



Unit: Networking
Skill 25: What And Who You Know
Activity B: Who Do You Know?
Worksheet

Who Do You Know?

Networking is really just socializing with purpose. Here are some tips for how to go about making contacts to broaden your network. The idea is to actively pursue the people whom it would be helpful to know, so the responsibility is on you!

1. **Do some research.** Find the names of people who are noted experts or respected leaders in the topic you want to learn more about. Investigate online, at the library, and among fellow colleagues.
2. **Identify some relevant people.** Once you identify some key contacts, who might you be able to contact or meet? Where do they work, what is their contact information and do they have publications or presentations that you can read or attend?
3. **Contact these people.** If possible, can you write them, either via mail or email? This may be a simple introduction saying that you admire their work, or a specific request to provide further information or advice. Don't worry, most people will be flattered and will be happy to send a brief note back in reply.
4. **Meet the person face-to-face.** If appropriate and possible, make an effort to meet this person at a professional meeting or conference. Sometimes in networking, this process is called circulating, getting yourself out into situations where you will meet people.
5. **Exchange information.** This includes simply getting each other's contact information, but also talking about your own work. For example, you attend a professional seminar and introduce yourself to a noted expert in your field. You might bring up your own work, and state how the expert's research influenced your project. This lets the person know you are serious, really do know their work, and makes a memorable impression.
6. **Follow up.** This is the hardest part, as once the networking contact has been made, you need to follow up with the person and maintain the connection. This might be a thank you note, email or phone call, but some type of follow up communication that you make to solidify the relationship. Perhaps once you meet an important professional contact, you make a point to follow up with him or her every few months.