

Executive Promotion Readiness Assessment & Action Framework

Are You Ready for Executive Promotion?

Part 1: Self-Assessment - Executive Promotion Readiness

Instructions: Rate yourself honestly on each statement using the scale below. Add up your scores for each section.

Scale:

- 1 = Never/Not at all
- 2 = Rarely/Slightly
- 3 = Sometimes/Moderately
- 4 = Often/Considerably
- 5 = Always/Extensively

Section A: Executive Presence & Leadership Visibility

1. Senior leaders outside my immediate team know who I am and what I contribute []
2. I communicate my achievements and impact to key stakeholders regularly []
3. In meetings, I contribute strategic insights rather than just operational updates []
4. I present myself with confidence and gravitas in high-level discussions []
5. My appearance and communication style reflects executive-level professionalism []

Section A Total: ___/25

Section B: Strategic Thinking & Business Acumen

6. I frame my work in terms of business outcomes (revenue, growth, efficiency) []
7. I understand and can articulate how my work supports company strategy []
8. I think beyond my department to consider cross-functional impacts []
9. I stay informed about industry trends and competitive landscape []
10. I make recommendations based on data and strategic analysis []

Section B Total: ___/25

Section C: Relationships & Political Savvy

- 11. I have strong relationships with peers across different departments []
- 12. I have at least one senior mentor or sponsor who advocates for me []
- 13. I understand the informal power dynamics in my organization []
- 14. I align my initiatives with the priorities of key decision-makers []
- 15. I build alliances and coalitions to advance important projects []

Section C Total: ___/25

Section D: Leadership Development & Delegation

- 16. I actively develop and mentor team members []
- 17. I have prepared at least one person who could step into my role []
- 18. I delegate effectively rather than doing everything myself []
- 19. I lead initiatives beyond my core job responsibilities []
- 20. I seek and act on feedback about my leadership capabilities []

Section D Total: ___/25

Scoring Your Assessment

Total Score: ___/100

- **80-100:** You're well-positioned for promotion. Focus on timing and opportunity.
 - **60-79:** You have strong foundations but need targeted improvements.
 - **40-59:** Significant gaps exist. Prioritize 2-3 key areas for development.
 - **Below 40:** Major shifts needed. Consider working with a coach or mentor.
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Part 2: Gap Analysis Framework

Step 1: Identify Your Promotion Blockers

Check all that apply to your situation:

Visibility Gaps:

- ☐ Decision-makers don't know my work
- ☐ I rarely speak up in senior meetings
- ☐ My achievements go unrecognized
- ☐ I work in isolation from other departments

Perception Gaps:

- ☐ Seen as "too operational" not strategic
- ☐ Viewed as excellent executor but not visionary
- ☐ Considered indispensable in current role
- ☐ Not seen as executive material

Relationship Gaps:

- ☐ No senior sponsors or advocates
- ☐ Limited network beyond immediate team
- ☐ Avoid "office politics"
- ☐ Few allies in other departments

Skill Gaps:

- ☐ Struggle with executive communication
- ☐ Limited business/financial acumen
- ☐ Uncomfortable with ambiguity
- ☐ Difficulty delegating effectively

Step 2: Root Cause Analysis

For each checked item above, answer:

1. Why does this gap exist?
2. What specific behaviors contribute to it?
3. What would need to change?

Example:

- **Gap:** "Decision-makers don't know my work"
 - **Why:** I only report to my direct manager
 - **Behaviors:** Skip optional leadership meetings, don't share wins broadly
 - **Change needed:** Attend cross-functional meetings, send quarterly impact updates
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Part 3: 90-Day Promotion Acceleration Plan

Month 1: Foundation Building (Days 1-30)

Week 1-2: Assessment & Strategy

- ☐ Complete self-assessment above
- ☐ Schedule feedback meetings with manager and 2 trusted peers
- ☐ Identify top 3 gaps to address
- ☐ Research successful executives in your organization

Week 3-4: Visibility Quick Wins

- ☐ Attend one senior leadership meeting (even if optional)
- ☐ Send one strategic insight email to leadership team
- ☐ Volunteer for one high-visibility project
- ☐ Update LinkedIn profile to reflect executive aspirations

Month 2: Relationship Building (Days 31-60)

Week 5-6: Network Expansion

- ☐ Schedule coffee with 2 leaders outside your department
- ☐ Identify potential mentor/sponsor and request meeting
- ☐ Join one cross-functional committee or initiative
- ☐ Attend one industry event or webinar

Week 7-8: Strategic Positioning

- ☐ Present one business case with ROI projections
- ☐ Share competitive analysis or market insight with leadership
- ☐ Reframe 3 current projects in strategic business terms
- ☐ Document and communicate one major team achievement

Month 3: Leadership Demonstration (Days 61-90)

Week 9-10: Executive Presence

- ☐ Lead one strategic planning session
- ☐ Present to senior leadership (even 5 minutes counts)
- ☐ Mentor one high-potential team member
- ☐ Delegate one major responsibility to prepare successor

Week 11-12: Momentum & Measurement

- ☐ Request promotion timeline discussion with manager
- ☐ Document all achievements from 90-day plan
- ☐ Secure commitment from sponsor to advocate
- ☐ Plan next 90-day cycle based on progress

Part 4: Weekly Executive Presence Tracker

Instructions: Each week, check off completed activities. Aim for at least 5 per week.

