

Career Headlines



How to be Successful and Receive Promotions

If you ask people who have worked for a few years what it takes to be successful and receive promotions, you're likely to hear five things needed to get ahead: (1) Outstanding soft skills (2) strong communication skills, (3) technological ability, (4) industry-related skills and (5) experience.

Employability skills and work readiness

This is an area where you can prove the company made a good decision when it hired you. From the first day, the impression people form of you will be influenced by your actions in these ways:

Work ethics	Good attitude	Professional appearance
Honesty	Confidentiality	Professional behavior
Dependability	Teamwork	Professional language
Integrity	Respect for diversity	Accountability for actions
Time management	Self-confidence	Good personal hygiene



Communication Skills

How well you get your point across and understand others will depend on your communication abilities:

Workplace writing	Reading	Interpersonal abilities
Speaking	Locating information	Interpreting verbal and written comments
Listening	Asking useful questions	Communicating a professional image

Technological Ability

Employers want you to have the technology skills needed daily for jobs, so you will be a more productive worker:

Office technology	Internet usage and research	E-commerce abilities
Business software abilities	Industry-related technology	Virtual customer support

Industry-Related Skills

These are skills related to your field; for example, an automotive specialist needs mechanical skills, a nurse requires medical skills, and a software specialist needs programming skills.

Experience

Nothing catches an employer's eye faster than experience. Gain experience these ways:

Internship	Co-op program	Volunteering
Work-Based Learning	Part-time job	Simulations

Action: Place a plus sign for each skill or ability you possess and a minus sign for each that you need to learn or improve to be successful and get promotions. Where and how will you learn the skills you need?

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