



Exercise 1: Developing a Personal Networking Plan of Action

1. List at least one goal you would like to accomplish (e.g.: reconnect with former mentors; expand my network; get a new job)

2. List five people you would like to connect with. If you don't have five, complete the list with departments or organizations you would like to contact. Define what each of them can do for you. Give yourself a timeframe and add a note about how you plan to contact each (phone, email, LinkedIn, etc.)

Name	What s/he can do for me	Timeframe	Method

Notes:



Exercise 2: Preparing Yourself Before Contacting a Referral

Steps to think about as you prepare for a call:

1. Identify yourself
2. Tell the contact who referred you
3. State the purpose of your call and how the contact can be of assistance
4. Ask for permission and time for the conversation
5. Give a two-minute statement on your background to put the meeting in context
6. Gather information – have specific questions in mind to elicit the information you need
7. Ask for names of two or three others who could be helpful
8. Leave the door open for future contact. Keep the person informed of your progress.
9. Thank the other person for their time and support

Exercise - Write your script below