



The Office for Women in Science and Engineering (OWISE) is here for you!

The goal of the OWISE Office is to create a culture of success for women undergraduate students, graduate students, and faculty in engineering and science. OWISE programs provide information and training related to:

- professional development
- leadership
- gender issues

Check out the OWISE programs on the web at: <http://www.latech.edu/coes/owise> or visit us in the Dean's Office in Bogard Hall 201.

The OWISE Office also administers the ADVANCEing Faculty Program.

Got questions? Ideas for programs?

E-mail us at advance@latech.edu or call us at 257-2101.



Networking 101*

ADVANCEing Faculty Program
College of Engineering & Science
Louisiana Tech University

December 2009

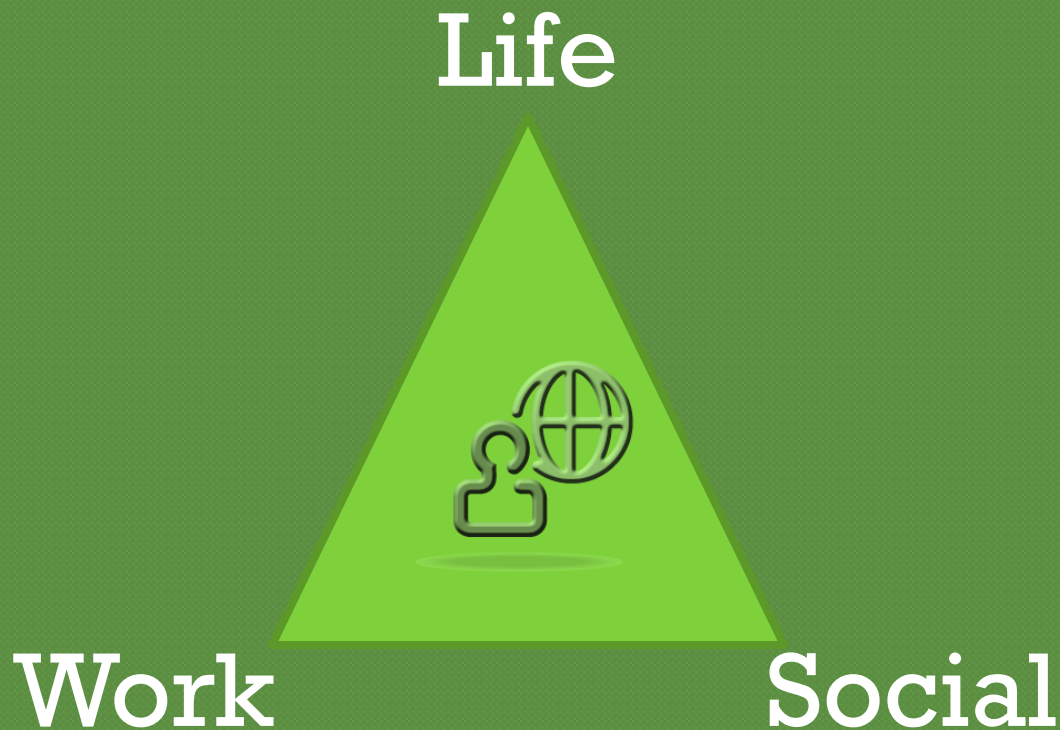
* Adapted from Gail B. Cornelius, Boeing, SWE'09

What is Networking ?

Networking – (noun)

1. a supportive system of sharing information and services among individuals having a common interest;
2. the process of establishing a mutually beneficial relationship with other people, initially focusing on how you can help the other person you are listening to rather than on how he or she can help you

Your Networking Universe



- How many people are in each network?
- What is the depth of your relationships?
- How often do you interact with these people?

Networking Quiz

Question #1: How many people (total) are in your Life, Social and Work networks?

Points	# People
0	None
1	0 - 50
2	51- 100
3	101-200
4	More than 200

Networking Quiz

Question #2: What is the overall quality of your network contacts?

Points	Quality
0	Terrible
1	Poor
2	Good
3	Very Good
4	Excellent

Networking Quiz

Question #3: To what extent do you actively work on building your network relationships?

