

# POSITIONING YOURSELF FOR SUCCESS TOOLKIT



“PLANNING IS BRINGING THE FUTURE INTO THE PRESENT, SO YOU CAN DO SOMETHING ABOUT IT NOW!”

ALAN LAKEIN

## PREPARATION IS KEY TO SUCCESS

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### THE 3 'C'S OF INFLUENCE AND 9 STEP FRAMEWORK

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1. Define success – be clear about what you want and why
2. Assess your key stakeholders (refer to influencing toolkit)
3. Align this to the bigger picture
4. Understand the criteria
5. Build your support network and reputation (refer to raising your profile and building a powerful network toolkits)
6. Track success & uncover any gaps
7. Fill the gaps (or have a plan for how you will)
8. Use EI to frame your ask
9. Have the conversation



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### IF YOU KEEP DOING THE SAME THINGS YOU WILL GET THE SAME RESULTS

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- Get comfortable with talking about your aspirations and having a development conversation to prepare for your future goals and aspirations
- Make talking about your development a regular conversation with your manager. Add 'your development' to your one to one agenda at least once a month

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### UNDERSTAND THE CRITERIA – HOW DO YOU KNOW WHAT YOU NEED TO BE DOING?

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- Consider what skills, knowledge, experience, connections, visibility, outside factors are needed to achieve the goal?
- Look at role profiles (internally or externally)
- Look at LinkedIn – Who is already doing the role?
- Ask those who've achieved it – ask for a mentoring moment
- Ask HR
- Ask your manager
- Ask a mentor

# ASKING FOR FEEDBACK

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## BENEFITS OF ASKING FOR FEEDBACK

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- Get advice on how to improve
- Uncover any (perceived) gaps in your skills and expertise
- Make a stakeholder aware of your contribution and desire to add further value
- Engage a stakeholder to support you
- Access new connections/information
- Creates opportunity for collaboration

## ASKING FOR FEEDBACK

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- Be specific to ensure you get useful feedback ... What specifically do you want feedback on?
- Stop, Start, Continue model**
  - What do I need to stop doing in relation to .....
  - What do I need to start doing?
  - What is working that I should continue doing?

*"I want to improve my impact to ensure I get buy-in from the team. I'm not sure if I was able to sell my idea to them today. I'd love your thoughts on what I need to stop, start and continue doing to improve the way I present to maximise buy in."*

## RECEIVING FEEDBACK

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- 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 INSIGHT – QUESTIONS TO ASK STAKEHOLDERS TO SUPPORT YOUR GROWTH

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- What specifically can I do to better support our team's mission?
- If your boss were to give me one piece of advice, what would that be?
- What am I doing well and what could I work on?
- Who do you think I should be working with more closely?
- Where do you think my business knowledge could be expanded?
- Which parts of my style do you think could be improved?
- Specifically, what do I need to work on to be ready for xxx?
- What are your priorities right now & looking ahead
- In the next few years how do you see me and my role best contributing to the team / your goals?

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## REFLECT & TAKE ACTION

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What stops me from talking about my development goals and aspirations?

Now I am aware, what will I do to make sure I speak up about my career goals and aspirations?

Where are my development gaps in order to fulfil my career aspirations? What can I do to fill them?

Where do I need some feedback?

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?

