

THE

Promotion Ready

LEADER

W O R K B O O K

A Step-by-Step Guide to Position Yourself for the Leadership Role You Deserve

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Welcome, Future Leader

You picked up this workbook because something inside you knows — you are ready for more. Maybe you've been passed over for a promotion you deserved. Maybe you're doing the work of a leader without the title or the recognition. Or maybe you're simply ready to step boldly into the next chapter of your career.

This workbook will guide you through a powerful, practical process rooted in the S.O.A.R. Method® and the F.L.A.P. Method® — two proven frameworks I developed through 35+ years of global corporate leadership and thousands of hours of executive coaching.

By the time you complete these pages, you will have:

- A crystal-clear vision of the leader you are becoming
- A Promotion Readiness Scorecard across 5 leadership dimensions
- A diagnostic of your strengths and the gaps to close
- A plan to overcome the mindset blocks holding you back
- A concrete 90-day action plan to move toward your promotion
- A roadmap to your next step — whether that's a course, coaching, or both

This is your moment. Let's design your future self together.

With belief in your potential,

Andrea C. McLean

How to Use This Workbook

This workbook is designed to be completed over 6 focused sessions — one section at a time. Work through it in a single weekend or pace yourself over two weeks.

Section	Topic	Framework
1	Your Future Self Vision	Future Self
1B	The Promotion Readiness Scorecard	Leadership Assessment
2	The S.O.A.R. Method® in Action	S.O.A.R. Method®
3	Overcome What's Holding You Back	F.L.A.P. Method®
4	Your 90-Day Promotion Action Plan	Action Planning
5	Your Next Bold Step	Coaching Pathway

SECTION 1

Your Future Self Vision

Exercises 1.1 — 1.2

Who Is the Leader You Are Becoming?

Every promotion begins with a vision. Before strategy, before skills, before the conversation with your manager — you need to see yourself in that next role. Not someday. Now.

Exercise 1.1 — The Future Self Snapshot

Imagine yourself 12 months from now. You have been promoted. You are thriving in your new leadership role. Answer the following:

Reflection Prompt

What is your new title or role? What does a typical day look like?

SECTION 1B

The Promotion Readiness Scorecard

5 Dimensions · 25 Questions · Total Score Out of 125

Where Are You Right Now?

Before we map where you are going, let's get clear on where you are starting. This scorecard measures five dimensions of leadership that directly influence whether you get promoted. This is not a pass/fail assessment — it is a coaching tool designed to show you exactly where to focus your energy.

How to score yourself:

1	2	3	4	5
Rarely Not yet	Occasionally	Sometimes	Usually	Consistently Strongly

Rate each statement honestly. There are no right or wrong answers — only honest ones.

DIMENSION 1

Leadership Presence

How you show up, command a room, and inspire confidence in others

Statement	1	2	3	4	5
I walk into meetings and conversations feeling confident and grounded in who I am as a leader.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Others describe me as calm, composed, and credible — even under pressure.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I speak with authority and clarity when sharing ideas or recommendations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am intentional about how I dress, carry myself, and present in professional settings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Senior leaders notice and acknowledge my contributions without me having to constantly remind them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Leadership Presence Score (add your 5 ratings)	_____ / 25
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DIMENSION 2

Strategic Thinking

Your ability to see the big picture, anticipate change, and move the organization forward

Statement	1	2	3	4	5
I regularly connect my day-to-day work to the broader goals and priorities of my organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I anticipate challenges and opportunities before they become obvious to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I make recommendations and decisions that consider long-term impact, not just immediate results.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand how different parts of the business fit together and influence each other.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior leaders seek my perspective on complex problems or future planning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Strategic Thinking Score (add your 5 ratings)	_____ / 25
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DIMENSION 3

Influence & Visibility

How effectively you build relationships, earn trust, and ensure the right people know your value

Statement	1	2	3	4	5
I actively build relationships with stakeholders and decision-makers beyond my immediate team.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I regularly seek out high-visibility projects, presentations, or cross-functional opportunities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have a clear personal brand — people know what I stand for and the value I bring.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am intentional about making my results and contributions known to the people who matter.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have at least one sponsor or senior advocate who actively champions my career advancement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Influence & Visibility Score (add your 5 ratings)	_____ / 25
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DIMENSION 4

Executive Communication

How clearly and powerfully you communicate, influence decisions, and adapt to any audience

Statement	1	2	3	4	5
I communicate complex ideas clearly and concisely to senior leaders and executives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I tailor my communication style to different audiences — from frontline teams to the C-suite.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I speak up confidently in high-stakes meetings, presentations, and difficult conversations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I write and present in a way that moves people to action and earns credibility.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am comfortable asking for what I want — including feedback, opportunities, and advancement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Executive Communication Score (add your 5 ratings)	_____ / 25
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DIMENSION 5

Resilience & Adaptability

Your ability to navigate setbacks, organizational change, and adversity — and keep rising

Statement	1	2	3	4	5
When I face a setback or disappointment at work, I recover quickly and use it as fuel to move forward.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I navigate organizational change, ambiguity, and uncertainty without losing my focus or confidence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have faced adversity in my career and emerged stronger, wiser, and more capable because of it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I adapt my approach when something is not working rather than pushing harder in the wrong direction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I maintain my energy, perspective, and sense of purpose even during challenging seasons at work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Resilience & Adaptability Score (add your 5 ratings)	_____ / 25				

Your Promotion Readiness Score Summary

Transfer your dimension scores below, then add them up for your total.

