

# 5 *Secrets to Boosting Job Security*

*Increasing  
Your Personal  
Power @Work*



*Love Your Working Life*



# **5** *Secrets to Boosting Job Security* ***Increasing Your Personal Power @Work***

You've got the education, the credentials and the experience. You've worked hard to get where you are, so your job should be stable. Right?

**That may have worked for your parents, but in today's job market, hard work doesn't guarantee job satisfaction, career advancement ...or job security.**

Recent studies have shown today's professionals will hold between 8-12 different jobs, and will change career focus within their profession 2-3 times before retirement.

**If those statistics scare you, you are not alone.**

Volatility in the global economy, uncertainty in the labour market, complexity in the way organizations function and confusing feedback at work can knock you off your professional game, impacting your career.

***You have power over your job security.  
This is what you can do about it.***

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## *Secret #1 Communicating Your Needs = Increased Trust*

Have you noticed how some people log-off work at 4:00 every day and no one thinks less of them? While others work crazy hours and still feel like they can't please their boss?

**Everyone has needs. Letting your manager know yours makes you more trustworthy because it decreases misunderstandings at work.**

### **Example:**

Seluman and Marc work in similar, demanding positions at the same company. Seluman recognized he needed to shift his work hours to pick up his kids from daycare when his spouse went back to work, so he spoke with his manager, ensuring he could leave work at 4 each day. In return, Seluman agreed to work from home in the evenings to make-up the time. Seluman doesn't work more hours than before, just different hours and his boss is more aware of the hours he is working. Seluman asked for the support he needed, increasing his visibility and impact. Marc works evenings too - he does morning daycare drop-off so he only gets to work at 9:30 (sometimes later). Marc's needs are unspoken and his manager has no idea why Marc often seems tired at work, especially when he starts his day later than everyone else...

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## *Secret #2 Relationship Building = Enhanced Visibility*

Ever wonder why some people get laid off at work, and others don't? One of the key ways to survive "economic decision making" at work is to build strong, trust-based relationships across your organization.

**This is not about "likeability". It's about being visible, relevant and respected, all of which makes you less likely to be laid off.**

### **Example:**

Jennifer and Julia both work in senior positions. Both are hard-working, results driven and exceptional at what they do. However, Julia spends time introducing herself to people across different departments. She asked her manager to support introductions to his manager and so on. When she speaks with others, she expresses curiosity about their work, career path, and impact. She listens and shares her experience. She asks for, and gives, advice and guidance where appropriate and collaborates whenever she can. Julia has become a trusted ally and well known in the organization for being an expert and available to others. Jennifer didn't invest in relationship building. Both get great results on the job, but only one will survive the decision making process if lay-offs become necessary. Only one will stand out for promotion too.

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## *Secret #3 Having Difficult Conversations = More Respect*

Have you observed how some people rarely get cut off in meetings and are often spoken to with esteem? It's not a coincidence, they do something key and specific - they ask for what they deserve.

**When you know how to advocate for your rights (large or small) you get respect ...and respect opens new opportunities.**

### **Example:**

Amira realized that getting cut-off by her manager in group meetings was taking a toll. She became irritable the moment it happened and it lasted all day, coming home with her at night. Something had to change. The next time her boss did it, she discreetly asked to speak with him privately. The conversation was awkward (for both of them) but Amira diplomatically helped him see he had a pattern of interrupting her, and while he wasn't happy about getting feedback, he did acknowledge that he shouldn't interrupt people and would be more aware in the future.

A few months later, an opportunity came up to work with a difficult client - a special project that could put someone on the path to promotion. Amira's boss suggested she be a part of the project as she could handle stressful conversations with skill and tact.

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## *Secret #4 Clear Boundaries = Improved Self-confidence*

Ever over-hear someone managing to avoid an escalating workload or dead-end project? This is what having clear boundaries looks like at work.

**When you are clear about what you can, and can't, take on you communicate with confidence and don't unintentionally mislead anyone.**

### **Example:**

Sebastien knew his manager wanted to ask him to take on the over-flow work from the database project. He also knew if he did that, his other work would suffer. When the request came, he was ready. He helped his boss to see what was already assigned to him, and politely asked what he should de-prioritize to take on the database work. After recognizing what he was currently responsible for, his manager realized that the database work wasn't a high priority. At no point did Sebastien say "no"; he knew if he was honest with his manager, she would see reason. Even if the work had landed on his desk, he would have ensured something else was pushed out, or off, so he didn't compromise the quality of his work. The uncomfortable conversation paid off, he received a rating of "Exceptional" on his performance review. Sebastien is confident about his future at this organization.

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## *Secret #5 High Engagement = Better Opportunities*

Ever worked with someone who is “checked out”? They come into work, they do their job well, but they aren’t really invested in what they do, just ethically putting in time for the money and/or benefits.

**There is a big difference between an employee who is checked out, and one who’s fully engaged, even when both do strong work ...and managers can see that difference too.**

### **Example:**

Jin inherited an intact team when she was promoted to Director. All were performing well; quality of output was high and the team’s productivity was great. That said, within the first six months she saw a noticeable difference between Hanna and the rest of her team. Hanna did great work, but was quiet in meetings (yet lively elsewhere at work). She didn’t express curiosity about their work or want to explore how to do it more effectively as her teammates often did. Hanna rarely made suggestions or brought new ideas to the table. Jin needs to optimize her team for the year ahead, there will be promotions and some restructuring. When Hanna applies for promotion, Jin is surprised as other applicants within the department have demonstrated more ability to engage and motivate staff. Jin may restructure Hanna, hoping another team in the company will have work that is of greater interest to her.

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**If you use all of these secrets, you are less likely than your peers to be over-looked for promotion, or laid off during restructuring/economic downturns ...and these are just the “top 5” (there are many more).**

Watch this video (<https://www.loveyourworkinglife.com/boost-your-job-security-video.html>) to see practical tips you can use to put these, and other secrets, into action in your career.

## *About | Carleen Hicks*

Carleen has over 20 years of human resources and coaching experience, sharing her expertise as both a leader and a Career Coach.

She helps professionals who struggle with feeling disconnected, underutilized or undervalued by their organizations see how their work makes a difference.

Carleen created her organization, Love Your Working Life, to empower professionals to create their ideal situation at their current company, or find their dream job elsewhere, ensuring professionals increase their personal power at work, building dream careers.

