



Getting to the Next Level

Kim Meninger
Certified Coach

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