



Networking & Communication

Workshop by Lee Wong, 2014

soteria

CONSULTING


NETWORKING – WHAT?

“To interact with others to exchange information and develop professional or social contacts.”



NETWORKING – WHY?

Connections!



NETWORKING – HOW?

MEDIA



NETWORKING – HOW?

MEETINGS



COMMUNICATION – WHAT'S DIFFERENT?

"G'day"

"Mate"

"Hey"

"Thanks"

"Oi"

"See ya"

VS.

"Good afternoon"

"Sir/Madam/Name/Title"

"Hello"

"Thank you"

"Excuse me"

"Goodbye/Talk soon"

Swearing

Anger/Frustration

Talk too much

Talk too little

Don't swear!

Remain calm and patient

Let them talk

Don't force them to talk

COMMUNICATION – CONTENT

- Provide details when asked – relevant/interesting
- Monitor their response – if they seem, uninterested then try to re-engage them in conversation
- Do not talk about extremely personal or potentially offensive issues or topics – unless discussed briefly to emphasise a relevant point
- Respect their opinions if they are different to yours – you can explain yourself, but do not argue!

COMMUNICATION – HOW?

- Physical
- Phone
- E-mail
- Fax
- Other media (Linked In, Facebook etc.)

COMMUNICATION – WHEN?

- As soon as possible!
- Mention that your mutual contact referred you
- Be thankful for the time and opportunity (Yes, even if it does not work out!)
- Suggest the possibility to meet in person
- Thank your mutual contact for the opportunity too! (They are risking their own name/reputation on the line to recommend/mention you to others!)

COMMUNICATION – WHY?

- The larger your network of professionals – the better the opportunity for employment
- The larger your network – the greater your choice of referees when applying for jobs
- The larger your network – faster career progression potentially
- The larger your network – the greater support

PUTTING IT IN ACTION

- So what can you do about it right now?
- BUILD YOUR NETWORK!
 - Ask your friends/neighbours/colleagues/bosses/supervisors/managers etc for connections relevant to your desired field
 - Ask those connections for even more!
 - Watch your network expand exponentially!

POTENTIAL ROADBLOCKS

- Some connections may not work out – LEARN FROM YOUR EXPERIENCES! Do not fear!
- Some people may not feel comfortable reaching out to people they have not met – Anxieties
- Some people are not comfortable asking for help to find jobs or contacts
- Overcome these to achieve your goals!
- Counsellors, friends, families etc. can support you
