

# BECBC

Britain's Energy Coast Business Cluster

WHERE ENERGY MEETS BUSINESS

## Shadow Board

Young Professional  
Development  
Guide



# About **BECBC**

## **Shadow Board**

The Shadow Board is a group of twelve young professionals aged between 18 and 30, brought together to ensure young professionals within the cluster's membership have a voice in key decisions but also to support, promote and drive wider development / growth opportunities for young professionals in Cumbria.







# Young Professional Development: Why?

Our young professional development guide is just that; a GUIDE.

We're here to get you thinking...

To get you talking...

To get you asking...

About what it takes to develop your career.



**Jason Savage**  
Chair



**BECBC**  
**Shadow Board**



**Robin Spurr**



**James Harrison**



**Rhianna Smith**



**Thomas Smart**



**Adam Pearson**



**Emmy Richardson**  
Independent



**Philip Hinde MBE**  
Advisor



**Charlotte Kelly**

**Better Place to Live & Work Diversity & Inclusion Sustainability**  
**Developing the Next Generation Business Collaboration**

# The Golden Rule



Our recommendations and signposting are to be used in conjunction with your company's own methods and practices.



Our guide will help enhance your understanding and results but does not replace your organisation's appraisal or review process.



Our Golden Rule is:

Always ask the question -

**"What opportunities does my company already offer?"**





# The 3 C's

As a young professional it is important to develop a well-rounded set of skills to progress in your career.



## Communication

Express yourself!



## Community

Engage yourself!



## Concentration

Educate yourself!

To help simplify the different elements of professional development, we've established three categories you should look to develop in over the course of 12 months.

## The 3 C's

# COMMUNICATION

Talking, writing and listening are basic skills in communication but mastering them can help you do more difficult things like; network, present & share your professional perspective.

In the workplace it's important to look at how you can use these skills in a professional environment and how to apply them to your daily tasks.

## Example tasks to develop your communication skills:

- \* Answering the phone and representing your employer
- \* Attending a networking event such as BECBC meetings
- \* Attending a social with work colleagues
- \* Meeting, talking or emailing senior members of your team
- \* Delivering a presentation
- \* Writing emails to a large number of recipients
- \* Speaking & contributing regularly in meetings
- \* Sharing your opinion
- \* Creating a LinkedIn profile & adding connections
- \* Asking for feedback on your work, or giving feedback to others
- \* Arranging & chairing meetings



# The 3 C's

Developing your communication skills can also give you a huge boost in confidence!



**Communication**

Practice makes perfect and you'll soon see that after completing these tasks once or twice they become much easier the next time.

## The 3 C's

# COMMUNITY

Working with the local community like schools, charities, not-for-profit organisations, clubs, boards, trustees, committees or any entity outside of your company is important.

It allows you to develop links outside your place of work and access opportunities and responsibility that your employer can't.

Accessing opportunities like this can lead to a huge boost to your experience, skills & CV.

## Examples of how to develop in this category:

- ✱ Signing up to be a STEM Ambassador
- ✱ Getting involved with a school event through local organisations
- ✱ Becoming a Trustee or School Governor
- ✱ Applying for a board or group in your area
- ✱ Starting or joining a group you're passionate about
- ✱ Raising money for local charity or non-profit organisation
- ✱ Volunteering at a local charity or organisation.  
Donate your time, expertise or knowledge

**If the skills you're using are transferable, companies and managers will love to see you being proactive and putting yourself out there to develop.**



# The 3 C's

## Remember!



### Community

If you're representing your company it's important to let your business and line manager know what you're doing before you commit. That way everyone is on the same page and your day to day workload won't be impacted.

## The 3 C's

# CONCENTRATION

What is your job and how can you do it better?

To progress in your career, managers like to see you being proactive and looking for ways to improve both yourself and the work you're asked to do.

This can be done through qualifications, courses, chartership, certificates, workshops and presentations.

