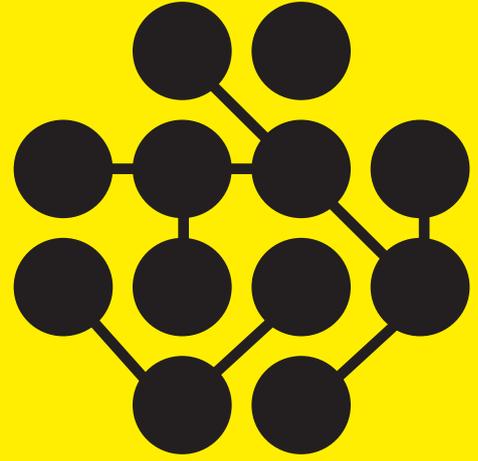




The
University
Of
Sheffield.

BUILDING PERSONAL AND PROFESSIONAL NETWORKS: *No woman is an island!*



60 minute workshop prepared for the University of Sheffield, by Rachel Tobbell, Parigen Ltd

Description

A supportive and interactive session for women lasting 1 hour, which encourages delegates to consider and discuss challenges and skills relating to building personal and professional networks. Suitable for any career level or career stream.

Pack includes

- Power point presentation
- Detailed session plan for presenter(s) with instructions, timings, and references to numbered slides, also mapping your networks explanation at appendix one
- Handout template

Brief Session outline

Arrival, registration, getting seated	3-5 mins
Welcome and introductions to presenters and to the topic. Warm up	5-7 mins
What is networking and why do it?	15 mins
How do I network at the moment? How could I improve?	15 mins
My online presence – what do people find when they Google me? Exercise	5 mins
Mapping my networks – exercise.	10 mins
Final questions or comments	5 mins

Room Layout

Preferably cabaret style around tables so that delegates can work individually, in 2/3s and in groups around their table. Internet access is great for the googling exercise, but if no internet access is available the issue can just be discussed.

Equipment required

- Projector, screen, pc
- Presentation on data stick (not necessary to copy slides for delegates)
- 2 flip chart sheets on each table and pens
- Handout
- Optional – whistle to attract attention if large group

Detailed Session Plan for Presenter(s)

Time	Item	Description	Resource
5-6 mins	Introduce self and topic	Presenter introduces self Here to talk about networking – love it or hate it, we all have to do it! Personal story about networking. Today thinking about networking in the broadest sense – formal and informal, professional, social, family and friends, etc	Slide 1 – title slide
	Warm up	Let's do some networking! Find someone in the room to whom you have never spoken. Introduce yourself and find out a little bit about them. Stop the talking and point out that showing and interest in and finding out about someone else is the basis of networking. The ability to ask someone you don't know a few questions, to get them talking and start to put them at ease is a really useful networking skill.	Leave slide 1 whistle to stop networking after 3 mins
	Useful for presenter to know who is in the audience	Who do we have in the room? Show of hands – how many academics? Technical? Students? Professional services/support staff? Others?	
5-6 mins	Gauging the room	Who here enjoys networking? Does anyone really hate it? Who thinks that networking is normally a good use of their time? Who regularly/periodically spends their time networking? Who is sure that networking is important for career development? Who thinks they are good at networking?	Leave slide 1
	Show of hands – presenter can get a feel for the audience's attitudes and experience		
15 mins	What is networking? Why do it?	Invite groups to come up with definition(s) and reasons to network and write on flip chart paper Plenary discussion about definitions Presenter shares a few definitions Plenary discussion about benefits of networking Presenter shares a few quotes about benefits	Flip chart paper on tables Slide 2 Slides 3-6 Slides 7-10
Invite two people to change groups and introduce themselves to their new table – 1 minute			
15 mins	How do I network at the moment? How could I network more effectively	Invite groups to list networking activities they are involved in at the moment. Think broadly – formal and informal networks What are your networking learning points? What would you like to do better? Plenary discussion – sharing ideas for networking activities and learning needs – can anyone present help with some of the learning needs listed? Discuss	Flip chart paper Slide 11
5 mins	My presence online What would someone find if they google me?	Hands up if you have googled yourself in the last six months? Why should you do this? Do it now – what do you see? Discussion Who is on Linked In? Who has a very up to date university profile page or other personal web page? Discuss good practice, for example keeping profiles up to date, shutting down redundant sites, keeping personal photos etc. protected from public view.	Slide 12

Detailed Session Plan for Presenter(s)

