

Worksheet: Expanding Your Network

Figure 1. Discovering your contacts – remember you never know who your contacts may be in contact with unless you ask/research!

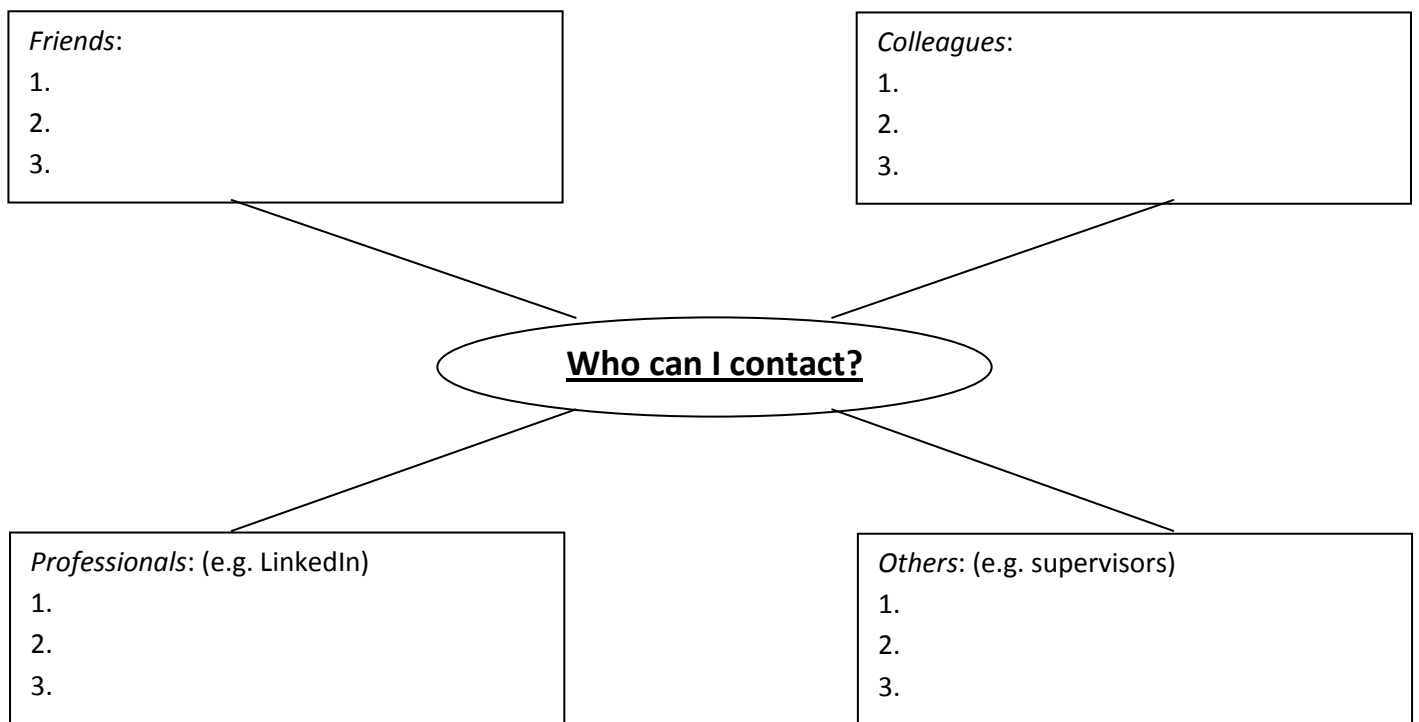


Figure 2. How to communicate – remember you are attempting to increase your network of professionals, behave accordingly!

<u>Situation</u>	<u>Dos</u>	<u>Don'ts</u>
Various Careers/Fields	Use appropriate language Be familiar with jargon/topics	Use unprofessional language Be disrespectful
<i>Phone Conversation</i>	<i>Speak clearly</i> <i>Be concise</i>	<i>Get distracted</i> <i>Be long-winded</i>
Interview	Be professional and cooperative Inquire about them (appropriately)	Talk too much or too little Discuss sensitive/unrelated topics
<i>Meeting (e.g. coffee)</i>	<i>Be friendly and professional</i> <i>Can discuss unrelated things</i>	<i>Behave inappropriately</i> <i>Push topics they are unresponsive to</i>
At all times	Clarify if needed Present yourself professionally	Pretend to be something you're not Portray yourself negatively