

Successfully making your mark in a new position

A new position undoubtedly brings with it many challenges, and whether you find yourself with the same employer or working for a new company, the pressure to prove yourself worthy of your title can be daunting.



Graham Bentley

Graham Bentley, MD of Kelly, offers some sound advice to those seeking to successfully make their mark in a new position:

- **Establish a timeline:** "No matter what sector you work in, it's a good idea to establish a personal timeline that outlines your goals for the coming year. Give yourself the first 90 days to learn the ropes, at times jumping in with both feet first, before understanding the company or your role may cause you to make vital mistakes. Consult with your manager regularly to set clearly defined objectives in line with your job description for the remaining nine months," advises Bentley.

According to Bentley, not only does this give you a bird's-eye view of exactly what is expected of you, but it also provides you with a road map that is vital for the days when you feel overwhelmed. This approach also prepares you for your very first performance review, helping you score positively in your new areas of responsibility.

- **Confirm your credibility:** Aim to prove to both your managers and colleagues that you are able and willing to do the job at hand. Bentley recommends doing what is known as the 'quick win': "During the first 90 days focus your attention on manageable, early victories. If part of your new job description, for example, is to limit absenteeism in your call centre, focus your energies on putting strategies in place to achieve quick and tangible results. Not only will you establish your credibility early on, but this will also help you build the confidence you need to prove your worth going forward."

- **Rework your skills set:** Spending time on your current abilities and identifying any additional skills you may need to succeed is a worthwhile exercise that can take you from good to great. "The reason many of us seek out new positions is for the growth opportunities they represent. Take full advantage of the new challenges you have set yourself and acquire the skills you need to take you to the next level. This can be achieved by acquiring an experienced mentor, conducting

online research or enrolling in a number of short courses," explained Bentley.

- **Know your network:** Bentley cites the importance of getting to know the corporate culture of your new place of work as vitally important: "Focus your attention on getting to know your colleagues; this will help you to develop professional relationships that can enable you to work more efficiently. This can assist you when instituting changes, to ensure that your colleagues and team members are supportive when you put your plans in place."
- **Pace yourself:** "Trying to do too much, too soon can mean the difference between success and failure. Tread carefully and give yourself the time you need to get to know your new position, so that, ultimately, you can successfully make your mark in your new position," concluded Bentley. Pace yourself so that in the long term you continue to prove yourself worthy of your position over and over again.

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