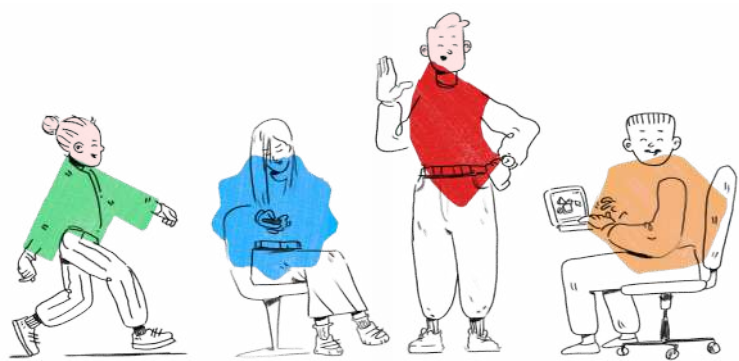


Platform

# Quick guide: Using Progression as a team member



# Hey — welcome to Progression!

We're a career development platform, built for teams, their managers and organisations that really care about their peoples' development. Your organisation has taken a giant leap towards career clarity for you and your team mates by building a Progression framework for your team.

In this guide we explain exactly what a Progression framework is, how to get started with yours and use it day-to-day to support your development.

## What's a career framework and how can they help me?

Career frameworks, also known as career pathways and growth frameworks, outline what's expected of you in your job right now as well as the paths for progression within your organisation, whether they be vertical or lateral.

As a team member, you can use career frameworks to:

- Understand what's expected of you in your position, and how this ties into organisation-wide values and goals
- Identify strengths and weaknesses within your skillset, where you can grow and where you need support
- Focus growth on the areas that matter most to your career and your organisation's goals
- Identify internal mobility opportunities within your team and elsewhere in the organisation
- Capture achievements that might help inform decisions on promotions alongside other factors like business impact and need.



# Framework overview

Here's what a typical career framework looks like in Progression.

Now let's take a closer look at the tracks, positions and skills that form the foundation of the framework.



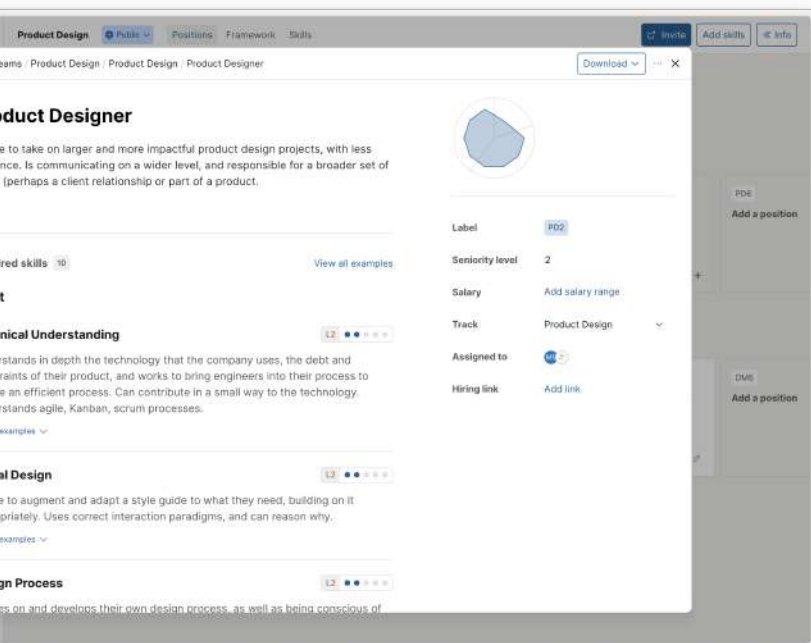
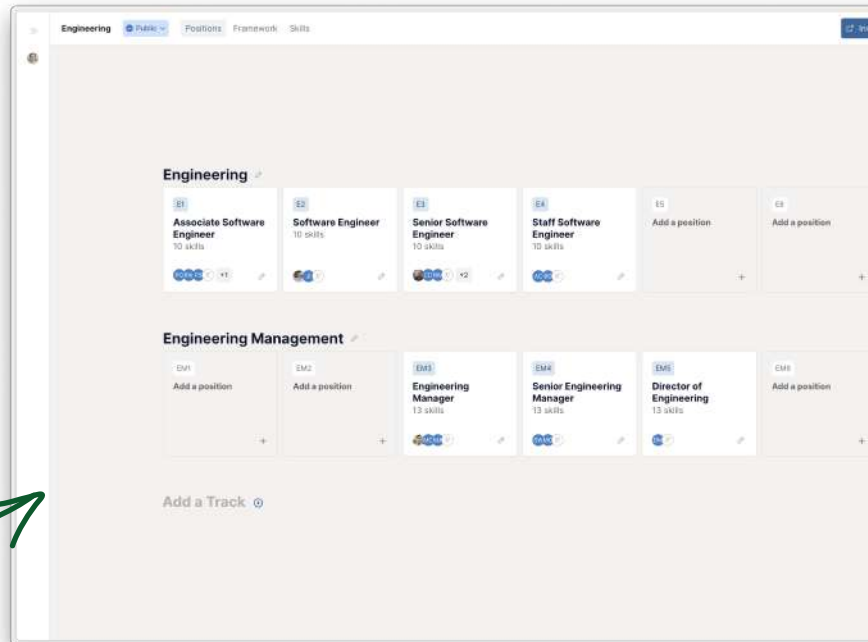
The screenshot displays a career framework for 'Engineering' with the following structure:

