

# Promotion

# Activation Workbook

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# Promotion Activation Workbook

*Your fillable companion to transform achievements into promotion readiness*

## Implementation Timeline

Complete Worksheets 1-3 over 2 weeks, then use Worksheet 4 to prepare for your promotion conversation.

# Worksheet 1: Achievement Translation Practice

## Your Current Achievements

List 5-7 of your recent technical or leadership achievements:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

### Tips:

- Quick Win: Start with your most recent achievement with clear metrics
- Challenge Mode: Tackle that big project you haven't quantified yet

## Translation Practice

Use the formula: "When [business challenge], I [technical solution], which resulted in [quantified business outcome]."

### Achievement #1:

- What I did: \_\_\_\_\_
- Business problem it solved: \_\_\_\_\_
- Quantified outcome: \_\_\_\_\_
- Final translation: "When \_\_\_\_\_, I \_\_\_\_\_, which resulted in \_\_\_\_\_."

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### Achievement #2:

- What I did: \_\_\_\_\_
- Business problem it solved: \_\_\_\_\_
- Quantified outcome: \_\_\_\_\_
- Final translation: "When \_\_\_\_\_, I \_\_\_\_\_, which resulted in \_\_\_\_\_."

### Achievement #3:

- What I did: \_\_\_\_\_
- Business problem it solved: \_\_\_\_\_
- Quantified outcome: \_\_\_\_\_
- Final translation: "When \_\_\_\_\_, I \_\_\_\_\_, which resulted in \_\_\_\_\_."

## Your Top 3 Promotion-Ready Achievements

Select your strongest 3 translations:

- 1.
- 2.
- 3.

## Worksheet 2: Stakeholder Mapping Canvas

### Key Stakeholders Analysis

Stakeholder #1: \_\_\_\_\_

- Role/Title: \_\_\_\_\_
- Current relationship: ☐ Strong ☐ Neutral ☐ Need to Build ☐ Unknown
- Their goals/priorities: \_\_\_\_\_
- Their current challenges: \_\_\_\_\_
- How your work helps them: \_\_\_\_\_
- Best way to connect: ☐ Email ☐ Slack ☐ 1:1 ☐ Document ☐ Other: \_\_\_\_\_
- Value you can offer: \_\_\_\_\_

Stakeholder #2: \_\_\_\_\_

- Role/Title: \_\_\_\_\_
- Current relationship: ☐ Strong ☐ Neutral ☐ Need to Build ☐ Unknown
- Their goals/priorities: \_\_\_\_\_
- Their current challenges: \_\_\_\_\_
- How your work helps them: \_\_\_\_\_
- Best way to connect: ☐ Email ☐ Slack ☐ 1:1 ☐ Document ☐ Other: \_\_\_\_\_
- Value you can offer: \_\_\_\_\_

Stakeholder #3: \_\_\_\_\_

- Role/Title: \_\_\_\_\_
- Current relationship: ☐ Strong ☐ Neutral ☐ Need to Build ☐ Unknown
- Their goals/priorities: \_\_\_\_\_
- Their current challenges: \_\_\_\_\_
- How your work helps them: \_\_\_\_\_
- Best way to connect: ☐ Email ☐ Slack ☐ 1:1 ☐ Document ☐ Other: \_\_\_\_\_
- Value you can offer: \_\_\_\_\_

## First Outreach Planning

This week, I will reach out to: \_\_\_\_\_

The value I'll offer: \_\_\_\_\_

My message approach: \_\_\_\_\_

## Worksheet 3: Leadership Impact Assessment

### Current Leadership Scope

Teams I directly manage:

- Team 1: \_\_\_\_\_ (Size: \_\_\_\_\_)
- Team 2: \_\_\_\_\_ (Size: \_\_\_\_\_)
- Team 3: \_\_\_\_\_ (Size: \_\_\_\_\_)

Teams I influence/collaborate with:

- 
- 
- 

Key processes I own/influence:

- 
- 
- 

### Leadership Multiplier Self-Assessment

Rate yourself 1-5 (1=Never, 3-Sometimes, 5=Consistently)

People Development: \_\_\_\_\_

- I help others grow their skills and advance their careers
- I create systems that scale knowledge across the team
- Others seek my mentorship and guidance

Process Innovation: \_\_\_\_\_

- I identify and solve systemic problems
- I create processes that improve team/org effectiveness
- My process improvements get adopted by other teams

Knowledge Multiplication: \_\_\_\_\_

- I document and share learnings broadly
- I create frameworks others can use
- I build systems that work without my constant involvement

## Leadership Impact Examples

### Example 1: People Development

- What I did: \_\_\_\_\_
- Scope (# people/teams affected): \_\_\_\_\_
- Measurable outcome: \_\_\_\_\_
- How it scales beyond me: \_\_\_\_\_

### Example 2: Process Innovation

- What I did: \_\_\_\_\_
- Scope (# people/teams affected): \_\_\_\_\_
- Measurable outcome: \_\_\_\_\_
- How it scales beyond me: \_\_\_\_\_

### Example 3: Knowledge Multiplication

- What I did: \_\_\_\_\_
- Scope (# people/teams affected): \_\_\_\_\_
- Measurable outcome: \_\_\_\_\_
- How it scales beyond me: \_\_\_\_\_

## Your Leadership Impact Statement

"As a leader, I've scaled my impact by \_\_\_\_\_,  
resulting in \_\_\_\_\_. This shows my readiness for  
[next role] because I've proven I can \_\_\_\_\_."



## Worksheet 4: Promotion Conversation Prep

### Your Promotion Conversation Planning

Meeting scheduled for: \_\_\_\_\_

Target role: \_\_\_\_\_

Your 3 key evidence points:

- 1.
- 2.
- 3.

### Conversation Outline

**Opening statement:** "I'd like to discuss my readiness for promotion to [target role]. I have three specific examples of how I'm already operating at that level."

**Evidence point 1 (Strategic Communication):**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Evidence point 2 (Influence Without Exhaustion):**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Evidence point 3 (Scalable Leadership):**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Your ask:** "Given this track record, I'd like to understand what specific steps would move me toward promotion to [target role] and what timeline we're looking at."

**Confidence Reminder:** You're not asking for a favor. You're presenting evidence of readiness.

### Potential Objections & Your Responses

If they say "We need to wait for the right opportunity":

Your response: \_\_\_\_\_

If they say "You need more experience in X":

Your response: \_\_\_\_\_

If they say "Budget constraints":

Your response: \_\_\_\_\_

### Post-Conversation Action Items

Key feedback received:

- \_\_\_\_\_
- \_\_\_\_\_

Agreed next steps:

- \_\_\_\_\_
- \_\_\_\_\_

Follow-up timeline: \_\_\_\_\_

Additional questions to ask in follow-up:

- \_\_\_\_\_
- \_\_\_\_\_

## Promotion Activation Workbook

*This workbook is designed to be printed and filled out, or used digitally with fillable PDF software. Keep it handy as your promotion preparation companion.*