



# Getting to the Next Level

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# Agenda

- Introduction
- Know Yourself
- Appreciate Your Unique Value
- Promote Your Value
- Communicate with Others
- Be Proactive
- Negotiate with Confidence
- Q&A

# Know Yourself

- Who are you?
  - What are your values?
  - What are your strengths?
  - What areas do you need to develop?
- What is your vision?
  - What do you want from your career?

# Appreciate Your Unique Value

- What makes you special?
  - What unique assets do you bring to the table?
- How do others perceive you?
  - When have you received positive feedback?
  - What do others think you do really well?
- When do you thrive?

# Promote Your Value

- Document your successes
  - Save emails with positive feedback
  - Track your progress
- Share your successes with your manager
  - Ensure that your manager knows what you're doing
- Confidently express your strengths
  - Don't be too humble

# Communicate With Others

- Share your vision and professional goals with your manager
  - Let him/her know where you want to go
  - Ask for support
- Find a mentor
  - Seek a trusted advisor
- Expand your network
  - Build relationships with others

# Be Proactive

- Take initiative
  - Learn as much as possible
  - Ask for feedback on your performance
- Pursue new opportunities
  - Raise your hand; don't wait to be asked
- Leverage your resources
  - Ask for help when you need it

# Negotiate with Confidence

- Do your homework
- Have a plan
- Embrace your value
- Create a win-win scenario
- Ask for feedback



# Q & A