

# GET THE JOB

## Move into Management

Managers by definition have to be leaders, so you'll have to showcase those qualities well before applying for a promotion.

Begin redefining yourself in the office by helping others succeed.

### OFFER SOLUTIONS

Every workplace comes with its own challenges. What separates staff and management is often the ability to see past these issues toward a solution, rather than simply complaining about them. Pro-motions typically follow for consistent problem solvers, so go a step further when identifying a complication or setback. Quality control is a typical issue, along with breakdowns in communication and technical mishaps. Outside competition may also present an unexpected challenge. Thinking outside the box when tackling these everyday problems will showcase your leadership potential – and your team will grow closer as they overcome chronic stumbling blocks. The next time a management position comes open, you'll be seen as a natural fit.

### STRENGTHEN RELATIONSHIPS

The ability to communicate effectively is also critical to good management. Leaders must be able to convey their goals, while also creating a sense of teamwork through shared sacrifice. Begin open dialogues with coworkers, and help out with their projects – even if the scope isn't without your own job description. Learn more about the



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challenges faced by those around you. Effective leaders are also great sounding boards. These positive relationships might potentially lead to new solutions, but they also show your ability to work collaboratively, to be a trusted partner, and to understand the bigger picture. Even if you don't immediately earn a promotion, you'll be becoming a better coworker and team member.

### BUILD NEW SKILLS

Beyond problem-solving and communicating, leaders must be aspirational. They convince others around them to try harder and to think harder every single workday. Inhabiting that role starts by pushing yourself in the same way.

Continue professional development, no matter how long you've been part of the same industry or company. This

might mean learning more about related occupations in your office, or specific training in motivating others, performance evaluation or general leadership. These are key to succeeding at the next level.

Many companies offer this coursework, but if not, seek out training opportunities through area community colleges and universities, online or at the library.