

## Preparing for Promotion: An Everyday Event

Preparing for a promotion is often thought of as a period just following the posting of a promotional opportunity at our agency, continuing all the way through the time of testing and interviewing for that position. We put our resume together, gather all our certifications, licenses, awards and kudos and if we are very industrious, we put them in a nice portfolio and write a wonderful cover letter. Then we set about studying for tests, and practicing answering interview questions and picking out or suit. Sound familiar?

However, preparing for promotion begins from the first day of your employment. The interview and selection process, very often, is influenced by all the various opportunities we have had to promote *ourselves* in a positive way – who we are, our values, and our ability to connect and communicate – from the first day. All our actions and interactions within the agency or department are (or will be) evaluated long before we apply for a promotion. Throughout our employment, there will be many opportunities to participate in training, and continuing our education; to learn, develop and build the skill sets and credentials that add to those human connections we have developed. It is also important to understand that prior observations and evaluations, documented or undocumented, precede you into the interview room.

“But Robbie, I made some really bad blunders early on in my career at my agency – have I already blown it?” Absolutely not! We are all going to make mistakes and not handle every situation exactly like we would have liked to. If given the opportunity, we would have done things a lot different. So, what do we do? Exactly the same thing – use all the opportunities we have following those instances to promote ourselves in a way that shows growth and development.

Today we will look preparing for promotion as an everyday practice – NOT just when a promotional opportunity presents itself.

- I. First Impressions and Other Historically Dreaded Encounters (Introduction: 15 Min)
  - a. What they are thinking and what you *think* they are thinking
  - b. What do I wear?
  - c. What do I say?
  
- II. Continued Impressions: The 1<sup>st</sup> and the 101<sup>st</sup> (Section 2: 15 Min)
  - a. Handling Conflict
  - b. Handling Stress
  - c. Handling Projects and Assignments
  
- III. Training and Using New knowledge (Section 3: 15 Min)
  - a. Willingness to Train
  - b. Using New Skill Sets
  - c. Teaching and Assisting Others
  
- IV. Building the Portfolio and Preparing For the Interview (Section 4: 15 Min)
  - a. Documenting You, Not Just Your Accomplishments
  - b. They Are Looking for a Good Fit, Not Just a Great Resume
  - c. Presentation: A Reflection of You

Objectives:

1. Discovery of where the preparation begins
2. Determining what really matters in preparation
3. Learn why projects, stress, reactions and other observations are important
4. Understand the importance of training, new skill sets and implementing them
5. Understanding the importance of documentation and presentation

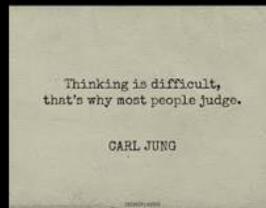


## OBJECTIVES

- Discovery of where the preparation begins
- Determining what really matters in preparation
- Learn why projects, stress, reactions and other observations are important
- Understand the importance of training, new skill sets and implementing them
- Understanding the importance of documentation and presentation

## FIRST IMPRESSIONS AND OTHER HISTORICALLY DREADED ENCOUNTERS

- What they are thinking and what you *think* they are thinking



What do people based judgements on?

- Clothes?
- Speech?
- Posture/Body Language?
- Facial Expression?

## Meeting people activates the same region of the brain responsible for assigning prices to objects.

- Our split-second reactions to other people are assessments of their value to our own social or work environment.
- We want to establish immediate value - on the first day of employment and continuing through out our employment. There are two major factors in doing this:

1. Physical: Clean, Comfortable, Confident
2. Psychological: Clear, Common, Concise

<https://www.psychologytoday.com/us/blog/the-science-luck/201302/the-science-first-impressions>

## CONTINUED IMPRESSIONS: THE 1ST AND THE 101ST

- Handling Stress
- Handling Conflicts
- Handling Projects and Assignments

## TRAINING AND USING NEW KNOWLEDGE

- Willing to Train
- Using New Skills Sets
- Teaching and Assisting Others

## BUILDING THE PORTFOLIO AND PREPARING FOR THE INTERVIEW

- Documenting You, Not Just Your Accomplishments
- They Are Looking for a Good Fit, Not Just a Good Resume
- Presentation: A Reflection of You



## QUESTIONS AND REFERENCES

Robbie McCormick, BAS, MSE

Case Management Officer

Eddy County Detention Center

[rmccormick@co.eddy.nm.us](mailto:rmccormick@co.eddy.nm.us)

APCO Adjunct Instructor

[r.f.b.mccormick@gmail.com](mailto:r.f.b.mccormick@gmail.com)

1-575-499-9834