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CLI |  
two-minute  
read

*A series of tips that  
will improve your  
performance at  
work in no time!*



# 10 Tips for Building Your Network at Work

Dr. Susan Cain, Ed. D & Taylor Viering | Corporate Learning Institute

There's always room for improvement. Two-Minute Reads are a free tool you and your organization can use just for that reason.

1. **Be tactical**—Create an expectation that you will add a certain number of people to your network each quarter. In fact, think about creating separate network of people for different needs you have: people who support you when you need mentoring or affirmation, people who can give you savvy career advice, people who can help you learn technical or functional skills, etc.
2. **Reach out**—An email is a good way to arrange a meeting, but can be easily ignored. Think about a phone call, or stopping by the person's desk. Both are more personal ways of requesting a meeting.
3. **Make networking a two-way street**—Look at networking as a way of helping others; be an extra pair of hands, offer advice or even expertise. Many people expand their network by volunteering for interesting projects, another way to develop skills as well as relationships.
4. **Ask to meet. Share a lunch, a quick cup of coffee or even a phone meeting**—Let your curiosity guide you! Find out what motivates your interviewee, how they have navigated their career path, and how their functional area operates.
5. **Seek to understand the other**—What are the needs, current role and work realities of the person you want to meet with?
6. **Focus on finding people that are relevant to you**—You can learn a lot by connecting with people who are a value-add to your current work and functional area. Take the time to think about which connections would be more relevant and useful for your work. Think about variety and working outside your functional area to connect across your organization.
7. **Make a habit of introducing people**—To increase information flow, be that person who connects people together.
8. **Keep your networking meetings short and organized**—Consider creating a short agenda, or writing your questions down, and be sensitive to the time limits of the other person.
9. **Don't feel bad if you are turned down**—Everyone is busy, perhaps there will be a time in the future to connect.

10. **Follow-up**—If you made a commitment during your networking meeting be sure to follow up and do what you said you would do.

**Keep track of your growing network on the attached spreadsheets:**





**Contacted**

Name	Title + Company	Industry	Contact Info (email or FB profile)	Score	City	First Date of Contact	Last Date of Contact	Notes
John Snow	John Snow Inc.	Tech	johnsnow@johnsnow.com	1	SF	04/12/2013	08/05/2013	- Met at SXSW 2013 - Interested in how technology is impacting relationships between people - Writes for Forbes - Likes sushi

*This sheet is for people you have already met or contacted. The information you put here will help you maintain regular contact with the most important people in your network.*



## **Non-Responders**

<b>Name</b>	<b>Title + Company</b>	<b>Industry</b>	<b>Contact Info (email or FB profile)</b>	<b>Score</b>	<b>City</b>	<b>First Date of Contact</b>	<b>Last Date of Contact</b>	<b>Notes</b>

*On this sheet you'll put people who never got back to you. It's good to keep this list up-to-date so you don't accidentally get in touch with people twice.*



**To Contact**

Name	Title + Company	Industry	Contact Info (email or FB profile)	City	What seems the most interesting about him/her
Jane Smith	Jane Smith Inc.	Marketing	<a href="mailto:janesmith@janesmith.com">janesmith@janesmith.com</a>	LA	- Marketing guru - Expert at marketing informational products and training people how to create informational product-based businesses

*On this sheet you'll put people you would like to get in touch with in the future*



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