Points	Extent
0	None
1	Little
2	Some
3	Great
4	Very Great

Networking Quiz

Question #4: What is the strength of your relationships with your network members?

Points	Strength
0	Very Weak
1	Weak
2	So-so
3	Strong
4	Very Strong

Networking Quiz

Question #5: How actively do you recruit new members to your network?

Points	Activity Level
0	Do nothing
1	Hardly at all
2	Sometimes
3	Often
4	All the time

Networking Quiz

Question #6: To what extent is the relationship with your network contacts reciprocal (you've helped them as much as they've helped you)?

Points	Extent
0	Not at all
1	Hardly at all
2	Sometimes
3	Often
4	All the time

Networking Quiz

Question #7: To what extent do you leverage the electronic tools to build and maintain your networks?

Points	Extent
0	Not at all
1	Hardly at all
2	Sometimes
3	Often
4	All the time

What's Your Networking Score?

Add up your total:

Total	Score
22 - 28	Nicely done!
15 - 21	Not too shabby
7 - 14	We've got work to do.
0 - 7	Where do I begin?

10 Commandments of Networking

1. Thou shalt be prepared.

- ⦿ When people ask, "What do you do?" do you avoid labels and titles and explain what you do in a way that starts a conversation?
- ⦿ Do you know how to end conversations comfortably?
- ⦿ Before you go to an event, do you create a mental list of what you want to get from the people you meet?

10 Commandments of Networking

2. *Thou shalt be a good listener.*

- ⦿ At social and business events, are you comfortable with introductions?
- ⦿ Can you remember names, and do you introduce people to one another?
- ⦿ Do you greet the leader, hosts and speakers?
- ⦿ Do you ask open-ended questions?

10 Commandments of Networking

3. *Thou shalt give before receiving.*

- ◉ Do you look for ways that your resources and information can help others fulfill their personal and professional goals?

10 Commandments of Networking

4. *Thou shalt follow-up.*

- ◉ Prep, Delivery, Follow-through
- ◉ Do you find ingenious ways to reconnect, follow-up and stay in touch? (phone call, thank-you note, e-mail, etc.)

10 Commandments of Networking

5. *Thou shalt be specific.*

- ◉ Do you make people aware of the kinds of problems you can solve, so they refer the right contacts and resources to you?
- ◉ Don't give too many details, but do be specific.

10 Commandments of Networking

6. *Thou shalt choose effective networking events.*

- ⦿ Do you belong to at least four professional organizations?
- ⦿ Are you visibly active in at least two of these?
- ⦿ Meet 3 – 5 people and exchange contact information.
- ⦿ 5 – 8 minutes for each group (get together later if you need more time).

10 Commandments of Networking

7. *Thou shalt choose contacts effectively.*

- ◉ Do you use conversations as a way to find a reason to exchange business cards?
- ◉ Why is this person in your network?
- ◉ What are you going to use this person for?
- ◉ Toss contacts that are not useful to your network.

10 Commandments of Networking

**8. *Thou shalt share your
resources.***

10 Commandments of Networking

9. *Thou shalt keep good records.*

- ◉ Do you know 100+ people (professionally or in the community) well enough to call them & say “Hey, this is _____” and have them know who you are, what you do and what your skills and talents are?
- ◉ Keep notes of small talk on business cards and use in follow-up.
- ◉ Use MS Access database for information.
- ◉ KING OF COMMANDMENTS!!

10 Commandments of Networking

10. *Thou shalt never stop.*

● Watch out for entropy!

Closing Tips

- ◉ Networking is a state of mind.
- ◉ Forget Mom's advice: Talk to strangers!
- ◉ Personalize, personalize, personalize...
- ◉ A little cleverness goes a long way.
- ◉ Stand out for the right reasons.
- ◉ Practice makes perfect.

Questions?

Upcoming Programs

Grant Pre-Review Program

Mentoring Workshop – Jan. 14

January Faculty Lunch at the Ropp – Jan. 21

Executive Coaching Program