



# FIVE WAYS TO GET PROMOTED FASTER



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# 5 Ways To Get Promoted Faster

The hotel and service industry is definitely a place to grow. And it offers plenty of room for career advancement.

Some people have no interest in rising through the ranks. They are quite happy to carry on doing what they love and don't want to move into a Supervisor or Management role, even when encouraged too.

If you have found your vocation and are not interested in taking on more responsibility, it is absolutely fine to turn down management opportunities.

This resource is for those people who have a game plan or their career mapped out, with deadlines for reaching certain goals.

Most General Managers and other top Executives began their careers in housekeeping, or as front desk agents, waiters or doormen.

Ask around and you will find that many of the top management in your hotel *"rose through the ranks"*. And not because "they knew someone" but because they had a clear career game plan!

They will probably be more than happy to tell you their story. How through perseverance, drive and hard work they were able to reach their career goals.

This resource book gives you five tips to help you work towards that promotion. But let's be clear; it is not five magic tips for overnight success! You will have to work hard and put in some effort to realise your dreams.

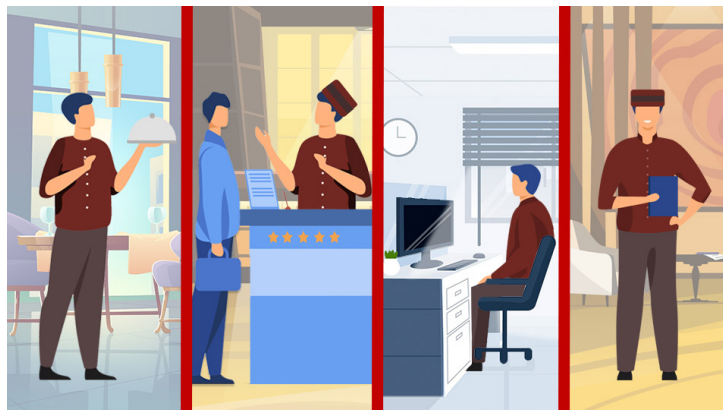
## 1. Master the basics

Before you focus on a promotion make sure you have mastered the basics, and you are an exemplary team member.

You need to be at the top of your game before you try and pitch yourself for a promotion.

There are no shortcuts when it comes to having good work ethics and practices. To be identified as a top performer and contributor in your company you need to master the following:

- **Punctuality:** Poor Punctuality can affect your chances at promotion. Make sure that you are always at work on time (earlier would be better), or give sufficient notice if you will be late or absent. Punctuality is highly regarded and shows a commitment to work, as well as respect for the company and your colleagues.
- **Positive attitude:** Everyone loves to work with someone who can brighten the mood with their positivity. People who drag down the spirits of the entire team with negative remarks, or who regularly whine or complain will find themselves passed over for promotion time and time again. A person who does his job with a light heart and an upbeat spirit is a joy to work with, and certainly a better candidate in the eyes of the management.
- **Organization skills:** Sloppy work, being disorganized and forgetfulness are things nobody wants to see in a department leader or promotion candidate. If you can't manage your own workload, how would you be able to oversee the work of everyone else? Make sure to always be on top of your tasks so you are never caught off-guard, and always keep your work area neat and clean!
- **Teamwork:** Be an excellent team-player. People who are well-liked and respected by their colleagues are more likely to bag a promotion, since people want to maintain a healthy working environment where everyone is happy and gets along well with each other.



## **2. Take advantage of cross-training programs.**

One of the best ways to stand out, among a sea of equally qualified employees, is when you are able to perform well in more than just your own department.

Cross-Training is an opportunity to train across different hotel departments. It equips employees with wider knowledge, experiences and skills, and it can open your eyes to other possible career paths within the hotel.



If you complete some Cross-training, you may be asked to step in and work in other departments, when needed. Maybe to cover sick or maternity leave.

Being able to step up and help another department shows flexibility and adaptability. These are very desirable traits in any employee!

Cross-Training also shows your dedication to continuous self-improvement and your willingness to step outside your comfort zone, to learn new skills and to be able to help out wherever it is needed.

A sure fire way to be in the running for that promotion!

### 3. Earn hotel industry-specific certificates

Another way to get promoted is to show your dedication to enriching your skills and expanding your knowledge, by taking certificated courses on the different aspects of the hospitality or service industry.

And it builds on your resume! Who said you had to look for promotion within your current company!

Attending these types of classes or courses can introduce you to a whole new network of people within the industry. People who may let you know when opportunities arise in their workplace.



Making that extra effort to apply for these certifications can open doors to bigger opportunities, as well as give you that extra edge of having knowledge that most people in your workplace would not have access to.

#### **4. Get yourself a mentor.**

If there is someone you truly admire at work, ask them if they are open to mentoring you. The chances are, they will be more than happy to.

Having someone with extensive experience and skills show you the ropes, and share with you what they have learned, what worked and what didn't, can save you from making mistakes and help you to fast-track your career advancement.

Watch closely what they do. Watch how they tackle their tasks, how they deal with people, how they solve problems and how they deal with challenges.

Absorb the things that are helpful and think about how you can improve practices and behaviors that are not as effective.

It's also always nice to have someone you can consult with regarding things within the industry you may not be sure of, and provide guidance whenever it's needed.

Being proactive and wanting to learn from the best, shows that you are committed to improving your skills and abilities. And that forward thinking attitude gets you noticed!

#### **5. Let your boss know you're aiming for promotion.**

Make sure to tell your boss that you are interested in applying for a promotion. And ask what you can do to get yourself in a position to be the best candidate for promotion.

This is something that a lot of people forget to do!

If your boss doesn't know you are interested in furthering your career it can actually play a huge part in whether or not you are even given a thought.

Managers are not mind readers so they won't know who's interested in a promotion and who's happily cruising along.



Ask how you can do your job better, and what steps you can take to help position you for a promotion. Be humble yet ambitious, passionate and driven.

The management will then have you at the forefront of their minds when thinking about the promotion candidates.

Never stop selling yourself but do it in actions not in words. No one likes a bragger who is all hot air and no substance!

Maintain a pristine work record. Help your teammates shine by being an excellent team player, be helpful to others and always make sure your presence is felt. Not only by the management but also among your team, and by your guests or customers.

While there is no substitute for actual hard work and excellent work ethics, these five tips should boost your chances of being promoted and taking the next step up the hospitality career ladder.

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