

A large, leafy plant in a grey pot stands in a modern interior. The background features a light-colored wall and a grey armchair with a cushion. The lighting is soft and ambient.

Business

Planning your next move

Out of sight needn't be out of mind.

HR and recruitment expert, Ellie Rich-Poole teaches us how to avoid being overlooked for your dream job when you work remotely.

Planning your next move

When you are working remotely, you will benefit from taking a planned approach to managing your career development. There is a risk that out of sight could be out of mind. But it doesn't need to be that way. These seven steps will get you started.

1. Work out your career goals. What is important to you in your career? Are you working towards a specific next step? Do you want to broaden your experience and move sideways? Take time to brainstorm this and get clarity on what matters most to you. Be honest with yourself. Think about what you are good at, what energises you and the areas you care enough about to make a difference.

2. Plan accordingly. What steps do you need to take to get there? Dedicate some time to writing a personal development plan identifying the steps you need to take to reach your goals. This isn't about completing a form at work. Make it a living document that you regularly come back to. Also make sure you plan time on a regular basis for the things you need and want to do to make it happen.

3. Be proactive and own your development. You need to lead your own professional development. It isn't something that is 'done' to you. Seek out opportunities. Don't wait. Focus on the areas you can control and influence. Take a lead in booking regular reviews with your Line Manager. This is your responsibility, not theirs. Make the first move especially when it comes to networking, which the majority of people don't focus on.

4. Be conscious your personal brand. What do people say about you when you aren't in the room? If you don't know, ask them. Think about your online brand too. Check your LinkedIn profile now and revisit it. Does it showcase you at your best? Can people see at a glance what your strengths and aspirations are? Would you want to meet you if you were hiring for your perfect next step? If not, it's time to update it. Think about who you want to communicate with and how. Consider how you demonstrate the value you bring. Also take time to update your Elevator Pitch so you can be more impactful when you tell people who you are and what you do.



5. Get input from others. Talk to other people who can help. Have you spoken to your current Line Manager about your career goals? What about their boss? Think about other relevant people outside of your direct line that might be helpful to you and ways to develop your relationship with them. Think broadly about it and be willing to open up to people. If people know your aspirations, they can keep you in mind for opportunities. Increasingly I have heard about the concept of forming your own 'Board of Directors' where you have different friends and colleagues you know well and trust, all with different strengths and perspectives, who you can go to regularly for their support and to challenge you to think differently.

6. Be more visible. When working remotely you won't get the serendipitous interactions you may get working in a main office, so you need to maximise opportunities. But there are lots of them! For example, whenever possible, turn your camera on for virtual interactions, in small groups and large. On most platforms by having your camera on you go to the top of the page and are seen. Make your full name is on your Zoom account so people know who you are. Follow up after meetings one to one with people you want to get time with. Show up on LinkedIn and comment and contribute rather than just lurking and liking. Volunteer for things, being a buddy for a new starter or to help with the company charity day. These are great opportunities to interact with people you maybe wouldn't usually see. Be strategic. Think about who it would benefit you to know better and find a way to interact with them more.

7. Network more consistently. Think of networking as developing existing relationships as well as meeting new people. Invest time to keep in touch with people and get to know them better. Offer to help them, don't just think about what you can get from them. Find ways to network that you enjoy and that work for you. For example, if you find big events draining, focus on one-to-one meetings. If you love hosting, get a group of people together who you think will get on and enjoy. The important thing is to do it on a regular basis. I promise it will pay off!



Be brave, be consistent and show up! You will be remembered and it will make all the difference.

For lots of free resources head to: www.ellierichpoole.com/blog

For a complete career checklist click below:

➤ [Career Development Checklist](#)

Career Development Checklist - how many can you tick off this month?

- Volunteer for something at work
- Book a career chat with your Line Manager
- Follow up one to one with someone from a webinar
- Update your personal development plan
- Write down your best achievements from 2021
- Update your CV (include those best achievements!)
- Join a networking group
- Invest in some sessions with a career coach
- Message a former colleague and get back in touch
- Arrange a one to one with a colleague from a different area
- Write a LinkedIn post sharing something pertinent for your field
- Schedule yourself a recurring appointment to focus on networking
- Sign up for something new where you will meet new people
- As a former boss or client for a LinkedIn recommendation
- Find a friend who has a shared goal and hold each other accountable
- Keep a note of your successes and regularly add to it
- Write your Elevator Pitch and practice saying it out loud
- Read (or listen to) a development book
- Listen to a podcast
- Ask someone you trust for feedback about yourself
- Set up an introductory call with someone new to your department
- Re write your LinkedIn 'About' summary
- Ask a friend to join your 'Board of Directors'
- Offer to mentor someone earlier in their career

Ellie Rich-Poole is The Recruitment Coach. She coaches people at a critical moment of transition, helping them to move forward with positivity. She helps leaders land their perfect role and be brilliant in it, by playing to their strengths. She has 25 years' experience in HR, Talent and Head-hunting HR Leaders. She founded her business in 2016 to inspire and support others with their career development.

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