

Business Networking Training Aid

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Networking



Success
Efficiency
Social
Interests
Connect
Online
Common
Colleagues
Near
Mutual
Meeting
Professional
Support
Jobs
Relationships
Community
Opportunities
Community

TIPS

1921



90
Years



GALLERIAN'S
Search like a Gladiator

What is networking?

- The cultivation of productive relationships for employment or business
- The exchange of information between individuals
- Learning about other people and finding links you have with them
- Talking to strangers; exactly what your mother told you never to do

Tips on Employment Networking

Networking is the best way to find a job:

- **People do business primarily with people they know and like.** Resumes and cover letters alone are often too impersonal to convince employers to hire you.
- **Job listings tend to draw piles of applicants**, which puts you in intense competition with many others. Networking makes you a recommended member of a much smaller pool.
- **The job you want may not be advertised at all.** Networking leads to information and job leads, often before a formal job description is created or a job announced.



from <http://www.helpguide.org>



Tips on Employment Networking

Don't be Nervous and Keep these Things in Mind:

- Helping feels good to everyone. Most people will gladly assist you if they can.
- People like to give advice and be recognized for their expertise.
- Almost everyone knows what it's like to be out of work or looking for a job. They'll sympathize with your situation.
- Unemployment can be isolating and stressful. By connecting with others, you're sure to get some much needed encouragement, fellowship, and moral support.
- Reconnecting with the people in your network should be fun; even if you have an agenda.



from <http://www.helpguide.org>



Job Networking Tips from HelpGuide.Org

- Tip 1: You know more people than you think
- Tip 2: Reach out to your network
- Tip 3: Improve your communication skills
- Tip 4: Focus on building relationships
- Tip 5: Evaluate the quality of your network
- Tip 6: Take advantage of both “strong” and “weak” ties
- Tip 7: Take the time to maintain your network



from <http://www.helpguide.org>



Tips on Employment Networking

You know more people than you think

- Family, friends, neighbors, co-workers, colleagues, casual acquaintances
- People from former jobs, school, church, your kid's activities, the gym, social media, or your neighborhood
- Your sister's co-worker, your best friend's boss, your college roommate's spouse, friends of your parents, your uncle's business partner
- Don't forget to include your doctor, landlord, accountant, dry cleaner, and yoga instructor



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Tips on Employment Networking

Reach Out to Your Network

- **Figure out what you want *before* you start networking**
- **Start with your references**
 - Contact each one of your references to network about your possibilities and affirm their agreement to be your reference.
 - Describe your goals and seek their assistance.
 - Keep them informed on your job search progress.
 - Prepare them for any calls from potential employers.
 - Let them know what happened and thank them for their help regardless of the outcome.



from <http://www.helpguide.org>



Tips on Employment Networking

Improve your communication skills

■ Attentive listening

- Focus fully on the speaker
- Avoid interrupting
- Show your interest

■ Nonverbal communication

- Enhance communication by using open body language

■ Managing stress

- Recognize when you're becoming stressed
- Take a moment to calm down
- Bring your senses to the rescue
- Find the humor

Tips on Employment Networking

Focus on building relationships

- Be authentic
- Be considerate
- Ask for advice, not a job
- Be specific in your request



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Tips on Employment Networking

Evaluate the quality of your network

Give yourself 1 point for each question you answer yes

- Do you trust your network to give you the truth about the real you?
 - Does your network challenge you as much as it supports you?
 - Does your network feel vibrant and dynamic?
 - Does your network represent your future goals as much as your past?
 - Are the networks connected to your network strong?
- (5 pts – Your network is in great shape; 3-4 pts – You need to enhance your network; 0-2 pts – Your network needs a makeover)



from <http://www.helpguide.org>



Tips on Employment Networking

Take advantage of both “strong” and “weak” ties

- Tap into your strong ties
- Think about where you want to go
- Make the process of connecting a priority



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Tips on Employment Networking

Take the time to maintain your network

- Schedule time with your key contacts
- Prioritize the rest of your contacts
- Take notes on the people in your network
- Find ways to reciprocate



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Employment Networking Bottom Line

- You know more people than you think
- Reach out to your network
- Improve your communication skills
- Focus on building relationships
- Evaluate the quality of your network
- Take advantage of both “strong” and “weak” ties
- Take the time to maintain your network



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