

Checklist for a Successful Career Transition

SUCCESS-CATALYST

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Purposes of Networking

- Research
- Resources
- Finding vendors
- Marketing yourself or your organization

Your Elevator Speech

- Should be 30 seconds or less
- Includes
 - Who you are
 - What you do
 - An interesting accomplishment
 - What area you are investigating (all networking is information gathering)

Briefer is Better

- A test – convert your elevator speech into a 15-word statement

It's a Two-Way Street

- If you give more than you receive you will receive more than you need
- Give away a pearl and a diamond will be returned – but not necessarily from the same source

A Valuable Network is..

- Part of your long term life success plan
- People *you* can help as well as those who can help you
- Quality relationships
- Results for all involved with education about how to help each other achieve those results

The Basics

- Nametag
- Name
- Handshake
- Business Card

Handshake

- Everyone has a different sense of personal space, respect that
- Talk to someone when you shake their hand
- Don't disengage too quickly
- Clasp palm to palm, not palm to finger
- Ladies – it's not the time to show your delicacy
- Gentlemen – it's not a contest
- Wear your nametag on your right side so they see your face and name together

Networking Toolkit

- Business card
- Suitable dress
- List of people you can refer others to
- Tracking system

Working a Room

- Don't be shy
- Joining an existing group
- Act the role of host
- Practice your self introduction
- Make sure you are up-to-date on industry happenings
- Follow up

“The A Team”

- Working a room with a buddy

Your Networks

- Family & Close Friends
- Colleagues
- Affinity Groups
- Professional Networks
 - Professional acquaintances
 - Colleagues and those who have worked with/for you
- People Who Network
- People Who Live by Referral

Short Tips

- Develop long term win-win relationships
- Nurture your networks daily
- Be actively involved in the community
- Take your business cards **everywhere**
- Act like the host at an event
- Be an **interested** person
- Develop and use your listening skills

Short Tips 2

- Carry a glass in your left hand
- Take action daily toward your goals
- Be your own energy manager
- Learn to ask for what you want
- Say “thank you”
- Expect networking to work for you