Preparing to Step Into Management

A presentation from the
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The Ohio State University Alumni Alumni Association

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Your Career Management Team

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Career Management

• Programs/Resources
  ▫ Web resources, job board, webinars, programs, career fairs, individual career advising (in-person and remotely). Visit: go.osu.edu/alumnicareermanagement for more info

• Career Changes
  ▫ Launching
  ▫ Transition
  ▫ Underemployment
  ▫ Unemployment
  ▫ Encore Career

• A Lifelong Process
  ▫ Assessment
  ▫ Exploration/Research
  ▫ Personal Branding
  ▫ Networking/Job Search
  ▫ Professional Development
Agenda

• Positioning yourself for management

• Career success killers

• Asking for a promotion

• Common challenges for first-time managers

• Q&A
Positioning Yourself for a Role in Management

As you prepare to step into a role in leadership within your team, there are several steps you can take to ensure your success:

1. – Outline your goals to your supervisor(s)
2. - Demonstrate your versatility and value
3. - Upskill
4. - Identify a mentor
Positioning Yourself for a Role in Management

5. – Ask to fill in where gaps exist  
6. – Become a “go-to” person  
7. – Take on relevant, smaller leadership opportunities  
8. – Be professional
Career Success Killers

Below are several things that will gravely hurt your chances of being promoted.

• Asking for a promotion too soon
• Gossiping/Badmouthing leadership or team members
• Having poor or nonexistent communication
• Being overly social at work
• Needing manager input on everything
• Mistaking volume for effectiveness
• Taking on too many projects unrelated to your job
• Failing to master your job before moving on to something else
Step One: Reflect and Research

• Think about what you really want from a promotion. Example: More money? More responsibility?

• Determine whether the position you want already exists (and is vacant), or if this would require you to create a new one.
Asking for the Promotion

Step Two: Gather Feedback

- Evaluate your own strengths and weaknesses.

- Talk with your peers and gauge your reputation within the organization – what do people think of you?

- Ask peers how they perceive your readiness for a promotion – are they willing to follow you as a leader?
Asking for the Promotion

Step Three: Build Your Case

• Consider how your skills align with company/department goals.

• Craft a 1-2 page proposal that clearly outlines your proven accomplishments and contributions to the team (use data where possible).

• Give thought about who should succeed you in your position and advocate for them.
Asking for the Promotion

Step Four: Time it Right

- Know your organization’s promotion cycle.
- Avoid asking during cut backs or other stressful times – ask after something good has happened.
- Be prepared for ongoing conversations – this isn’t a one and done thing.
- Be patient, and don’t get discouraged!
Common Challenges for New Managers

These are some common challenges that many new managers face. Understanding and preparing to address these before becoming a new manager will help you in your quest for a promotion as well as in your first months on the new job.

- Effective communication with/among team members
- Shifting from Coworker to Boss
- Managing your time and delegating tasks
- Setting clear goals and expectations
- Earning the respect of your team
- Encouraging productivity and holding team members accountable
- Hiring new team members
- Asking for help when needed
Questions?

To access our online resources, visit: u.osu.edu/alumnicareermanagement (Coach’s Corner blog & podcast)
go.osu.edu/alumnicareermanagement (office website)