



**THE FIRST
SEVEN**

THINGS TO DO

**When You Get
Promoted**

Kevin Eikenberry

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Compliments of

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The Kevin Eikenberry Group
KevinEikenberry.com

Before We Get Started

Did you get promoted recently?

If so, congratulations!

If not, you will someday, so read on.

Or maybe you know someone who has recently been promoted, so pass it on.

Or maybe you can send this to your boss, as a hint.

There are actually three more reasons to read this article:

1. If you are several months into a new supervisory/leadership job, and are struggling in any way, look at this list and see what you haven't done (or done well) yet – that action might be the key to improving your performance and moving in the right direction faster.
2. This list will help for any new job – not just a promotion.
3. Actually, it offers ideas for all of us – whether we have been in our job 4 days or 40 years. Trust me. Read on.

If you find this article helpful, you will find the other resources linked at the end of the article useful too. I hope you will take advantage of them.

We want to help you be successful!

Yours in Learning,



Kevin Eikenberry
Chief Potential Officer
The Kevin Eikenberry Group



The First Seven Things to Do When You Get Promoted

Congratulations on your promotion. You may be leading others for the first time or you may be leading in a new role. The ideas that follow will help you be more successful at any level in your organization.

Read through these ideas asking yourself the following questions . . .

- Have I done this well?
- If not, what will be my next step?
- What challenges am I facing that might have been avoided (or can now be corrected) as I take these actions?
- Who else can I help be more successful by sharing these ideas?

1. ***Get clear expectations.***

The first thing you need to do is deeply understand your role. While might have lots to learn to deliver in this new role, you must first understand what success is, and what is truly expected of you. You may have a job description or the description that led you to apply for the job – but that isn't enough. Has your boss made their expectations and the expectations of the organization crystal clear to you? do you know what you expect of yourself, based on that information? Have you shared with your new boss what you need and expect from them in terms of support and more?

These expectations form the basis for your success. A misunderstanding or misalignment of expectations is the fastest way to frustration and failure. You can learn about seven steps for setting clear expectations [here](#).

2. ***Set your goals.***

You have an exciting (or scary) task in front of you. What do you want to accomplish and why? Hopefully with the context of clear expectations, set goals that are in alignment with those realities. Set goals from several perspectives:

- *Role Goals.* What do you want to accomplish and learn in this new role? What do you want to do to help your team members succeed at higher levels?
- *Organizational Goals.* What do you want to accomplish to support the reaching of organizational objectives? How will you support your team in reaching those goals?
- *Personal goals.* Once you have set the other goals, think about yourself. What do you want to accomplish for yourself in this new role?

3. *Talk to your new boss.*

You had to do this to understand expectations I realize, but you also want to get to know your boss and determine how you will work together. Determine things like:

- How and when will you communicate
- What support they will give you
- Their key objectives and goals

In other words, start to build a relationship with them. The nature of that relationship will depend on the approach and personality of each of you, but regardless of that, you want to have a relationship with your boss that allows you to talk about more than just the work and the weather.

Your boss can have a big impact on your success in your new role. Do whatever you can to make your relationship with them a productive one.

4. *Focus on building relationships.*

Yes, you have a job to do. And, the relationships with the people around you are part of that job! No one is an island – you can't do it alone. We've already talked about your boss, but there are others to consider too, including:

- Your team members
- Your peers
- People in other groups and departments
- Your customers (internal and external)

More people fail in jobs because of poor people (i.e. relationship) skills than any other reason. There is really no reason you need to be part of that statistic. Don't let your focus on learning your new job keep you from the equally important task of building productive relationships with those you work with.

5. *Learn what you need to learn.*

You might have thought this would be closer to the top of the list. Many see it as the first focus when they get a promotion, and it is important. But once you have done steps 1 and 2 on this list, you will have a much better idea what you need to learn! With that additional perspective, make a list and then make a plan for how you will build the needed skills and knowledge.

6. *Celebrate!*

You've been promoted – and that deserves a celebration. Take some time for yourself and with those closest to you to celebrate your progress and accomplishments. Celebrating builds your confidence and awareness, and it sets you

on the right path for even better performance. While you want to celebrate, keep a balanced mindset, hence the last item on this list. . .

7. *Be happy but humble.*

As in most things in life, balance is important. You should absolutely be happy and pleased with yourself for earning the promotion or the new job. You also need to keep that all in context and at least some of it to yourself. Remember that the person in the next cubicle might have wanted the job you now occupy. Remember that you don't know it all. Remember that being in a new job doesn't mean you've arrived, it means you've just started.

This may not be the order in which you do these things, or you may be reading this a few weeks after your promotion, so you may have already done some of these things. Think about which of these tips will be most helpful to you right now and think about who you know who might benefit from these ideas.

My bigger goal was to prompt action, not just thought. Regardless of your time in your current role, what idea can you take from this and apply in your work today? Who can you share this article with today?

This Special Report was written by Kevin Eikenberry, Chief Potential Officer of The Kevin Eikenberry Group.



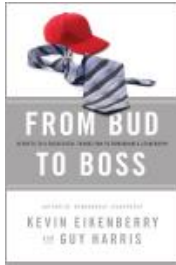
Kevin Eikenberry is an expert on team and leadership development and is the Chief Potential Officer of The Kevin Eikenberry Group.

He has spent over 20 years helping organizations all across North America with leadership, learning, teams and teamwork, creativity and more. His client list includes: the American Red Cross, Chevron, Chevron Phillips Chemical Co., John Deere, Purdue University, Southwest Airlines, TriHealth, the U.S. Marine Corps, the U.S. Mint and many more.

He is a frequent presenter at professional conferences and a sought-after keynote speaker. He currently serves on four boards of directors in order to contribute, hone his leadership skills and add an additional dimension to his experiences.

He is the author of the bestselling books *Remarkable Leadership, From Bud to Boss* and *Vantagepoints on Learning and Life*, and a contributing author to more than 20 other books. He publishes four electronic newsletters and a popular blog, [Leadership & Learning](#), collectively read by more than 80,000 people worldwide.

Resources for Your Leadership Transition



Kevin Eikenberry and Guy Harris' book, *From Bud to Boss* is an excellent resource for you as a new leader. It is a practical handbook with tips and suggestions that you can apply immediately. This book will equip you to be successful in your leadership role. [Learn more](#) or [buy one today!](#)

We're coming to a city near you with *The Bud to Boss Workshop*, a two day workshop for new supervisors jam-packed with ideas and skills to make you (or the supervisors in your organization) more confident in your role and more successful with your team and in your career!



The [Bud to Boss Community](#) contains more resources to help you grow as a leader. Join the free community or buy the book to unlock even more resources.

The Companion Learning Guide to From Bud to Boss: a companion guide to From Bud to Boss – coming soon!

The Bud to Boss Toolkit: 20 e-learning courses designed to provide the solid foundation new supervisors need to take on their new position. (These are soon to be released and we can provide more information as needed).

The Kevin Eikenberry Group offers a variety of other public workshops on leadership, communications, and much more. Like *Bud to Boss*, these workshops are offered in metropolitan areas across the country, and since they are being offered somewhere every month and nearly every week, they allow participants to attend exactly when they need the skills. Workshops include:

- [Communicating for Results](#)
- [Conflict Confidence](#)
- [Remarkable Coaching](#)
- [Remarkable Leadership](#)

Other Resources

[The Leadership & Learning Blog](#)

[Unleashing Your Remarkable Potential](#)

[20 Days to Remarkable Leadership – a FREE, online video training series](#)