

53

**WAYS TO INCREASE
YOUR VISIBILITY
AND EXPOSURE IN
THE WORKPLACE**

53 Ways To Increase Your Visibility And Exposure In The Workplace

1. Consistently do your job in an exceptional manner and share your results and impact with others.
2. Be consistently engaged during team/dept. meetings and conference calls by focusing on solutions and motivating others.
3. Volunteer to share your best practices for getting results during a staff/departmental meeting.
4. Ask your manager to partner with you to identify the best opportunities for you to increase your exposure and visibility.
5. Attend organizational “lunch and learn” sessions and contribute to the discussion.
6. Volunteer for projects that put you in front of the right leaders (United Way, Community Service Day, Bring Your Child To Work Day).
7. Provide your team/dept. with best practices/industry trends learned at a conference or training session you attended.
8. Join an Employee Resource Group and become an active member.
9. Join an Employee Resource Group and take on a leadership role and work with the executive sponsor.
10. Identify a problem (small or large) and execute the solution.
11. Develop a relationship with your manager’s boss and ensure they know what type of opportunities you are seeking and why.
12. Attend and be visible at company sponsored events and activities.
13. Present your manager with a plan that specifically lays out what opportunities, projects, increased responsibilities that you want to pursue and the benefits to your manager, dept. and organization.
14. Start speaking to and having conversations with people you see everyday at work.
15. Ask a strategic question at a company meeting/townhall meeting that provides insights into how you approach the organization’s business, challenges and opportunities.
16. Share your successes and how they contribute to organizational goals with the appropriate leaders in your dept./division.
17. Lead a brown bag lunch on a topic where you have expertise in the business.
18. Ask for stretch assignments in areas where you need experience and can interact with other colleagues and leaders.

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19. Create a stretch assignment that leverages your expertise or helps you to gain a skill/ experience you will need for your next role.
20. Ask to be part of strategic initiatives such as Green/Environmental projects, Diversity & Inclusion initiatives, Technology advancements, etc.
21. Ask to be part of a project that interests you and articulate what you bring to the team.
22. Ask “what can I take off your plate?” to your manager, mentor or dept./divison lead.
23. Collaborate with a colleague on a teambuilding project for your group/dept.
24. Develop a strong partnership with your manager and make sure they are clear on your next steps/roles and what type of opportunities you are seeking.
25. Identify and bring opportunities to your manager and ask them to advocate for you.
26. Ask your manager to highlight your accomplishments/contributions at high-level meetings.
27. Volunteer to do on-campus recruiting for your organization.
28. Ask someone you’d like to get to know better for coffee or a quick 10-15 minute meeting.
29. Be curious about what others are working on – you’ll be surprised at what you’ll learn.
30. Become an expert in an area of increasing importance in your organization.
31. Invest in your own development and leverage your new skills by bringing higher level value to your organization.
32. Volunteer to represent your team at cross departmental meetings.
33. Train new and/or experienced colleagues on an area where you have expertise.
34. Participate in a TEDtalk at your organization.
35. Write a blog for your company’s intranet or write articles for your organizational newsletter.
36. Create an Employee Resource Group at your organization.
37. Expand your network by eating lunch with different people.
38. Mix it up and create strategic connections with people you don’t know or normally wouldn’t have access to at large company meetings and functions.
39. Ask your mentor to help facilitate opportunities for increased visibility.
40. Ask to be part of an upcoming high visibility project you heard about in the departmental meeting before it is officially formed.

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42. Demonstrate leadership by highlighting and giving credit to members of your team and colleagues.
43. Identify problems others haven't noticed and take the initiative to solve by creating and leading a task force.
44. Tackle a problem no one else wants to address.
45. Be strategic – ask the question – “what should we be doing and why”.
46. Create a new process/structure to make team meetings more productive and efficient.
47. If your organization has multiple offices, spend time working in different locations getting to know other teams and the projects they're working on for the organization.
48. Share your innovative approach to solving a company problem with your manager and/or leadership.
49. Get up from your desk and walk the halls to touch base with your colleagues informally.
50. Speak up, engage in the discussion and ask strategic questions during team meetings.
51. Start a mentoring group in your organization.
52. Become the expert in your dept. on an emerging issue of high importance.
53. Choose to be a leader and consistently demonstrate your leadership in every role regardless of whether you are an individual contributor or people leader.