



Month 3

Preliminary Viewing:

How to Expand your Professional Network. McGinn, Daniel, ed. Nov 20, 2015. Harvard Business Review website.

<https://hbr.org/video/4623398890001/how-to-expand-your-professional-network>

Make Networking Less Awkward. Torres, Nicole, ed. Harvard Business Review website.

<https://hbr.org/video/4562160582001/make-networking-less-awkward>

Networking

Mentees, please contact your mentors to schedule meeting 3. Then, both mentor and mentee should prepare for the meeting by viewing the following brief very brief podcasts (the links are below), and then reading the articles that discuss how to network in the digital age – it's not as difficult as you would think! Look for overlap in the articles about how to network successfully.

Mentors and mentees, be prepared to discuss networking in your Month 3 meeting.

Double check your Linked-In profile

During the meeting, have a quick review the 2-3 mentee goals set in your first meeting. Do the goals require any updating? How is the mentee proceeding in meeting the goals?

Are you having any problems making meetings?

READING

Mentees – view 9 quick tips by [MARTIN ZWILLING](https://www.inc.com/martin-zwilling/9-tips-to-get-more-value-from-business-networking.html). Available from <https://www.inc.com/martin-zwilling/9-tips-to-get-more-value-from-business-networking.html>

Mentors and mentees – read Hemple, J 2013, 'LinkedIn: How It's Changing Business (and how to make it work for you)', *Fortune*, 168, 1, pp. 68-1, Business Source Corporate, EBSCOhost. See: <https://search.ebscohost.com/login.aspx?direct=true&db=plh&AN=89584448&site=ehost-live>

Mentors and mentees - read the following article: Eion, K. *'It Always Seemed Impossible At First But These Will Build You A Wide And Professional Network'*

LifeHack.org. Available from: <http://www.lifehack.org/articles/communication/10-practical-tips-managing-and-expanding-your-professional-network.html>

Mentors – view Freifeld, L; Leimbach, M, 2013. Interpersonal networking skills make leaders more effective. 8 critical skills needed for effective social networking. *training* [online], 15 May 2013. Available from: <http://www.trainingmag.com/content/interpersonal-networking-skills-make-leaders-more-effective>

ARTICLES

Mentors and Mentees, please read the following articles by clicking on the linked article (please contact me if the article doesn't open). Look for overlap in the articles about what makes successful networking:

5 Networking Mistakes That Keep You From Getting Ahead. 2015, Time.Com, Business Source Corporate Plus, EBSCOhost.
<https://search.ebscohost.com/login.aspx?direct=true&db=plh&AN=101832954&site=ehost-live>

How Not to Hate Networking in the Age of Facebook. Preston, C. 2015. *Fortune.Com*, Business Source Corporate Plus, EBSCOhost.
<https://search.ebscohost.com/login.aspx?direct=true&db=plh&AN=103185407&site=ehost-live>

How to Make Networking at Conferences Feel Less Icky. Gino, Francesca. Oct 2015. Harvard Business Review website. <https://hbr.org/2015/10/how-to-make-networking-at-conferences-feel-less-icky>

Networking: the Golden Rules. Perle, J. 2015. *Training Journal*, pp. 48-51, Business Source Corporate Plus, EBSCOhost.
<https://search.ebscohost.com/login.aspx?direct=true&db=plh&AN=109253977&site=ehost-live>

Stand Out on Social Media. Hannon, K. 2015. *Money*, 44, 8, pp. 27-28, Business Source Corporate Plus, EBSCOhost.
<https://search.ebscohost.com/login.aspx?direct=true&db=plh&AN=108932367&site=ehost-live>

Talking point:

Mentors and mentees, note the recurring points that appear throughout these networking articles.

Mentors, is there one particular networking 'golden rule' that has been of particular importance in your career? Do you have any networking highs - or even lows - in your career that you can share with your mentee? What did you learn from these?

Mentees, have you had the chance to network professionally and what do you like – or dislike – about networking? If networking is a challenge, are there one or two steps or tips you could incorporate into your networking skill set based on the suggestions in the reading? Discuss with your mentor.

Activity:

Mentors, can you suggest a forthcoming conference, event, or Institute branch meeting, or an industry contact that might be of interest to your mentee? If so, please share this with the mentee.

Is improving networking skills one of the mentee's 2 - 3 goals? Make note of any goals that are met on the goals form.

Please update your meeting record on the IoH website and schedule the next meeting.
