

SECRETS OF THE CORPORATE JUNGLE

Pointers on getting ahead

By JOY FANG

HAVE you ever wondered how to ask your boss for a raise or **promotion**?

Or, if you've ever received a bad review, have you wondered how to handle the situation so it won't impact your future in your company?

my paper asks experts to answer these provocative questions that are pertinent to anyone in the working world.

1. How do I ask for a raise or promotion from my boss?

Familiarise yourself with the company's processes on salary and job promotions, as it is important to find out its pay practices and the market rate for your position in order to gauge the extent of negotiation allowed with your boss, said Mr Josh Goh, assistant director for corporate services in recruitment agency The GMP Group.

Keep a record of your progress and contributions to substantiate your cause, and don't forget to evaluate your performance and ask yourself whether you have met and exceeded the set targets, he added.

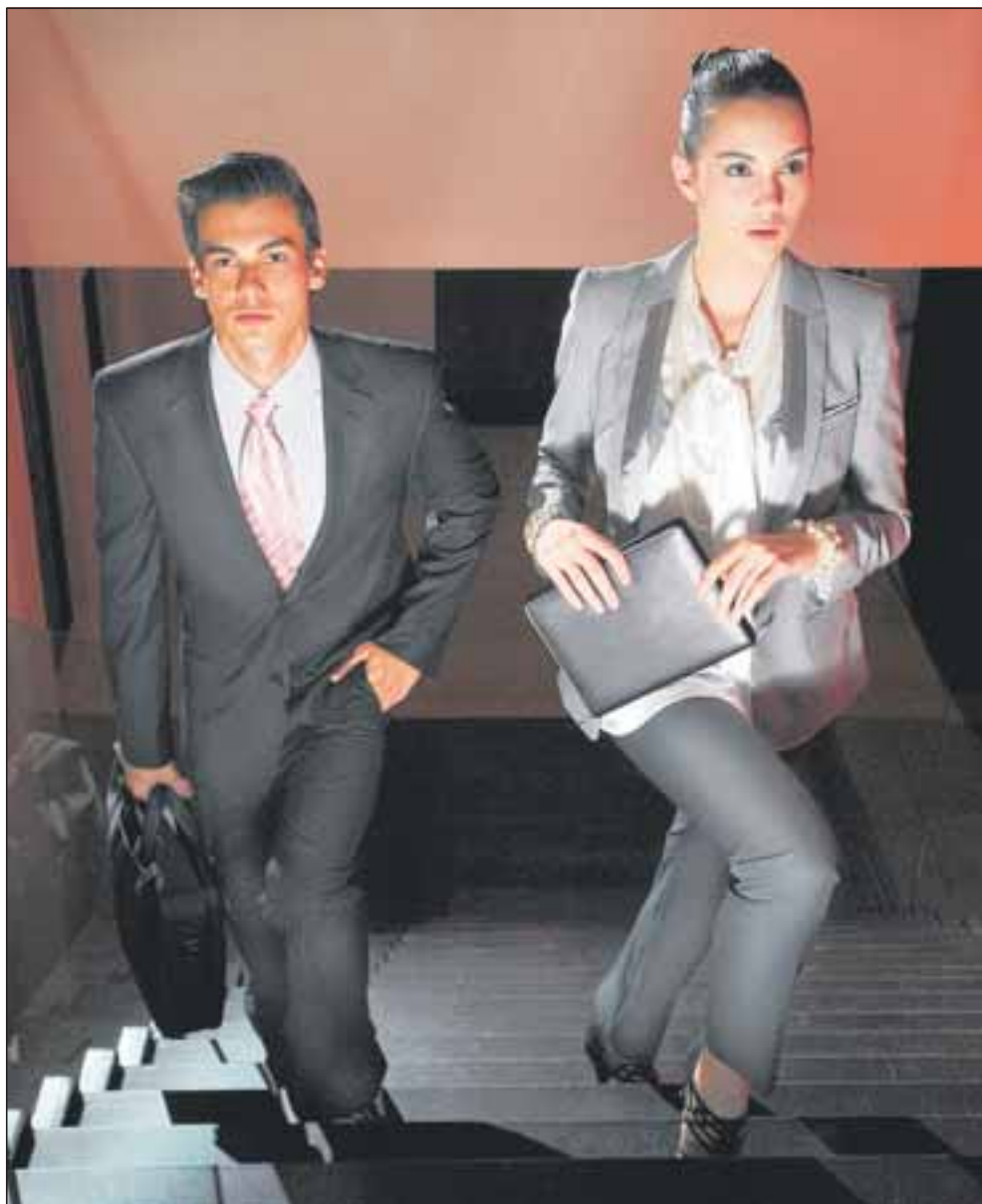
Most importantly, be objective and tactful when approaching your **superiors**.