- Track:** Engineering (4)
- Positions:** Associate Software Engineer (E1), Software Engineer (E2), Senior Software Engineer (E3), Staff Software Engineer (E4), Engineering Manager (EM3)
- Skills:** Systems Thinking, Technical Understanding, User Focus, Using Data
- Annotations:**
  - Track:** Circled in green, pointing to 'Engineering (4)'.
  - Position:** Circled in green, pointing to 'Senior Software Engineer'.
  - Skill category:** Circled in green, pointing to 'Technical'.
  - Skill level:** An arrow points to a progress bar for 'Technical Understanding' at the E3 level.
  - Team members:** An arrow points to a group of icons representing team members.

## Tracks

Tracks break down a team into sections, for example Individual Contributor (IC) and Management.

Tracks provide a simple view of the different progression pathways within a team, whether they're vertical or lateral.



## Positions

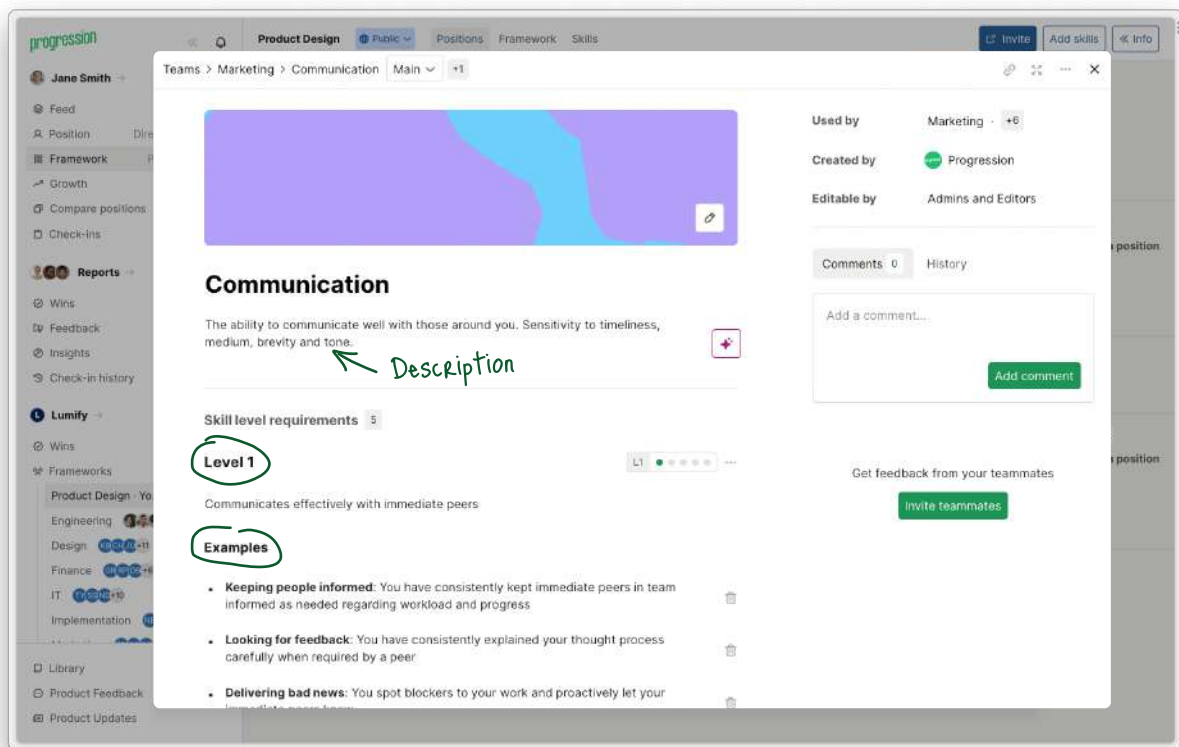
Within Progression, a position is a job title within a team. Positions sit within tracks in order of seniority. Everyone in the team should be assigned a position.



