The 20-Minute Network Meeting
9/20/16
JobCompass Outreach Team
Agenda

• Opening Prayer 5 min.
• Update on Campaigns 30 min.
• The 20 Minute Networking Meeting 30 min.
• Networking & Coaching Time 20 min.
• Closing Prayer 5 min.
Job Search Process

1. Conduct Skills & Interest Assessment
2. Research Industries/Markets
3. Target Orgs. & Positions
4. Develop/Refine Resume
5. Expand Networking
6. Apply for Positions
7. Prepare for Interview
8. Navigate Offer & On-boarding

Job Compass
A People for Others Navigating Change
Harvest the Hidden Job Market
“Learn to Network, Get a Job.” The 20-Minute Networking Meeting

LEARN HOW TO...

1. Be Concise
   Have you ever led a meeting that went on too long? Learn to set an agenda and conduct a highly informative conversation inside of 20 minutes.

2. Ask The Right Questions
   The best conversations start with the best questions. The 20-Minute Networking Meeting shows you how to construct these questions to lead a discussion.

3. Avoid Common Mistakes
   Small things like eye contact and expressing gratitude leave a lasting impression about your character. Learn how to avoid common but costly mistakes.
Networking, Trust and Familiarity
(or: What Makes Successful Networking Work)

...Did you mean to go to Blogs? You can go here.

**Professional Networking and The Ice Factor**

It’s not a secret that business networking is often looked at as an undesirable, if not obsequious business practice. You know, the glad-handing stuff people do to ingratiate themselves with folks who can help them out. As a result, professional networking is something many professionals avoid, whether they’re the people who should be networking (and we should all be networking), or the people who other people want to network with.

The truth is that, in spite of how we may feel about it (whether we’re too nervous, busy, proud), professional networking is essential to business at all levels to all people in all industries. *All* sales leads, job search, business development, employee hiring, internships, research—even cross-functional work within the same company. *All* of it all requires relationships, and all of it starts with networking.

How is this? Because there can’t be new business without new relationships. And there can’t be new relationships without new introductions. And all new introductions and relationships are *always* about networking. Not introductions and relationships where we smile and shake hands because it’s part and parcel of business-per-usual, but introductions and relationships that we cultivate with those we meet.

**How it Works**

So then what’s the difference between glad-handing and successful professional networking? The secrets lie behind Trust and Familiarity. Here’s the simplest way to look at it.

Master the 5 Most important Parts of a Networking Meeting
Create a Networking Agenda
Construct Key Questions to Lead a Discussion
Expand a Professional Network with More Names
Break into the “Invisible/Hidden Job Market” (70-80% of all jobs)
Make Networking meeting more Effective, Efficient, and Mutually Beneficial
Maintain your New Network throughout your Career
Shattering Networking Myths

• Maybe I’m just Wasting My Time.
• Networking is just Schmoozing.
• The Longer the Meeting the Better.
• It’s Helpful for Others to have the Chance to Meet with ME
• A Meeting is When I give a Detailed Description of My Background
• Off the Cuff is Best; I’ll Figure Out each Meeting When I am there.
• My Networking Contacts will Find ME a Job!
Document Your Network Sources & Names

- Former Co-Workers, Peers, and Staff from Previous Employer
- Vendors, Suppliers, and Clients You Worked With
- Professionals You have Met at Associations, Conferences, or Volunteering
- Consultants You Have Hired
- Fellow Alumni from College / University
- Fellow Members of Board, Civic, or Athletic Clubs
- Friends, Family, Neighbors, Members of Church
- Professional Service Providers, Accountant, Lawyer, Real Estate
Key Characteristics to Exhibit and 5 Meeting Phases

- Positivity
- Strategic Ability
- Planning and Organization Skills
- Generosity and Gratitude
- Follow-Through

Your 20-Minute Networking Meeting Cheat Sheet

Print or tear this page out. Mark it. Use it as a guideline. Pace your house and be sure you know its order and its content. Once you have it locked down, figure out where there can be flexibility, and allow yourself to develop it.

Congratulations on finishing The 20-Minute Networking Meeting. Now go get started!

STEP 1: Great First Impression
TIME LIMIT: 2–3 minutes: thanks and chitchat

STEP 2: Great Overview
TIME LIMIT: 1 minute overview of experience

STEP 3: Great Discussion
TIME LIMIT: 12–15 minutes: 5 key questions

STEP 4: Great Ending
TIME LIMIT: 2 minutes: thanks and wrap-up

STEP 5: Great Follow-Up
TIME LIMIT: Meaningful follow-up, right after the meeting