

## Professional Networking Basics

Networking is about cultivating relationships and making connections among them. In order to build effective professional networks, you need to know what you want, know what you can give, be a good listener, and make connections. The questions below will help you prepare make the most of opportunities to grow your own professional network.

*What networks do you already have?*

- High school and college friends, acquaintances, teachers and professors
- Neighbors, friends, and family
- Work and internship colleagues
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*What networks (above or others) would you like to grow and nurture?*

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*What are two questions you can ask people you've just met to get to know them better?*

- 1.
- 2.

*What are two SHORT stories you can share that demonstrate your character and competence?*

- 1.
- 2.

*What can you offer to people in your network?*

*What do you hope to gain from/want to ask of people in your network?*

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### Tiny Tips

- Put your name tag on the left or in the center so it isn't covered up when you shake hands.
- Say your first name twice when introducing yourself - I'm Hermione, Hermione Granger
- Repeat the person's name when they tell you (to help you remember) - Hello, Penelope
- Have something to take notes with (phone, pen for business cards, etc.) to help your memory for follow-up and follow-through

### Resources

- Contacts Count - <http://contactscount.com> - offers e-newsletter, books/ebooks, training
  - *Make Your Contacts Count: Networking Know-How for Business and Career Success* (\$8.99 for Kindle or iPad)
  - *Strategic Connections: The New Face of Networking in a Collaborative World* (\$10.99 for Kindle or iPad)
- *The Jordan Harbinger Show* podcast, especially 18-OCT-2018 with Gabriel Mizrahi on being unforgettable
- *Inside Study Abroad* podcast
- Lessons From Abroad website - <http://www.lessonsfromabroad.org/welcome-back>
- Visit your university's Career Center in person or online – they likely have resources (and possibly trainings or sessions) on networking

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