

# Promotion Proposal

## Planning Worksheet



Use this worksheet to uncover and plan your case for promotion. Fill out the questions in each section, then convert this to a document or presentation to share with your manager.

### Take Action!

#### **STEP 1:** Begin the Case with the Problems Your Promotion Will Help Resolve.

What are the top challenges your organization is faced with?

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What are the untapped opportunities your organization could benefit from pursuing?

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What are the internal challenges and opportunities facing employees?

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What is your organization's aspirations around the advancement of employees? (Check employee manuals, HR web sites, etc.)

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#### **STEP 2:** Brainstorm.

Why should you be promoted? Have you had excellent performance reviews? Do your colleagues enjoy working with you? Have you helped the organization? [Write down everything you can think of]

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If you are promoted, what will you bring? (This will be the most important part of your case)

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**STEP 3: Refine.**

Let's play devil's advocate: What would happen if they didn't promote you?

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Based on 3 main reasons, I should be promoted:

- Reason #1: \_\_\_\_\_

Why? \_\_\_\_\_

- Reason #2: \_\_\_\_\_

Why? \_\_\_\_\_

- Reason #3: \_\_\_\_\_

Why? \_\_\_\_\_

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**STEP 4: Present that promoting you into XYZ role will help the organization/company.**

Use this worksheet to create a 1-page document or 5 slide presentation. Once you are ready, serve it up like this:

*"As you know, I have career aspirations and I am very committed to XYZ organization. I have drafted up a proposal and I would very much like your feedback."*

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**STEP 5: Don't leave until you have a plan**

- If your manager feels that you are ready for a promotion, inquire about the steps involved, timing, and what is needed to make it happen
- Should you get resistance, make sure you walk away with specific feedback. Are there skills you need to gain? Do you need to improve relations with someone?
- Don't forget to share what you want: A raise? A title? More vacation? An office? Sometimes they are not all-inclusive.