

how to network

- you are the hub
 - values of your life; attitude; talents; your goals; tools; techniques
- personality differences
 - extroverts
 - introverts
- 10 rules
- do's
- don'ts

values of your life

- When you are aware of your top values, you will possess a more solid foundation from which to relate to yourself and others.
- Prioritize the items:
 1. What makes life meaningful for me
 2. Important yet not a number- one priority
 3. Nice to have

attitude

Give up the lone ranger mentality:

- give up thinking that you have to be the expert
- ask for help
- delegate to others
- let people know that you do not have all the answers
- become a team player
- accept and express appreciation of the support and contributions of others

your goals

By writing your goals, you will gain greater clarity, conviction, and power, which will support you in attaining these goals.

tools

The follow-up is the hammer and nails of your networking tool kit

extroverts

they easily establish relationship, but it is hard for them to listen

introverts

it is hard for them to start talking ,but they are good at listening

10 rules

- 1. It takes **patience** -> networking takes time
- 2. It's a **learned skill** -> no matter how natural or unnatural networking you may feel to you, it's a skill you can learn
- 3. You have to **believe** in the process -> no matter how long and winding your networking road may seem, no matter how remote a contact may be, you have to keep faith that it will work for you. Networking works. Period.
- 4. You must be **strategic** -> effective networking requires a strategy, a plan, a clear vision of your goals
- 5. It requires a diversified **plan** -> don't rely only on your existing networking
- 6. Do it with **courtesy** -> you can never go wrong with being considerate, and polite in every single one of your networking endeavors.
- 7. **Think** creatively -> networking is about being creative about who to contact, how to approach them, and how to build the relationship.
- 8. **Giving** -> networking is a two-way street. Make a habit out of asking people how you can help them, and mean it when you say it.
- 9. Show **integrity and reliability** -> you will be judged more on how honest, ethical, punctual, and reliable you are than on how good is your CV. Show up when you say you'll show up, leave when you've taken up enough their time, follow through on your promises, don't bad-mouth anybody or anything, and never, ever lie.
- 10. **Make it easy** for people to help you -> be specific when you tell people what you need and what you have to offer. This enables them to more easily spread the word about you and what you're trying to accomplish.

do's

- - Shake hand with everyone you meet.
- - Introduce yourself as you shake hand, don't wait to be introduced by someone else.
- - If you're standing with one or more people when a new person approaches, take the lead in introducing everyone to each other
- - Remember the name of someone you've just met. Try to use the name in first few minutes of conversation to reinforce it in your mind.
- - become comfortable playing host at networking events
- - Have a few opening lines or questions in mind. You can never go wrong with asking the person about themselves
- - do maintain a professional tone, vocabulary, and posture.
- - Take plenty of business cards and keep them within easy reach.
- - When people give you their business cards, store them in a different pocket from where you carry your own.
- - As soon after each networking encounter as possible, make notes on the back of the each business card you receive.
- - set objectives concerning the type or number of people you want to meet, the information you want to collect, resources you need to find

don'ts

- don't spend too much time with any one person. You should to meet a range of people.
- don't be selfish - networking has the give-and-take nature, share advice and leads as well as receive them
- don't be a pest - don't bother anyone who seems busy, depressed or doesn't continue a dialogue that you initiate
- don't say something that might be controversial or offensive; wait until you know more about the person