

10 TIPS FOR MOVING UP!

1. Prepare a “career development plan” that sets annual and 5-year goals for yourself. Aim high.
2. Take as much training as you can.
3. Don’t allow yourself to become stale by working only within your comfort zone — look for opportunities to expand your skill set through new job assignments.
4. Figure out how to spend more time with your boss, especially in client meetings, so you can see how she or he conducts business.
5. Review the job elements for the position above yours and begin working on those skills now. In order to be promoted, it helps to demonstrate your ability to perform at a higher level.
6. Accept rotational assignments (for example, 90-day to 6-month assignments) that expose you to other areas within your agency/department, especially those outside the law department.
7. Volunteer for “collateral assignments” (such as organizing an office community service program) to develop teamwork skills and contacts.
8. For federal employees, apply for Senior Executive Service career development training.
9. Develop your leadership/managerial skills through outside professional activities (e.g. the American Bar Association, minority or local bar associations).
10. If you aren’t moving up within your own agency/department, find a new job. All too often, management sees you as you were when you first arrived and fails to notice your enhanced skills. A new employer will view you in a different light.