## Skills

Every position within a framework is made up of skills. Skills are integral to the framework because they bring the responsibilities of a position to life, giving you the clarity you need to progress and forming the criteria for your manager to track, evidence and support your growth. They may also be referred to as behaviours, competencies or abilities, but in Progression we call them skills.

Typically, frameworks will have a mix of organisation-wide, team-wide and position-specific skills. But regardless of the skill type, they all include three key things — a description, skill levels and examples.



## Description

The description acts as an overview of the skill, helping everyone understand it at a glance.

## Skill levels

Each skill has different skill levels, usually ranging from one to five. And each position in the team is assigned a level of a skill. Skill levels matter because they explain what's expected of you in your current position, and what you need to demonstrate to progress or move into another position.

## Examples

Examples are the observable behaviours of a skill level, making them actionable and leaving far less room for interpretation.

# How can I use the framework?

## Understand **what's expected**

The skills in your framework help bring your position to life. That's because they include examples, the observable behaviours associated with a particular level of a skill.

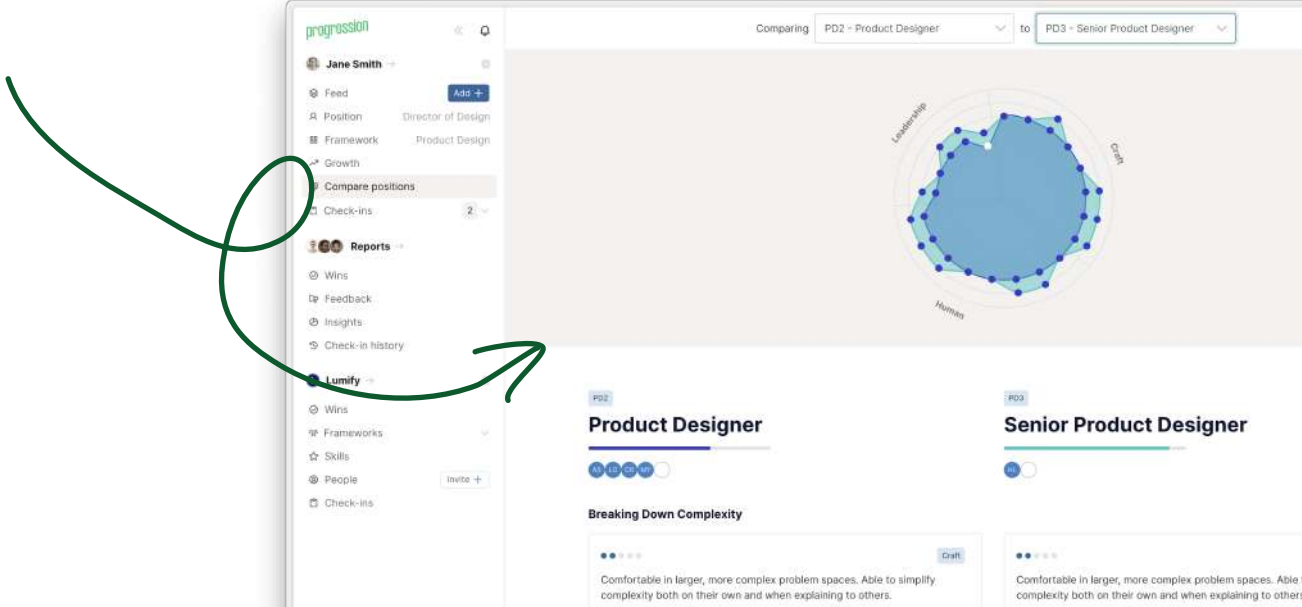
Refer to your framework to understand what's expected of you in your job, and the skills and behaviours you'll need to demonstrate to show you're meeting or exceeding requirements.

