

# Career Opportunities

## How to Win at Work

(NAPSA)—If you want to advance your career and have a greater sense of satisfaction in your work, these tips may help you.

### Networking

“The importance of interacting with people inside and outside your own organization cannot be underestimated,” says Carol Johnson, senior vice president at Kelly Services, a leading staffing company. Internally, it is important that you are respected and seen as being helpful to your peer group. Try to be the sort of person that others can come to for assistance or advice.

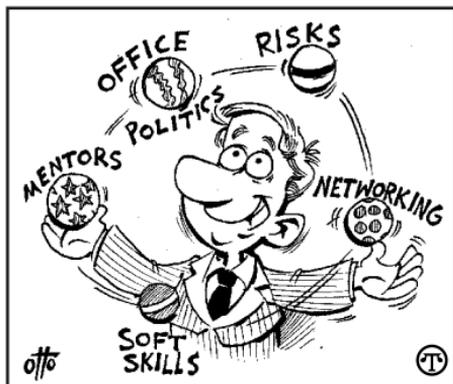
Get to know people outside your workplace, too. Develop contacts with other people involved in similar professions so that you can provide mutual help for one another. Johnson points to the many national and regional business organizations, professional groups and volunteer activities that are good for networking. “Just get out there,” she says.

### Mentoring

Having a mentor at work provides a great environment for positive career development. Ideally, your mentor should be in a senior position, someone you respect and trust, and who doesn't have direct responsibility for you. With your mentor you can more openly discuss challenges you have with your job or fellow employees without fear of repercussion. Johnson says, “Your mentor will be able to give you an objective view of situations and provide helpful advice.”

### Taking risks

Nothing ventured—nothing gained, the saying goes. Taking risks is not easy, but it is often necessary to your career. It may involve taking a new job in a different area, or even giving up your job to gather skills that will open



new doors. “Whatever it is, consider all the pros and cons before you make your decision, so that when you do take risks they are calculated ones and you are aware of the consequences,” says Johnson.

### Office politics

While it is important to be tuned into what is happening around you, avoid getting sucked into the rumor and gossip mill at work. “If you hear something that concerns or affects you directly, check it out with your manager,” says Johnson. “Office politics too often become a hazardous game which takes your focus away from the job you're doing.”

### Soft skills

“At Kelly Services, we place a lot of value on job candidates who demonstrate the ‘soft skills’—which can be just as important as tangible qualifications,” says Johnson. These career-boosting soft touches include polished communication skills, a professional demeanor, enthusiasm, and a beyond-the-call commitment to exceed customer expectations.

Lastly, Johnson says, “Be confident of your own success and other people will have confidence in you.”

The Kelly Career Network matches candidates with open jobs. Visit [www.kellyservices.com/kcn](http://www.kellyservices.com/kcn).