



## What training do you need?

- **Seek out new skills.** It's not enough to be great at your job; you also have to develop marketable skills that prepare you for more responsibility. When you gain skills and qualifications far beyond what your current job requires, your employer may see keeping you in that job as a waste of your talents.
- **What can your Boss do that you can't?** What systems knowledge or process skills do they have that you would need to do their job?
- **Pick a job for which you can get the skills needed.** Would you do six years of night school to get a qualification that might help you get a promotion? Probably not.
- **If you haven't earned a degree already it's probably too late.**
- **If you have a degree, look at upgrade courses to keep you up to date.**
- **Specialized professional designations or licenses.** Sometimes these can be far more important to getting a promotion than degrees, and sometimes you may just need to take some classes to improve your computer skills or accounting ability, for example.
- **What about your "Soft" skills** – Negotiating, public speaking, report writing, project management.
- **What about your IT skills.**
- **Ask your employer to help** - Your employer may reimburse you for certain tuition expenses, so it may be possible for you to expand your knowledge at no cost to yourself.
- **Learn a second/third language.** Due to the increasing globalization of the world in general, more and more companies will be looking for people that know multiple languages. Learning more than one language also means you don't need a translator, which opens up international posts (such as a manager for an entire continent, as opposed to a state or small country).
- **Take on temporary projects to increase your skills.** Temporary projects can be a great way to broaden your skills and network with people from other areas of the company. Many people feel uncomfortable volunteering for these assignments because they can be challenging and can force you out of your comfort zone. That's the point.
- **Volunteer.** If you're not getting new skills at work, consider volunteering your spare time to a non-profit organization. Large, well-recognized non-profits almost always offer a wealth of opportunities to learn new things, and smaller organizations may also have suitable projects you could work on. Successful non-profits typically look to fill volunteer positions with people who are qualified to do the job, but with a little persistence you should be able to find an opportunity that uses your existing skills and helps you build new skills. Your community involvement can also be a plus towards you getting your promotion.