

TOP 10 NETWORKING TIPS

1. **Be present.** Woody Allen said "70% of networking is being there!" Make sure you not only get there, but you are fully 'present'.
2. **Check your expectation of networking,** is it realistic?
3. **See the networking meeting only as the first step.** Relationships need time to grow, but you can start by getting to know one person a little better, rather than just finding out what they do.
4. **Ask people open questions, be interested in them.** You may not feel you need (or need to know) an accountant, but discovering that you might be sharing an interest may help you to 'connect' anyway. If you can build a relationship built on a genuine interest in people as well as trust, it is far more likely that you will be referred on.



*"Coming together is a beginning,
keeping together is progress,
working together is success."
Henry Ford*

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5. **Listen carefully.** Active listening involves concentrating and listening 'with purpose'. This will help you to learn more about the other person and understand them better.
 6. **Offer help, advice or support whenever you can.** As you network and connect with people, always think about how you may be able to help them by connecting them to people already in your network. If you help others, invariably they will help you!
 7. **Invest time into your networking** and although it may be tempting, try not to give it all up just because you are too busy at work.
 8. **Don't be afraid to ask for what you want.** Whether you are looking to change your work, or want to work with larger companies, let the people who you are speaking to, know that too. The person to whom you are speaking may well know the 'someone' you need to speak to!
 9. **Networking is not selling,** it's about building the business relationship and exploring the potential and possibilities which may derive from it.
10. **Remember the good old fashioned thank you,** particularly when someone has helped you, even if it doesn't result in £m business deals.
- It's courtesy to let people know the outcome of a meeting or chat, and a short email or phone call does make a difference!