First, discuss your work performance and the difficulties you've faced, and ask for feedback. Then, you can zero in and inquire about salary adjustments, said Mr David Ang, executive director of the Singapore Human Resources Institute.

2. How do I ask for reviews from my boss, to see if I am on the right track and am meeting targets?

Ask your boss for input on an ongoing basis, especially when you are given an important new assignment or new responsibilities, said Mr Hermann Ditzig, managing director of leadership-development firm Lead Consulting Group.

"Also, find out what is expected of you, and then exceed that expectation. Treat your boss as your most important customer," added Mr Ditzig, who has 35



THE ART OF POWER DRESSING: Dressed to impress, he wears a jacket (\$299) with matching pants (\$119), a shirt with French cuffs and cuff links (\$69), and a silk tie (\$53). She wears a boyfriend jacket (\$129), a tie-front blouse and a cotton cardigan (\$69), and polyester gabardine pants (\$39). All from G2000. (PHOTOS: JAMIE KOH)

years of experience in human-resource consulting and leadership development.

Mr Goh said that upgrading of skills and knowledge will help enhance your **career development** as well.

Meet your manager to discuss learning and development opportunities that will help you along on your career path, he added.

3. I've just received a bad review at work. What can I do to ensure it doesn't stand in my way in the future?

If you feel the bad review was undeserved, approach your boss

to have a discussion about it, said Mr Goh.

"Make your dissenting points calmly and objectively, and support your argument with facts and observations," he added.

Mr Ditzig pointed out, however, that if the review is justified, then you should learn from it. Show your sincerity by responding positively to the input your boss gave you, and work hard to make a positive contribution for the future, he said.

You can always ask your boss for periodical, informal reviews to ensure that you are on track.

4. What is the art of 'power

WORKWEAR FOR HIM: Silk satin and silk Jacquard narrow ties (both \$29), and printed poplin striped shirt with button-up sleeves (\$49), all from G2000 (www.g2000.com.sg).



WORKWEAR FOR HER: Cotton jersey razor-back tank with sequin panel (\$29) and animal-print polyester satin blouse with leg-o-mutton puff-up sleeves (\$69). All from G2000.



Models: Kristyna S & Jhony S/Upfront Models; **Hair and make-up:** Shirley Li (tel: 8111-9500); **Styling:** Vik Lim; **Location:** Ogilvy & Mather Singapore

dressin', and can this help me climb the corporate ladder?

The rule of thumb, said Mr Goh, is to ensure that your clothes are neat, pressed, stain-free and in good condition.

Mr Ang said that you need only to "dress **appropriately** and not overdo it". Make sure you are always dressed appropriately and well-groomed, he added. For example, guys should not put too much gel in their hair, while ladies should not have make-up that is too thick.

Mr Ditzig said that, while it is important to present yourself well to your peers, your bosses

and your clients, you should also make sure your performance is up to par, as "dressing well will not compensate for marginal performance".

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HELPDESK 我的字典

Promotion: 升职 shēng zhí

Superiors: 上司 shàng si

Career development: 职业培训 zhí yè péi xùn

Appropriately: 适当的 shì dāng de

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