## Identify **opportunities to grow**

Take a look at the skills associated with your position in the framework. How are you tracking against the level of each skill your position has been assigned? Where are you exceeding, and where do you still need to improve?

Think about what you can do now to develop your skill set, and note down the actions that'll help you meet, and ultimately exceed, the required level.

Perhaps you're considering a career move within your organisation — find the position you'd like to move into and compare the skills required in each job. Do you have transferable skills or skills gaps? Frameworks can help you work out and prepare for your next move. You can use Compare in Progression to easily compare the skills in your position with another in your organisation.



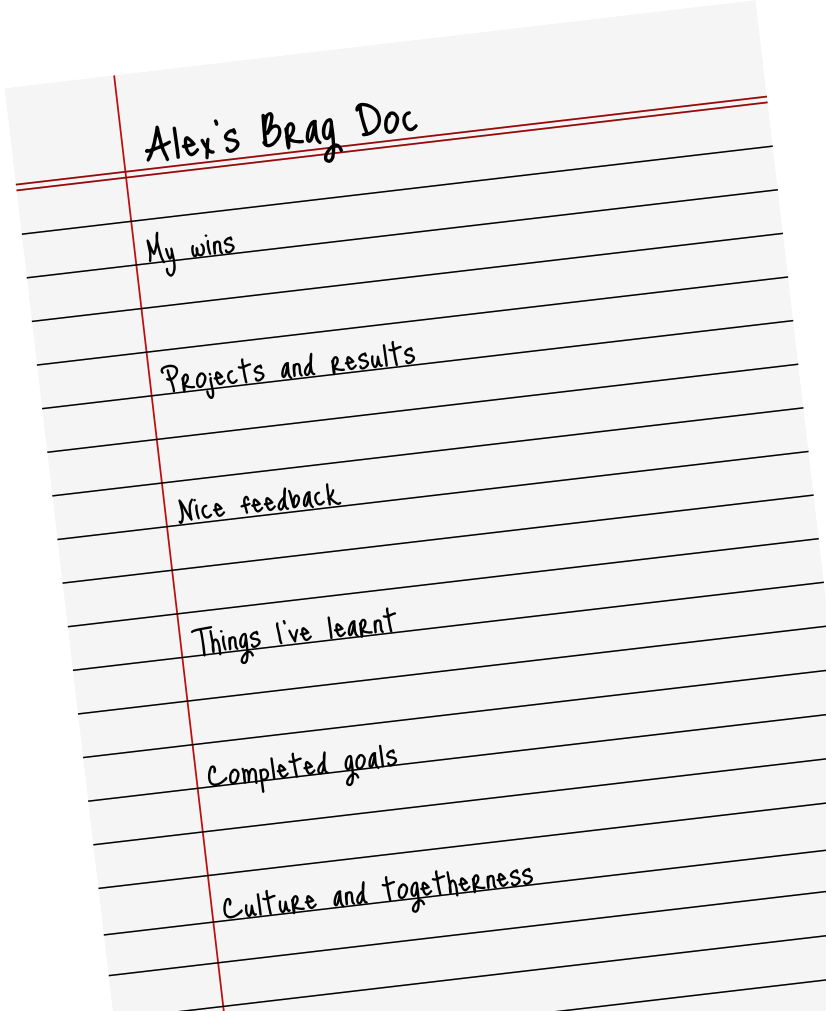
# How can I use the framework?