## Examples of how to develop in this category:

- ✱ Completing any educational courses to the best of your ability
- ✱ Attending or requesting internal training courses provided by your company
- ✱ Seeking out educational/training opportunities that will enhance understanding of your role or industry
- ✱ Attending workshops or presentations around your role/industry
- ✱ Finding relevant institutes and accessing their resources and attending their events
- ✱ Beginning the chartership process
- ✱ Seeking online opportunities

**If you're still unsure, contacting your HR or Training Department is a good place to start.**



# The 3 C's

By gaining as many qualifications, certificates and accreditations as you can during the early years of your career it will help you apply for promotions or other roles further down the line



## Concentration

Chartership especially, can have a huge impact on your CV when approaching current or potential employers for a new role.



# Making the most of **The 3 C's**

It is important to look at your individual needs and take on tasks that will push you out of your comfort zone.

The only way to develop skills you need to improve is to identify and use them! It can seem daunting at first, but it's worth the results.



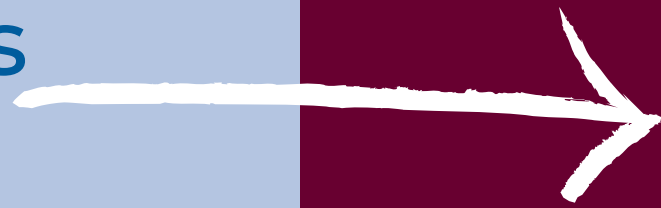
## Turn the page for examples....





## EXAMPLE 1

Tom is 18 and is 2 years into his electrical apprenticeship, he's great at the technical side and is passing his college course with flying colours. However, the team have noticed he's still a bit quiet in meetings and sits by himself at lunch.



## WHAT DO THE SHADOW BOARD SUGGEST?

"In this case, Tom is best taking on some communication tasks to grow his network of colleagues and gain some confidence in sharing his professional opinion in the work place."

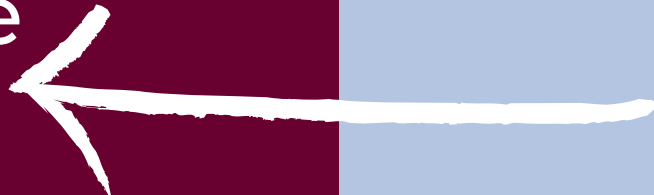
## WHAT DO THE SHADOW BOARD SUGGEST?

In Sarah's case, taking on some concentration & community tasks will help her expand her work experience and find new opportunities outside of document control. By choosing tasks & projects that will boost her CV she should find it easier to apply for roles she may not have considered previously.



## EXAMPLE 2

Sarah is a 23-year-old document controller. After graduating university, she found it hard to find a job to compliment her degree so she applied for an entry level role to get her foot in the door. She's ambitious but is struggling to find opportunities for progression in the business.

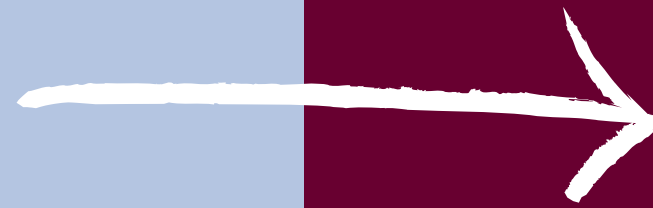






## EXAMPLE 3

Sam is 28 years old and has just been promoted from an assistant role to a co-ordinator role. They impressed the interviewers with their extensive knowledge of the job, however, it's the first time they've been in charge of a 2-person team and must deliver a monthly report to their seniors.



## WHAT DO THE SHADOW BOARD SUGGEST?

In this case Sam would benefit from communication tasks and a concentration task focused in management. By completing a short course in the basics of managing people or practicing their presentation skills in front of trusted colleagues it should help them transition into their new role without feeling overwhelmed.

