Your personal attitudes are of the utmost importance to progression in your career. Amongst the most important are:

**Loyalty** — do not grumble to your colleagues, especially to your subordinates, about the organisation for which you work. It does nothing to solve the problem about which you are unhappy, in fact it will probably make it worse, and it will do your reputation no good to be labelled as a malcontent. If you have a legitimate complaint take it up through the proper channels.

**Responsibility** — always be prepared to accept any increased responsibility that is offered. If you habitually shy away from taking on new tasks you will very soon find that they are no longer offered. The person who is always willing to "give it a try" soon becomes recognised by higher management. When offered an opportunity to progress don't automatically ask what is in it for you (financially); you can generally assume that your employer knows your worth and will pay you accordingly, to avoid losing you. So, by always responding positively you gain visibility.

**Visibility** — this can be defined as "not hiding your light under a bushel". If you are not regularly and clearly visible to the people that matter, they will soon forget that you are there. Visibility can be achieved via the social route but this method needs to be handled with utmost caution if it is not to backfire; resentment can occur both in those whom you seek to cultivate and your colleagues. One of the requirements of the visible person is likely to be mobility.

**Mobility** — be prepared to move, either internally to a new location or if all else fails, to a different employer. Even a lateral move can sometimes be better than no move at all.

**Sensitivity** — perhaps the most important of all the qualities listed, will enable you to interpret other peoples’ personal attitudes and in so doing adapt your own. If the other person’s view differs from yours it isn’t necessarily wrong – only different.

You can learn much about personal attitudes by retrospective analysis of situations you have experienced at work, at home and in social life. Sit down quietly, select an event which occurred recently, and try to work out why people (including you) did what they did.

Make a study of someone you respect and trust, perhaps your manager, analyse what it is that evokes the respect and trust and incorporate the best features in your own behaviour. Be careful though not to submerge your own strong points.