

Promotion Roadmap Toolkit

Your All-in-One Guide to Career
Advancement



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Downloadable Resource for WorkWiseBlog Readers

What's Inside the Toolkit

This toolkit includes checklists, templates, and assessments to help you strategically prepare for promotions, lead tough conversations, and showcase your value.



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Promotion Readiness Checklist

From the blog – Assess leadership skills, visibility, and alignment with company goals.)

Includes:

- 20+ yes/no questions to audit your readiness.
- Action steps for gaps in mentorship, strategic thinking, and soft skills.
- Scoring guide to benchmark your progress.

Example Task:

“Have you documented 3+ measurable wins this quarter? If not, start a ‘brag sheet’ using our template.”



Email Templates

1. Requesting a Promotion Discussion

Subject Line:

“Career Growth Discussion – Request for Your Input”

Body:

Hi [Manager],
I’d love to discuss how I can continue growing with the team.
Could we schedule time to review my contributions and explore opportunities for increased responsibility?
Best, [Your Name]

2. Follow-Up After a Promotion “No”

Subject Line:

“Next Steps for Career Development”

Body:

Hi [Manager],
Thank you for our recent conversation. To hit the goals we discussed, I’ve [action taken, e.g., enrolled in a leadership course]. I’d appreciate your feedback on [date].
Best, [Your Name]

3. Post-Promotion Thank You

Subject Line:

“Grateful for the Opportunity”



Body:

Hi [Manager],

Thank you for your support in this transition. I'm excited to contribute to [specific team goal] and will keep you updated on [project].

Best, [Your Name]

Skill Assessment Worksheets

1. Leadership Skills Self-Evaluation

Rate yourself (1-5) on:

- **Delegation:** "I trust my team to own tasks without micro-managing."

- **Conflict Resolution:** "I address team disagreements calmly and fairly."

- **Strategic Vision:** "I connect my daily work to company-wide goals."

Action Step:

For scores ≤ 3 , use our "Skill-Building Resource List" (linked in the toolkit).

2. Technical Skills Gap Analysis

- List 3 skills required for your target role (e.g., budget management, CRM software).

- Rate your proficiency (Beginner/Intermediate/Expert).

- Add a plan to close gaps (e.g., "Take LinkedIn Learning's Budgeting 101 course by [date]").



Promotion Timeline Planner

6-Month Roadmap Template:

Month 1: Document achievements and research salary benchmarks.

Month 2: Schedule a career conversation using the script.

Month 3: Lead a cross-departmental project.

Month 4: Enroll in leadership training.

Month 5: Present results to stakeholders.

Month 6: Formal promotion request.

Pro Tip: Add calendar reminders for each milestone.

Salary Negotiation Cheat Sheet

(Bonus Resource)

Includes:

- Phrases to counter lowball offers (e.g., “Based on my research, the market rate for this role is...”).
- Non-monetary perks to request (remote work, extra PTO).
- Scripts to deflect “What’s your current salary?”



Real-World Examples

Before-and-After Resume Snippets

Before:

“Managed social media accounts.”

After:

“Grew Instagram engagement by 150% in 6 months via Reels strategy, contributing to \$250K in sales.”

Case Study: How Mark, an IT specialist, used the toolkit to transition from tech support to IT Manager in 8 months.

Interactive Tools

1. Company Priority Alignment Matrix

Map your projects to organizational goals:

Your Project	Company Goal	Impact
<i>Streamlined onboarding</i>	<i>Improve employee retention</i>	<i>Reduced turnover by 20%</i>

2. Promotion Budget Calculator

Estimate the ROI you bring to justify a raise (e.g., “I saved 50K/year–a550K/year–a55K”).



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