Dimension	Your Score	Max
1 — Leadership Presence	_____	25
2 — Strategic Thinking	_____	25
3 — Influence & Visibility	_____	25
4 — Executive Communication	_____	25
5 — Resilience & Adaptability	_____	25
TOTAL PROMOTION READINESS SCORE	_____	125

Score Interpretation

Find your score range below. Wherever you are is exactly where you are meant to start. This scorecard is not a verdict — it is a compass.

100 – 125

Promotion Primed

You are demonstrating strong leadership across all five dimensions. Your foundation is solid and your promotion readiness is high. The work ahead is about refining your positioning, amplifying your visibility, and activating a bold, strategic plan to close the final gap.

***Your focus:** Focus on Sections 3 and 4 of this workbook. Your next step may be Design Your Future Self with the S.O.A.R. Method or a 1:1 coaching engagement to accelerate your timeline.*

75 – 99

Rising with Momentum

You have developed real leadership strength and are actively building toward your next level. There are one or two dimensions where focused development will make a significant difference in how decision-makers see you. This is the most common range for high-performing professionals ready to break through.

***Your focus:** Review your lowest-scoring dimensions first. Sections 2 and 3 of this workbook will be especially powerful. Consider S.O.A.R. Leadership Foundations to build targeted skills.*

50 – 74

Building Your Foundation

You are in an important growth phase. The fact that you are doing this work means you already have the self-awareness and drive that great leaders are made of. Every dimension is learnable with the right guidance and support.

***Your focus:** Work through every section of this workbook carefully. The S.O.A.R. exercises in Section 2 will be especially transformative. The Unshakeable Career course was built for exactly this stage.*

25 – 49

Beginning the Journey

You are at the beginning of an exciting transformation. Your scores suggest that some foundational leadership skills and mindsets are still developing — and that is completely okay. The leaders who grow the most are the ones who start with honesty.

***Your focus:** A free strategic consultation call with Andrea is your most powerful next step. Together we can map out a coaching or course pathway that meets you exactly where you are. Book at andreamclean.com.*

SECTION 2

The S.O.A.R. Method® in Action

Shift · Overcome · Activate · Reflect

Apply the S.O.A.R. Method® to Your Promotion Journey

The S.O.A.R. Method® is a four-step framework I created to help leaders break through barriers, take bold action, and rise to the next level. Work through each step as it applies directly to your promotion goal.

	Stands For	What It Means for Your Promotion
S	Shift Your Mindset	Release limiting beliefs and adopt the identity of the leader you are becoming
O	Overcome Challenges	Identify the obstacles in your path and build strategies to move through them
A	Activate a Plan	Turn your vision into concrete, time-bound action steps that move you forward
R	Reflect and Refine	Continuously evaluate your progress and adjust your approach for greater impact

SECTION 3

Overcome What's Holding You Back

The F.L.A.P. Method®

The F.L.A.P. Method®: Face Life's Adversities and Persevere

Almost every professional who doesn't get promoted faces an internal obstacle as much as an external one. In this section, you will identify what's holding you back — and build the mindset and strategy to move through it.

	Stands For	What It Means for Your Promotion
F	Face	Acknowledge the real obstacles — internal and external — honestly
L	Life's	Recognize that setbacks are part of every leader's journey
A	Adversities	Name the specific challenges blocking your path forward
P	Persevere	Take intentional action despite difficulty or self-doubt

SECTION 4

Your 90-Day Promotion Action Plan

From Insight to Action

From Insight to Action

Clarity without action is just a dream. This section translates everything you've uncovered in Sections 1–3 into a concrete 90-day plan that moves you toward your promotion with intention and momentum.

Exercise 4.1 — Define Your 90-Day Goal

Reflection Prompt

What is the specific, measurable outcome you want to achieve in the next 90 days that will position you for promotion?

Exercise 4.2 — Visibility & Influence Actions

Promotions go to those who are seen, heard, and remembered. List three actions you will take to increase your leadership visibility in the next 90 days.

Exercise 4.3 — Your 90-Day Action Plan

Action Step	Timeline	Support Needed	✓

Exercise 4.4 — Your Accountability Partner

Reflection Prompt

Who will you share this plan with? Who will hold you accountable and celebrate your progress?

SECTION 5

Your Next Bold Step

Your Coaching Pathway Forward

You've Done the Work. Now Let's Accelerate.

Completing this workbook is a powerful act of commitment to your future self. But a workbook is a beginning — not an endpoint. The leaders who rise fastest are the ones who invest in expert guidance, community, and structured support.

Online Course

S.O.A.R. Leadership Foundations

Build core skills and executive presence that get you noticed and promoted.

Online Course

Design Your Future Self with the S.O.A.R. Method

A complete career design program to rise to the level you deserve.

Online Course

The Unshakeable Career

For leaders who want to become resilient, sought-after, and unstoppable.

Ready to go deeper with 1:1 executive coaching?

Andrea C. McLean

Board-Certified Executive & Career Coach

ACM Coaching Group LLC

S.O.A.R. Method®

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F.L.A.P. Method® · Face Life's Adversities and Persevere

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Ready to go further? Book a free strategic consultation call.