

# Become an Indispensable Employee - and Build an Amazing Career



## Ready to Make Yourself Irreplaceable?

Whether you're aiming for a promotion, a raise or just want to increase your job security, you can become your team's go-to employee.

### In this ebook, you will learn:

- How to own your career management
- How to deepen workplace connections
- How to become a great team member
- How to make your boss look good
- How to start using your voice to be heard

# Own Your Career Management

People can and will help you throughout your career, but the truth is, you are in charge of your own career management. If you want more responsibility, promotions or raises, you must take control of your development and have the fortitude to speak up and ask for what you want.

- **Learn competencies associated with your goal:** Identify the step forward you want to take and learn about the skills and requirements needed to succeed in that role.
- **Identify the gaps you must close:** Compare your goal skills with your current skills and experience, and make a list of the skills you need to attain to move forward.
- **Set SMART goals:** One at a time, choose a skill to focus on for development and set SMART goals to develop yourself.
- **Choose learning activities:** Whether it's classes, reading a book or attending a training, work to grow the skills you have listed. Share your learning experiences with your boss and your mentors.
- **Seek opportunities at work:** Look for chances to build and use your new skills on the job. Share your development goals with your boss and ask for more responsibilities or tasks related to your goals.
- **Apply new skills to your current job:** There may not always be opportunities to use your new skills where you are, so apply them to your current job as best you can.
- **Find a mentor:** Your mentor should be willing and able to help you grow and develop in your chosen career, providing advice on education, job opportunities and more.
- **Stay on top of industry trends:** Read trade publications, participate in online discussions and join professional organizations to stay up-to-date on your industry and its work.



# Develop/Deepen Workplace Connections

Having meaningful relationships at work will greatly improve your job satisfaction, and if you approach relationship-building the right way, you will seem much more indispensable. People want to work with individuals who are warm, friendly and supportive of their teams.

**Building stronger connections in the workplace isn't a step-by-step process; it's more of an ongoing mindset that includes actions such as:**

- **Learning names:** If you're bad at remembering names, get better. Hearing people when they introduce themselves and using their name the next time you see them makes them feel valued.
- **Speaking less, listen more:** Listening without interjecting your own opinions or changing the subject is a fine art, and it helps build connections. People would always rather speak to someone who listens than someone who talks over them.
- **Looking up in the halls:** Don't stare at your phone or paperwork when walking through the halls. Look up, make eye contact with people and say hello and introduce yourself to people you don't know. You'll gain a reputation as a friendly, open person.
- **Asking people about their lives:** Everyone has a life outside of work. They have families, friends, interests, hobbies and passions. Get to know what your colleagues do when they aren't in the office to build stronger connections.
- **Going out of your way for those you don't know well:** When you see someone you don't know well in the kitchen or halls, talk to them or even invite them to lunch to get to know them better.



# Be a Great Team Member

If you want to boost your career and become indispensable, you have to focus on being a great team member and contributing to the success of others. You can't succeed in your own career if you don't positively impact team outcomes.

**Work to become a better team member with these tips:**

- **Never miss a deadline:** Build trust by completing your tasks on time, every time. Reliability is a hallmark of a true team player.
- **Don't complain:** There are always things to complain about, but negativity is toxic and you'll quickly earn a bad reputation. Focus on the positives of every situation and try to develop solutions to problems rather than whining about them.
- **Focus on team goals:** Team players set aside their own interests and put the group needs first. Lend a hand when someone is struggling and pitch in so the team can achieve its goals.
- **Adapt:** Workplaces are always evolving and changing. Great teammates roll with the punches and adapt to changing situations quickly.
- **Celebrate others:** True team players shine a light on the successes of their colleagues. Give kudos where they are due in meetings, tell people when they do a great job and say thank you when someone helps you.