## Advocate for yourself

Growth happens everyday. It happens in meetings, in solo work, in days away and 1:1s. But often, conversations about progression are reserved for quarterly or even biannual performance reviews. And the stuff in between gets forgotten.

It's important you evidence the work you're doing every day to develop. Start a brag doc, jotting down your achievements, the feedback you've received, and the actions you've completed that contribute to your growth in a skill, as they happen.

When you next come to review the framework with your manager you'll have real life examples to demonstrate your progress and advocate for what you deserve, whether that be a promotion, more responsibility, additional training or extra support.





# Frequently asked questions

## **I'm exceeding in a skill — does that mean I'll be promoted?**

Your career framework should be considered a flexible guide for career development rather than a rigid tool.

While it can be a useful indicator of when you might be ready for a promotion, ultimately the decision will be based on a combination of factors, like the business need, budget available and impact.

Use the framework to unlock new opportunities to develop in and own your career. Yes, that opportunity might be a promotion, but it could also be fresh responsibilities and training, new projects, or lateral movement into another track or team.

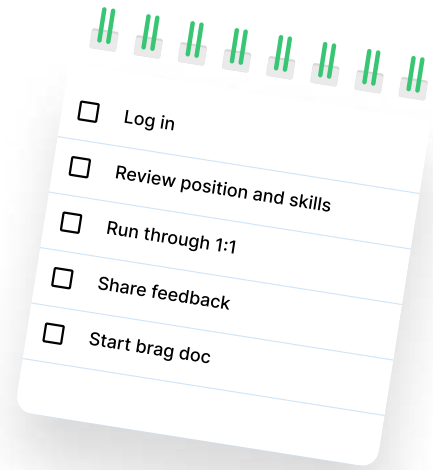
## **My manager and I disagree on the level of a skill my position has been assigned — what should I do?**

One of the benefits of career frameworks is that they can help get everyone on the same page about what's expected in a job, minimising the chances of disagreement. But occasionally, you might disagree with the level of a skill you've been assigned.

If you think you're operating at a higher level of a skill, start gathering examples of the work you've done that evidences how you're exceeding in that skill. Capture your achievements in your brag doc, and share this with your manager during your next career conversation.

If you don't think a skill level or examples are reflective of the requirements of your job, for example because they feel too generic or thin, speak to your manager about updating the content.





# Next steps

## What should I do now?

### 1. Log in and look around

The way you log in to Progression will depend on your organisation's setup. If you're unsure how to log in and haven't received an email with login instructions, speak to your manager.

Then take a look around. We'd recommend starting with your team's framework. From here, you can view your position and the skills associated with your job.

### 2. Run through 1:1

Once you've familiarised yourself with your position and team framework, it's time to review everything with your manager. Ask yourself these questions:

- Are the skills outlined representative of my job?
- Do the levels of each skill match up?
- Are the positions right?
- Do we need to add more examples to a skill to bring it to life?

### 3. Share your feedback

Make a note of any feedback and share this with your manager.

### 4. Start a brag doc

Get into the habit of noting down evidence of the work you do that contributes to your growth in the skills associated with your position.

# We're on hand to help!



Ask your **Manager or Framework Rep**



Find an answer in our [Help Centre](#)



Email us at [support@progression.co](mailto:support@progression.co)



Send a message [in-app](#)

