



IT'S TIME TO ELEVATE

Hey there

We have created this guide to support you to grow and develop your career. If you are seeking the financial support of your employer to grow through professional development, remember:

1. Your employer will be super impressed that you are looking at ways to grow in your role.
2. In order to grow we must first reflect. It can be hard to assess yourself with honesty and authenticity, really focusing on where your gaps are. Keep in mind that growth is rarely comfortable but push through and take comfort from knowing that everyone (even your CEO) has opportunities for professional growth. Trust me it's totally worth it!
3. Find programs and courses that can help you from day 1, where possible. It's always great for your employer to see your new skills fast tracked for immediate results.
4. Use the boxes under each question to make notes and to help you formulate your presentation.

Need more help?

Jump online or shoot us a message at hey@suzymiller.com.au and our team can help guide you to achieve your goals. Let's do this ... ***We believe in you!***

www.suzymiller.com.au



LET'S ELEVATE YOUR CAREER



What specific skills or knowledge do I want to develop? Clarify the areas in which you seek growth and determine how they align with your current role or future career aspirations.

How will these skills or knowledge benefit both me and the organisation? Identify the direct impact and value that acquiring these new skills or knowledge will bring to your work and how it aligns with the organisation's goals.

What are the potential challenges or obstacles in pursuing this professional development? Consider any potential conflicts with your current responsibilities, time commitments, or financial considerations, and think of possible solutions or alternatives.

What professional development opportunities are available? Research and explore different programs, courses, workshops, or certifications that are relevant to your desired growth areas. Identify specific options that align with your goals and present the most value.

LET'S ELEVATE YOUR CAREER



How does this professional development align with the organisation's priorities? Find connections between your desired development and the organisation's strategic objectives. Highlight how your enhanced skills can contribute to achieving those objectives.

What is the expected investment required? Determine the financial costs, time commitment, and any logistical considerations associated with the professional development opportunity you are interested in. Be prepared to discuss these aspects.

Now it's time to prep for your presentation and with these tips you will be well organised and ready to shine.

1. Outline the the following clearly:
 - The benefits to the organisation.
 - The process of how, where and when you will undertake the training.
 - Detail the outcomes you are expecting for your employer, team and yourself.
 - Have a brief outline and summary that you can leave with or send to your employer
2. Anticipate any potential questions or concerns your leader may have and be ready to address them.
3. Then Practice, Practice, Practice with people that you trust for honest feedback.
4. Evaluate the process you went through. If you were successful be prepared to keep your employer updated on your progress. If you were unsuccessful seek feedback as to why and see if you are able to suggest a time to revisit your request. Follow up and make sure you follow through.