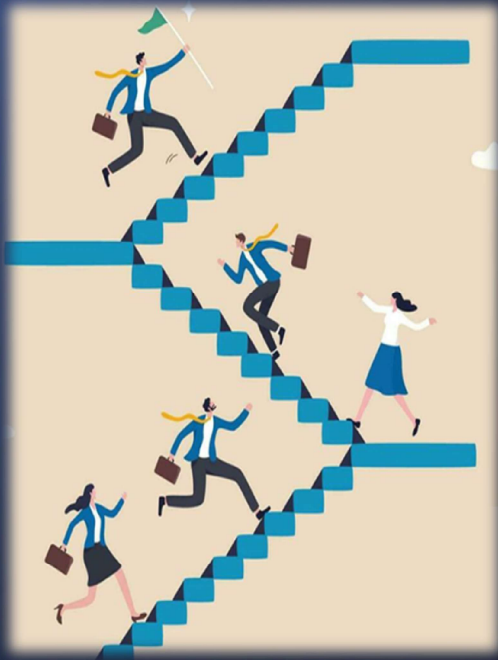
PREPPING FOR PROMOTION

APPLYING & INTERVIEWING

Be Ready To Succeed

- ✓ Stay patient, persistent and open to feedback
- ✓ Keep growing – promotion is a journey, not a destination





THANK YOU

Information submitted by Samantha Johnson
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FL APCO TRAINING COMMITTEE