Week of: _____

Visibility Actions:

- ☐ Spoke up in senior meeting
- ☐ Shared strategic insight or recommendation
- ☐ Sent achievement update to leadership
- ☐ Volunteered for visible project/task

Relationship Actions:

- ☐ Connected with leader outside department
- ☐ Strengthened sponsor/mentor relationship
- ☐ Built alliance with peer
- ☐ Attended networking opportunity

Leadership Actions:

- ☐ Delegated significant responsibility
- ☐ Mentored team member
- ☐ Led cross-functional initiative
- ☐ Demonstrated executive decision-making

Strategic Thinking:

- ☐ Analyzed competitive/market trend
- ☐ Connected work to business outcomes
- ☐ Proposed strategic initiative
- ☐ Thought beyond immediate team

Weekly Reflection:

- **Biggest win this week:** _____
 - **Main challenge faced:** _____
 - **Key learning:** _____
 - **Focus for next week:** _____
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Part 5: Crucial Conversations Script Templates

Template 1: Discussing Promotion Timeline with Manager

"I'd like to discuss my career progression toward [target role]. Based on my recent achievements including [specific example], I believe I'm ready to take on more strategic responsibilities. Could we create a clear roadmap with specific milestones for promotion? I'm particularly interested in understanding what gaps you see and how I can address them over the next [timeframe]."

Template 2: Requesting Sponsorship

"I really value your leadership perspective and would appreciate your guidance as I work toward [executive role]. I've been focusing on [specific improvements] and would benefit from your insights on navigating the path to senior leadership. Would you be open to meeting quarterly to discuss my progress and potentially advocating for me when opportunities arise?"

Template 3: Communicating Strategic Value

"I wanted to share how our team's recent [project/initiative] delivered measurable business impact. We achieved [specific metric], which translates to [\$X in revenue/cost savings]. This aligns with the company's priority of [strategic goal]. I've identified three ways we could scale this approach across other departments..."

Template 4: Expressing Interest in Stretch Opportunities

"I've been developing my [specific skill] and would love to contribute to [strategic initiative/project]. I've analyzed [relevant data/trend] and have ideas on how we could [specific value proposition]. Could I present my thoughts to you and potentially take a leadership role in this area?"

Part 6: Monthly Progress Review

Month: _____

Quantitative Metrics

- Number of senior leader interactions: ____
- High-visibility projects led: ____
- Strategic recommendations made: ____
- Cross-functional relationships built: ____
- Times spoken in leadership meetings: ____
- Achievement updates communicated: ____

Qualitative Assessment

What's Working Well:

1. _____
2. _____
3. _____

What Needs Improvement:

1. _____
2. _____
3. _____

Feedback Received:

- From manager: _____
- From mentor/sponsor: _____
- From peers: _____

Next Month's Top 3 Priorities:

1. _____
 2. _____
 3. _____
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Part 7: Executive Presence Development Exercises

Exercise 1: Strategic Elevator Pitch

Craft a 60-second introduction that positions you as an executive:

- Current role + strategic impact (15 seconds)
- Key achievement with business outcome (20 seconds)
- Vision for future contribution (15 seconds)
- Call to action/next step (10 seconds)

Your Pitch:

Exercise 2: Business Impact Calculator

For each major project/achievement:

1. What was the business problem?
2. What was your strategic approach?
3. What was the measurable impact?
4. How does this scale company-wide?

Exercise 3: Influence Mapping

Create a visual map:

- **Center:** You
 - **Inner circle:** Direct team/manager
 - **Middle circle:** Key stakeholders
 - **Outer circle:** Senior decision-makers
 - **Draw lines showing relationship strength** (solid = strong, dotted = developing, none = gap)
-

Action Planning Summary

My Top 3 Promotion Gaps:

1. _____
2. _____
3. _____

My 30-Day Quick Wins:

1. _____
2. _____
3. _____

My Key Relationships to Build:

1. _____
2. _____
3. _____

My Accountability Partner: _____

My Target Promotion Timeline: _____

My Weekly Time Investment: _____ hours

Remember: Promotion is not just about working harder—it's about working strategically on the right things. Use this framework consistently, track your progress, and adjust your approach based on results and feedback.