

# NETWORKING

**Networking is about building relationship with others. In fact, we are doing networking every day without us knowing it. Proper social and business etiquettes are the key to establishing professional networks.**

## BASIC TIPS

**Research before showing up.** Understand the nature of the networking session such as the type, purpose, theme and attendees. Clarify your needs and identify the kind of connections or organizations that you are interested in exploring.

**Prepare for the conversation.** You may have to greet, introduce yourself and ask proper questions when you meet a new contact. A good preparation on what and how you communicate helps you leave a positive impression.

**Be open-minded.** Even if you meet some contacts, who might not have the same interest, the contacts might refer you to some other people, who might share similar perspectives with you. You will never know, who might have the right connections.

**Remember the names and the conversations.** When you meet someone, be attentive to the details of your conversation. The contacts will be pleasantly surprised if you remember the discussion next time you meet.

**Never assume that the network will return you favor.** Proper network is built upon genuine relationship and sharing. If you are sincere along the networking process, you are likely to have a more meaningful and longer-lasting relationship.

**Say thank you and follow up directly after meeting with your connections.** You may send an email to thank them for any advice or sharing, or simply send a courtesy note to express the pleasure to meet him/her. This follow-up communication provides you with another networking opportunity.



## WAYS TO BUILD UP NETWORK

- Join careers mentorship programme, attend career events, job fairs and sign up for workshops from the Careers Office.
- Become a member of student organizations and get involved in organizing activities. This provides you with opportunities to network, socialize and enhance your event management skills.
- Join professional associations as a student member. Participate in their events to keep abreast of industry news and connect with industry practitioners.
- Participate in volunteering. Interact with other volunteers and staff, who will bring you insights and chances to meet more people with different background.
- Take a new class outside of your regular curriculum.

### REMINDER:

**Networking takes place anywhere and anytime. This means that you should be well-prepared for any occasions and keep learning about building positive relationship with others. Be yourself and have a genuine interest in meeting with your contacts.**