

# NETWORKING ACTION PLAN

*(Adapted with permission from @greenlightGiving)*

## Networking: Who?

Create a Relationship Action Plan (RAP) that will help you accomplish your goals by identifying the people who would be most helpful. Start connecting with the people in your RAP in an appropriate and relevant way. Your RAP is a living document, and it should grow and change as you move forward. Keep an open mind and always be ready to make room for changes, it should organically push your boundaries.

### **Personal Contacts: Family, friends & acquaintances, clubs & organizations, community groups, religious organizations**

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

### **Work Contacts: Co-workers (current, former), supervisors/managers, subordinates, associates (clients, customers), volunteer work colleagues**

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|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

### **Education Contacts: Alumni (high school, college, grad), teachers & professors, advisors, coaches, job training/professional develop. instructors/classmates**

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| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
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### **Professional Groups:**

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|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
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| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

### **Personal and Professional Services: Healthcare professionals, dentists, attorneys, realtor, hairdresser, landlords**

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|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**Multimedia: Online forums, websites, newspapers, magazines, journals (reporters, writers), books (authors)**

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|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

**Networking: How?**

Learning to network will help you greatly in achieving your career goals. Use the tips and questions below to help you create an effective networking plan. It's about connecting your skills and interests with possible career fields.

- Start with who you know
- Take action in your interest areas
- Find mentors
- Identify alumni
- Help others
- Prepare
- Determine your goals
- Take stock of your skills and characteristics
- Fine tune your pitch and sound bites
- Develop thoughtful questions

**Developing Your Pitch:**

What are some specific knowledge, skills and coursework that you have that relates to the work that you want to do? How have your experiences benefited you and prepared you for the positions you are pursuing? What specific skills and interests do you have in the field you intend to work? What knowledge do you have (or research have you done) about the employer(s) you would like to work for? How can you add value to the employer? Know what you bring, but don't be afraid to ask for advice.

- Develop a "Relationship Action Plan"
- Proximity matters
- Join clubs or organizations
- Assess yourself
- Conduct informational interviews
- Job shadow
- Connect with alumni
- Get LinkedIn!

**Networking Reminders:**

- Start small
- Be yourself
- Ask questions & LISTEN
- Remember body language (SOLER)
- Get contact information
- Be gracious
- Say thank you
- Follow up