

POSITIONING YOURSELF FOR SUCCESS TOOLKIT



“BE BRAVE ENOUGH TO START A CONVERSATION THAT MATTERS”

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PREPARATION IS KEY TO SUCCESS

UNDERSTAND YOUR STAKEHOLDERS

- Who are your key stakeholders?
- Are you visible to them? What could you do to:
 - Raise your profile?
 - Share your aspirations?
 - Spend more time with them?
- What are your barriers to influencing your stakeholders? How will you overcome them?

FEEDBACK MODELS – ASKING FOR FEEDBACK

- Stop, Start, Continue**
 - What do I need to stop doing?
 - What do I need to start doing?
 - What is working that I should continue doing?
- Ask-Tell-Ask**
 - **Ask:** What went well in my presentation today?
 - **Tell:** Feedback provider responds
 - **Ask:** What could have been better?
 - **Tell:** Feedback provider responds

RECEIVING FEEDBACK

- Seek out feedback from multiple people, including challenging stakeholders
- Remember feedback is critical to your professional growth
- Ask for feedback frequently, not just as an annual review exercise
- Listen intently and ask questions to clarify
- Keep an open mind and ask for time if you need to reflect
- Ask for specific examples where you need to understand further
- Be approachable and resist the urge to be defensive
- Most importantly, assume good intent and say thank you

ASKING FOR WHAT YOU WANT - PREPARATION IS THE KEY TO SUCCESS

- Define success – Be clear about what you want, why you want it and the outcome you want to achieve
- What is your business case? Do your research and know your contribution to the organisation
- Understand your boundaries – what is not acceptable?
- What will your plan B be?
- Use your stakeholder map to identify who you need buy-in from
- Understand your stakeholders – What are their priorities? What are their constraints? What information do they need in order to say yes?

HAVING THE CONVERSATION

- Before the meeting set your intention. Who do you need to get the best outcome?
- Build rapport - before asking what you want
- Share your business case/your evidence
 - Your value to the organisation/contribution
 - What you want – e.g. pay-rise/promotion/flexible working etc
 - What difference it will make and benefits to the organisation
 - Your allies – who is supporting you on this?
- Take the other persons perspective, be curious and empathetic
- Give options to show your flexibility
- Approach from a collaborative perspective – how can we solve this together?

REFLECT & TAKE ACTION

What stops me from asking for what I want?

Now I am aware, what will I do to make sure I speak up?

What evidence do I need to support my case? How can I make sure I'm always prepared?

Who are my allies?

Which stakeholders can provide me with the most useful feedback?

Who could I be providing feedback to?

Which of the above tips (or one of your own) do you commit to do in the next week?