A Guide to Teaching

Networking
NETWORKING

OBJECTIVE: Patrons will be able to list person of interest as potential contacts in their network.

NECESSARY SUPPLIES:
Copies of Networking

TIME REQUIRED:
1 hour

LESSON PROCEDURE:

1. Hand out copies the sheet entitled Networking.
2. Discuss the 8 steps of the networking sheet, allowing for questions and clarification from your group.
3. Have patrons discuss who they would consider asking for information about job openings, and where they would consider going to network.

SUGGESTED FOLLOW-UP:
Networking

How is it that some people are able to interview for a position at a company that is not advertising that it has job openings? Knowing how to network can play a factor in helping you get introduced to people. When searching for a job, consider doing the following:

- Talking with people who know people who could help you
- Talking with strangers at parties, events, games
- Contacting people you've read about in the newspaper
- Write letters to prominent community leaders asking about potential job openings

1. Who can be a contact?

Don't limit yourself to people who could clearly help you. Here are some suggestions:

- Family friends
- Relatives
- Neighbors
- Professors
- Classmates or Alumni
- Former employees
- Former co-workers
- Teachers

2. Where do you go to meet people who can become your contacts?

- Local alumni association
- Class reunions
- Parties
- Events
- Conferences
- Conventions
- Club meetings
- Job fairs
- Volunteer opportunities
- Religious gatherings
3. Being Prepared

Before you walk into a conference, a dinner party, or group event, do your homework. Find out who will be there. What do you want know about the people you meet? Try to strike up a conversation on the following:

- where they work
- are they hiring

It's important to be flexible and to perceive opportunities you didn't plan to confront.

4. Networking can occur anywhere

Conferences, college/class/family reunions, and parties are networking opportunities. You can gain contacts and opportunities that can become invaluable and surprising. You never know who will meet when you go shopping or at the gym; who will be behind you in line; who will sit next to you on an airplane.

5. Follow Up

After you meet with a contact, it is essential to write a thank you note. Tell your contact how much he or she helped you, and refer to how they have helped you. Everyone likes to feel appreciated.

6. Being professional

If you want to be treated with respect, treat others with respect. As you begin to meet more people in the professional world, the more you'll find that everyone knows everyone else. So, if you're impolite, brash, condescending, rude, impatient and continually burning bridges, you'll begin to form a reputation.

7. Explain what you want

When you call, meet with, or write to a potential contact, make it as easy as possible for them to help you. Be sure to avoid making general demands, such as, "Do you know of any jobs that would be good for me?" Explain what you specifically want, and ask detail-oriented questions.

For example, "I'm looking for jobs in construction. Do you know anyone who works at some the local construction companies? May I have their names and phone numbers? May I use your name when I introduce myself to them?"

8. Keep a list

Keep a record of your networking. Whether you do this in a notebook, or in a database file on your computer, it's important to keep track of your contacts.