

## **Networking: Who? Developing a Relationship Action Plan (RAP)**

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. ©greenlightGiving

### **Personal Contacts**

Family, friends and acquaintances, clubs and organizations, community groups, religious organizations

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|----------|-----------|
| 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. _____  |
| 5. _____ | 10. _____ |

### **Professional Groups**

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|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 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 with your "WORK"

- Start with who you know
- Take action in your interest areas
- Find mentors
- Identify alumni
- Probe
- Help others
- Prepare
- Determine your goals
- Take stock of your "personal currency"
- 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?

### **Get in the door:**

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

### **When Networking:**

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