

## **Networking: Practical Tips an excerpt by Norman E. Amundson**

1. **Net** – the **Connections** that are made;
2. **Work** – the **Effort** that needs to be applied; and
3. **Ing** – the **Ongoing** nature of the effort

### **Practical Tips**

- Spread goodwill around. Don't just focus on those you are trying to connect with. Sometimes your best help will come from someone with completely different role.
- Take the initiative. Opportunities will appear, don't let shyness limit your options.
- Make a point of helping others to network with one another. Maybe you can see connections and can lend a helping hand – in the process you might help yourself.
- If you are making a presentation prepare a handout and make sure that your name and contact information is prominently displayed.
- Read widely and keep up to date on news, special events, and sporting events.
- There's a fine balance between being too eager and too "cool." Be aware of how you are coming across.
- Be prepared. If you are interested in a certain area then learn everything you can about the topic and the major players - even if there aren't jobs that are being advertised at the moment.
- Follow up with your contacts in a respectful manner.
- Share with others.
- Practice the skill of being noticed in a group– for all the right reasons.

**\*Norman E. Amundson "Active Engagement" (2018)**