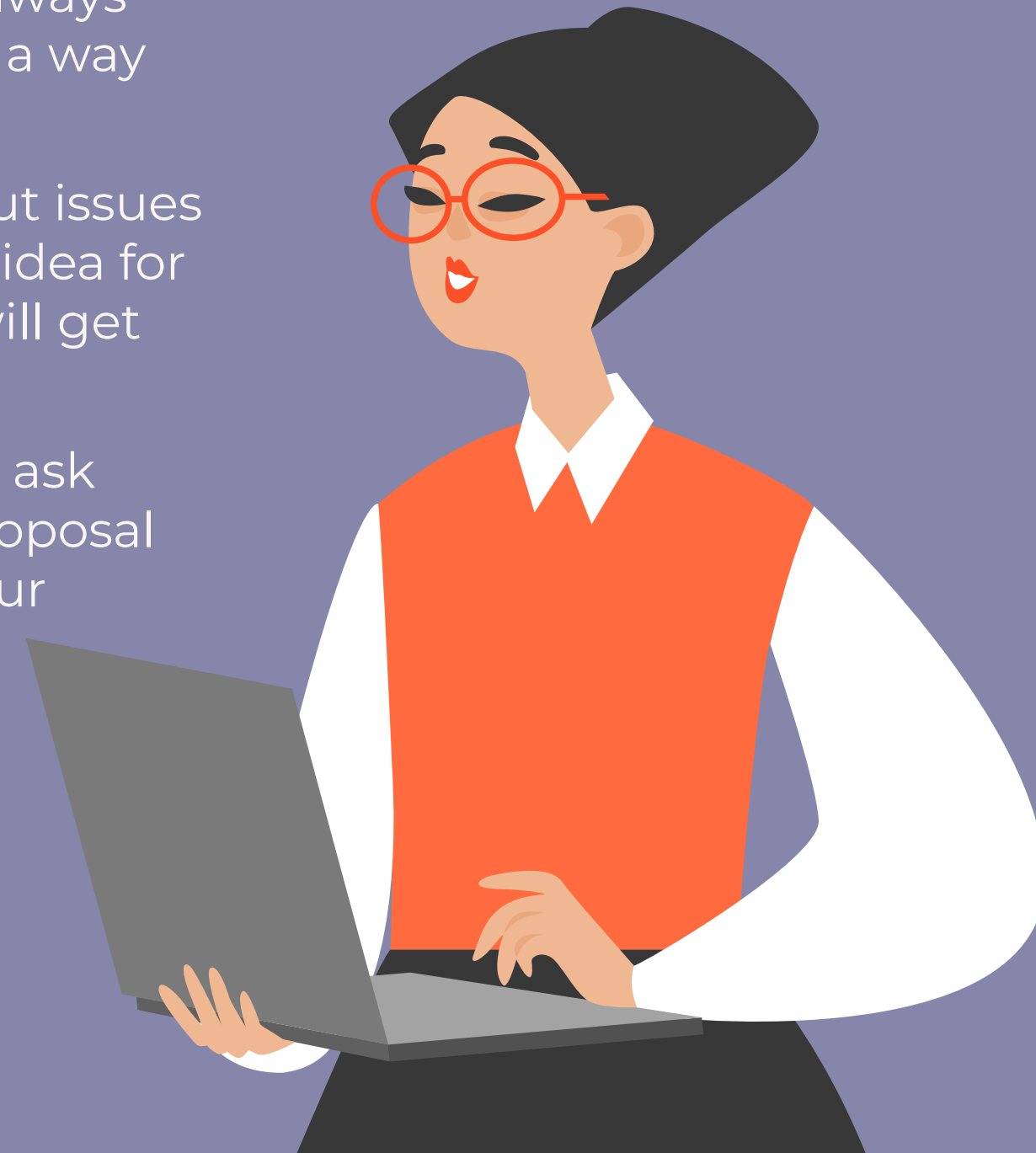


# Become a Problem Solver

Problem solvers are indispensable on any team. The people who step up, pitch in and look for ways to fix a problem (rather than complain about it) are the ones who make themselves invaluable to colleagues and leadership.

## How can you become a problem solver?

- **Don't stick to the status quo:** Just because something is “always done” a certain way doesn't mean it's the best way. If you see a way something can be done faster, better or cheaper, speak up.
- **Point out problems:** Problem solvers aren't afraid to point out issues when they see them. When you point out problems, have an idea for a solution. Pointing out problems and offering no solutions will get you labeled a complainer.
- **Ask for input:** If you have an idea for a solution to a problem, ask others for their input. They can help you spot holes in your proposal and help you improve upon your ideas. When you present your solution, acknowledge everyone who helped develop it.





