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Three crucial things to do following a promotion

IF you've recently been promoted, there are three simple but crucial things you should do to make the early days in your new, more senior role count: slow down to absorb the particulars, reassess priorities to set goals and establish boundaries with former peers.

According to recruiting experts Hays, these three steps will help you make a positive impact straight away while laying the foundations for further progression.

"Understandably, following a promotion most people want to make a positive impact and prove themselves, but for this to happen, you must have the humility to listen and learn from everyone around you, the focus to think about your short and longer-term goals, and the tact to manage both old and new workplace relationships," says Nick Deligiannis, managing director of Hays in Australia and New Zealand.

Here's Hays's advice:

1. Resist the urge to dive in head-first: Newly-promoted staff will often dive into their new role head-first, especially if they've worked at an organisation for a while and already have an understanding of how things are done.

Nick advises you to book in one-on-one time with stakeholders and peers to identify their priorities, what they need from you, and the improvements they would like to see in your department. During your first few team meetings, take note of the dynamics between employees, their questions and their overall focuses. Ask questions and contribute to the discussion, but only as and when you are confident that you have something valuable to add.

2. Reassess your priorities and set goals: Having taken some time to reflect and assess, you are in a position to make more well-informed moves and changes.

"Draw up a list of short and long-term objectives and put together some SMART goals (Specific, Measurable, Attainable, Relevant and Time-Measured)," advises Nick.

"From here, you can identify quick wins that will add value straight away, as well as some more strategic objectives which require more forethought and forward planning."

It's also important to fight the inclination to focus on tasks which were part of your previous role. Nick warns, "maybe you are subconsciously holding onto these tasks because you know how to do them and do them well, unlike some aspects of this new and unfamiliar role."

"But having just been promoted, your focus has shifted, and the tasks which once featured at the top of your to-do list are now either somewhere further towards the bottom, or they sit with someone else completely."

"You need to make sure your key priorities reflect this shift."

3. Set boundaries with your former peers: One of the hardest parts of being promoted is being in a position where you have to manage your former peers – some of whom might have become your friends.

According to Nick, "Your first step should be to book in one-on-one time with them individually to outline both your visions for the team, as well as their own career objectives."

"This is a key part of your role as a people

manager anyway, but booking this meeting in sooner rather than later will help your team take you seriously as their manager and respond to this change in dynamic early on."

You may find that this is enough to keep your manager-employee relationship separate to the more informal friendship one that you have.

However, if a former peer or friend crosses the line between professional and over familiar, for example, jokingly undermining you in front of

new starters, you will need to intervene quickly.

Nick suggests you clarify with them, in private, that during work hours they need to see and treat you as they would any manager, because you will be managing them just as you would any other employee.

You cannot be seen to be giving differential treatment just because you are friends or former peers. There is no need to be harsh, just assertive.



◆ MOVING UP: Being promoted is positive, but can also be a minefield.

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