



HOW TO GROW IN THE WORKPLACE

Growing in the workplace is critical for your career and professional development. It also requires a combination of setting goals, seeking feedback, developing new skills, networking, taking initiative, embracing change, seeking mentorship, being proactive and focusing on results, and maintaining a healthy work-life balance. These strategies have been explained in detail below and if applied correctly, the sky would be your starting point in reaching your career aspirations.

Set Clear Goals on What You want to Achieve

Setting clear, achievable goals is a crucial first step towards professional growth.

Think of it as Career mapping: identify your career destination, the tools you need to get there, and your timeline.

Start by assessing where you are now—your skills, qualifications, and current earnings. This reflection helps you figure out where you want to go.

Use the SMART criteria: Specific, Measurable, Achievable, Relevant, and Time-bound. Regularly review and adjust your goals as needed, this helps you to be flexible if you need to make a career change.

For example, if you're an entry-level graduate trainee aiming to be an associate in three years, identify the skills and additional qualifications you'll need and the projects you should work on. Set both short-term goals (skills you can develop in a few months) and long-term goals (where you want to be in 5-10 years).

Understand Your Organization and How you Fit In

Get to know your company's culture, goals, and future plans. Understanding how your role fits into the bigger picture can strengthen your position and open doors to new opportunities. Know the roadmap to your organization's mission—this influences not just the tasks you work on but also the strategies you use. This way, you won't be confused about which tasks will help the organization achieve its mission, and you'll be able to come up with innovative ideas that align with the company's vision.

Network and Build Professional Relationships

Even though you might hear that "your co-worker is not your friend," building professional relationships is still essential. Networking can open doors to new opportunities and provide support. Connect with professionals in your industry through social media, conferences, and networking events.

By attending these events and forming relationships with more experienced professionals, you can gain guidance for your career and deepen your understanding of your field. Networking also gives you access to more opportunities.

Seek Mentorship

A mentor can offer invaluable guidance, advice, and support. Look for someone with experience and success in your field. Actively seek advice and be open to learning. Join mentorship programs within your organization or industry, or find a senior colleague willing to mentor you. Also ensure to choose mentors with a track record of supporting younger professionals and be prepared to be an engaged and active mentee who is ready to learn and grow.

Be Proactive and Focus on Results

Showing initiative demonstrates your commitment and potential for leadership within your workplace. You can volunteer for projects, take on additional responsibilities, and lead new initiatives. Identify areas for improvement and propose solutions. For example, if you notice inefficiencies in your department, suggest a streamlined workflow to save time and resources.

However, ensure to volunteer when you know you are flexible enough to take on additional tasks.

This will ensure there is no burn-out on your end and important tasks don't suffer. An extra tip is to aim for excellence in all tasks and projects by carrying out your tasks with minimal corrections. This will set you apart from your peers.

Obtain New Skills and Certifications/Qualifications

Stay updated on the most sought-after skills and valuable certifications in your industry. The world of work is always evolving, so be open to growth, new insights and actively seek opportunities to learn new skills. Explore online courses, attend workshops, or shadow colleagues in different departments. For instance, if you aim to be a project manager, obtaining a PMP certification is crucial. Aim for globally recognized certifications to enhance your value as an employee.

Be Honest and Have Good Work Ethics

Integrity and strong work ethics are key to growing in your career. Always be honest and transparent with your colleagues and superiors. When you uphold ethical standards, you build trust and respect, which are essential for long-term success.

Make sure you're reliable, punctual, and responsible in your work. Show respect to everyone, no matter their position. By being dependable and maintaining high ethical standards, you build a solid reputation that can open up more career opportunities.

You don't want to be seen as the lazy employee or the colleague who wastes everyone's time and delays tasks. Being known for your strong work ethics and reliability will set you apart and help you advance in your career.

Seek Feedback on Your Performance

Actively seek constructive criticism from your manager and colleagues. Don't be afraid to ask questions and clarify expectations. Colleagues can provide insights into your teamwork and interpersonal skills, while managers can offer perspectives on your performance and areas for improvement. Additionally, regularly assess your own performance to identify strengths and weaknesses, allowing you to adjust accordingly.

Be Creative and Innovative

Stay informed about current trends in your industry and their potential impact on your workplace. Think of fresh ideas that can benefit your organization, be strategic, share your ideas, and take ownership of them. By staying informed and proactive, you can contribute significantly to your organization's success and show your value as an innovative thinker.

Maintain Work-Life Balance

A healthy work-life balance is crucial for long-term success and well-being. Set clear boundaries between your work hours and personal time to ensure you're not overextending yourself. Prioritize self-care activities that promote both physical and mental well-being.

Taking regular breaks and using your vacation time are essential for recharging. Allocating time to work and engaging in activities outside of work helps your brain to be more productive. It gives you space to think clearly and declutter your mind, leading to better physical health and the generation of fresh ideas. This balance prevents burnout and keeps you feeling energized and motivated.

About Us

Network of Youth for Sustainable Initiative (NGYouthSDGs) is a youth-led and youth serving civil society organisation advocating for meaningful youth engagement in policies and programs for youth to lead and thrive.

With a focus on policies and programmes that will enable young people to lead and thrive, we work with youth groups, youth stakeholders like the government, international and national development partners, the private sector, academia, and the press to amplify the voices of youth and facilitate their meaningful participation in the developmental agenda of their country.



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Get in Touch with Us

For any questions or concerns kindly reach out to us. Also, feel free to stay connected to us for more exciting opportunities and updates on our work via any of the following means:

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