# Make Your Boss Look Good

Remember, your boss is a human being with human tendencies. They will gravitate towards people on the team who make their job easier and who help them achieve their goals. If you want to become indispensable, focus on ways you can make your boss look good.

- **Volunteer to help:** If you have downtime, pop in and ask your boss if they need help with anything.
- **Run interference on problems:** If you see a problem coming down the pike, step in and head it off at the pass before it becomes your boss's problem. When you meet one-on-one, don't forget to mention what you did so your boss knows.
- **Cover your boss's gaps:** Learn which skills are your boss's weakest and develop your own skills in that area. You'll build your marketability and position yourself as a "go-to" person for that particular skill set or task.
- **Be the employee you'd want to have:** If you were your supervisor, what would you want to see?
- **Be genuine:** Don't treat your boss one way and your co-workers another. Treat everyone with the same respect and be genuine in your efforts to make your boss and team shine.



# Use Your Voice Constructively

You may want a promotion or you may have a brilliant idea, but if you don't speak up, no one will ever know. Keeping to yourself and waiting for people to come to you will not make you a more valuable team member – in fact, it may simply make you a more resentful person.

People advance up the ranks by using their voice and expressing themselves.

**Keep these tips in mind as you think about ways you can use your voice more in the workplace:**

- **No one can read your mind:** It might be obvious to you that you want a promotion or raise, or you're the best person for a specific project, but the truth is, it isn't always obvious to everyone. So, if you want something, step up and ask.
- **Your input is valuable:** You were hired for a reason; your boss wouldn't have you on the team if they weren't interested in your input and ideas for solutions to problems.
- **There are no stupid ideas or observations:** Every idea can be improved and built upon and most brilliant ideas started off half-baked. Speak up and start a conversation that could lead to amazing results.
- **Your voice, your responsibility:** While it's frustrating when someone voices an idea you also had – or worse, steals your idea – these things happen every day. Protect your “intellectual property” by speaking up for yourself.
- **Express, don't impose:** Be cognizant of how you present yourself when you do speak up. Present ideas, observations and suggestions without imposing your will on others. Open up conversations rather than stating demands.
- **The squeaky wheel gets the grease:** People remember those who speak up and who advocate for ideas and solutions. If you want to be recognized for your ideas and input, you have to voice them.



# But What If You're a Temporary Employee?

Temporary and contract employees may not see themselves as indispensable. After all, your job is, by definition, temporary. However, you should do whatever you can to make yourself invaluable on every assignment. It will help you build your network and your marketability, and if you really knock it out of the park, you could parlay a temporary job into a permanent role.

- **Know the company:** What products or services do they offer? What do they do better than the competition? The more you know about the company, the more valuable you become.
- **Do your work on time:** Do your work correctly and on time, every time. If you have questions, ask. This is the simplest way to become a valuable team member.
- **Volunteer for more work:** If there is extra work to be done, ask for it – even if it falls outside the scope of your duties.
- **Get to know others:** Employees may not go out of their way to get to know you, but you can go out of your way to get to know them. Learn what they do and offer to help. Invite someone to lunch. Build connections and positivity and earn a reputation as a friendly and reliable co-worker.
- **Be flexible:** Go with the flow and don't let change or adversity stop you from doing a great job. Indispensable employees don't say, "no."
- **Learn all you can:** Be curious, ask questions and learn as much as you can while you're on the job. Employers want workers who are eager to learn new things.





# Find the Right Workplace for You

Sometimes, no matter how hard you work, how many great ideas you have or how strong of a team player you are – you simply won't get ahead. Whether it's a boss that holds you back or a company that simply doesn't align with your goals, interests and strengths, you don't have to spin your wheels.

If you want to shine on the job and advance your career, it is necessary to find the right employer.

Partnering with a professional recruiter can ensure you find the right place to work, quickly. A recruiter will match you with a job that aligns with your skills, experiences, goals, preferences and style of work.

**If you're ready to find your ideal job, partner with a recruiter today.**



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