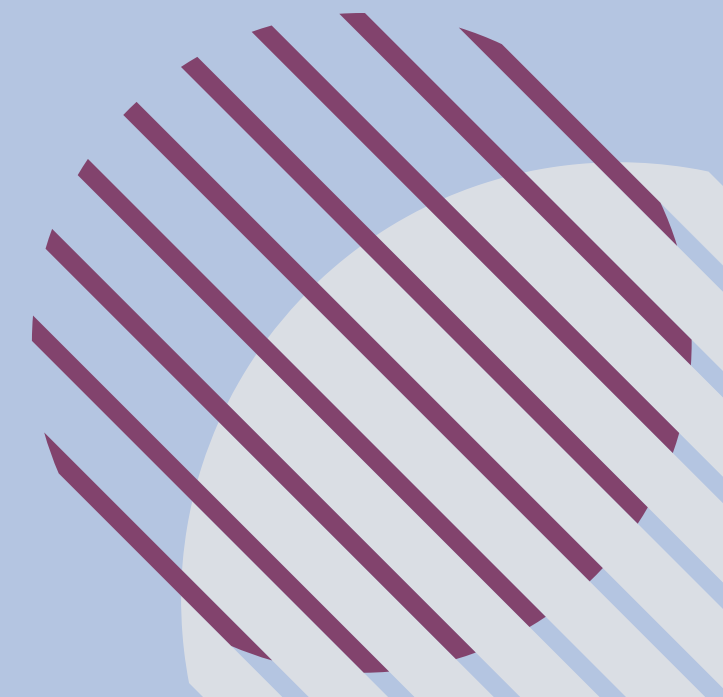


## BECBC Shadow Board Top Tips

# How to start a conversation with your manager

One of the most difficult challenges you may face at work when in your early career is knowing how to engage or approach your manager to discuss your development or a difficult topic.

- Want to request time out of your normal working day to go to a networking event such as the BECBC meetings?
- Looking for some feedback on a specific piece of work?
- Are you concerned about a colleague's behaviour or performance?





# How to start a conversation with your manager

## ① Consider your manager's communication style

When you are approaching your manager it is good to be aware of how they like to communicate, for example face to face, via email or telephone.

As you engage with your manager, look out for the words or signs they may share. They may have indicated they prefer to engage, in the first instance, by email or may say they like their staff to pop in to the office.

## ② Schedule appropriate time

Managers are busy people, but should never be too busy to meet with their staff. Sending a meeting invite by email means you won't catch them when they're distracted by other matters and they can respond when it's convenient and have checked their diary.

When you send the email, you should make sure that it's clear what you want to meet them about and ensure you have plenty of time set aside to sit with your manager.

### 3 Be clear about what you need

- ✱ If emailing, make sure your subject line highlights what you want to discuss, and is direct and simple
- ✱ Allow your manager to prepare by sharing a short reason explaining why you want to meet
- ✱ Be flexible on date and time of your meeting - it may not be convenient for your manager
- ✱ Always remain polite and professional

Here's an example:

*“I would like to meet with you to discuss [the subject of conversation] and was hoping we could meet on [day] to discuss [a little more detail here]. If this day is not convenient, please can you let me know another date that would work. If possible, can you please let me know by tomorrow so we can get time in our diaries?”*







## ④ Prepare for the conversation

You should consider the questions you might want to ask your manager.

You may want to write these questions down in a way that helps you facilitate the conversation.

There may also be times where you will need to ensure that content of your conversation is based on fact and evidence.

Consider the outcome you hope to achieve before going into the meeting. These may include:

-  Advice on developing your skills
-  Feedback on your performance
-  A review of your objectives
-  A challenge you may have

## ⑤ Maintain a positive conversation

Your aim is to leave your meeting with a way forward so maintaining a positive conversation is important and not getting into an argument with them. Body language is the unspoken communication tool that we reveal our feelings and emotions through. With this we can appear more positive, engaged or approachable. In the same way we can also come across disengaged or unhappy.



Use a firm and confident handshake when greeting them



Maintain eye contact which will show you are genuinely interested and you are listening



Have a relaxed but open posture, sitting or standing upright. Avoid placing your hands on your hips which is dominant



Avoid fiddling with your face or hair as this can be distracting

This may feel a little uncomfortable at first but remember, practice makes perfect!



Questions?

**Contact us:**



**BECBC**

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