Time	Item	Description	Resource
10	Who is in my network? Exercise	<p>Discuss 3 tiers of network: see appendix</p> <p>Get people to write names from their own networks in each circle as presenter speaks</p> <p>Then briefly discuss:</p> <p>What happens if a relationship in your life support group breaks down? Make solving this a priority</p> <p>How do you develop a vibrant, buoyant outer circle?</p> <p>Offering to help, volunteering, getting out and about, strengthening weak relationships through face to face meetings, etc</p> <p>How do you tap into your layer of possibility?</p> <p>Conferences, social media, talks, publications, other media, professional bodies, volunteering – inside and outside work. Sometimes need to be brave and move out of comfort zone.</p>	Hand out P1 Slides 13-14
5 mins	Final Q&A	Any final questions, observations, etc. Discussion and wrap up.	
Session closes			Slide 15

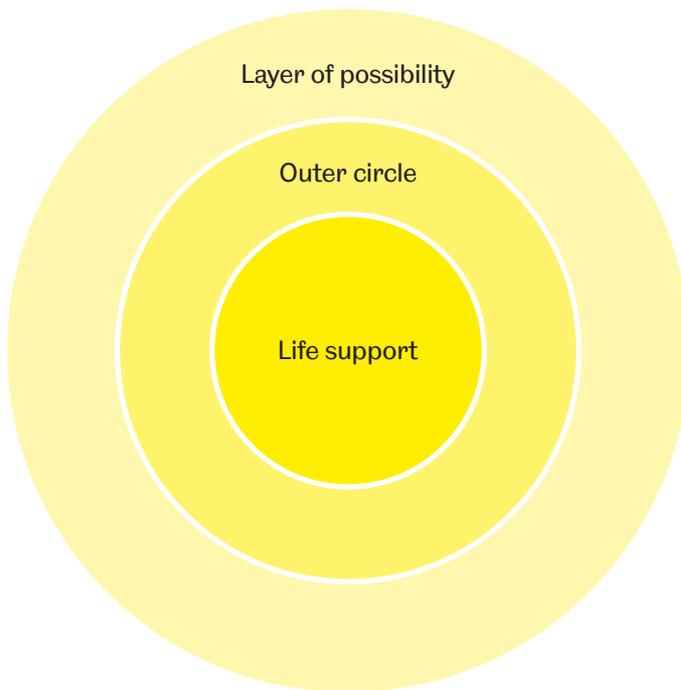
Mapping Your Network

Extract from article by Rachel Tobbell

Unless you are a hermit who eschews all contact with other humans, you will already have a personal and professional network (even if you don't recognise it as such). There is little point separating the personal and professional elements of your network. Regardless of how or why you know people, each person you know is a potentially useful contact and the reason you know them is normally because you have some shared goal, interest or experience.

When thinking about building or maintaining your network, it is sometimes a good idea to start by mapping out where you stand currently. So think – who do you know? It may help to use the following simple framework.

Ever Increasing Circles: mapping your networks



There are the people immediately around you with whom you work, speak, live, liaise on a daily or weekly basis. This is the central core of your network, your inner circle, your life support machine. Most (though not all) of the people here will be geographically or genetically close to you or are closely linked through a significant professional interest. Many of them will be 'need-to-know' people with whom you simply must get on and who have a direct impact on the smooth running of your life, your work and your emotional well-being. Many of them will be as dependent on you as you are on them. They might include people you live with, people who care for your dependents, people you are closely related to, colleagues in your immediate team, your manager, people who report to you or who are supervised by you, your close collaborators and your closest friends inside and out of work.

The next layer – your outer circle – is just slightly more distant – but potentially also vital to your success and happiness. This layer includes the wider network of people around you who can help you, or who you can help to be more effective in your life and at work. Your spheres of interest and influence will probably overlap. This layer might include wider family and more distant friends, technicians and administrative staff in your department or faculty, parents of your children's friends, IT support specialists and human resource professionals at your university, academics in similar disciplines in other universities, academics in other departments at your own university, former colleagues or collaborators, and so forth. In summary this is your wider circle of friends, colleagues and useful contacts, people you only see or speak to from time to time, often for a specific reason.

This circle includes people you rely on to help solve a particular problem or achieve a particular outcome, as well as people whose company you value and enjoy. A few of these relationships may be forged electronically rather than face to face.

Then there is your outer layer – your circle of possibility. This layer is full of people with whom you share interests or with whom you have something in common and to whom you could, potentially, be properly connected. Sometimes you don't know them at all, or you don't know them very well. There may be people you have met once or twice, people you know of, people you know by reputation, for example people whose work you have read. There will be people who share your interests, who move in the same circles as you, but whose path rarely crosses yours or with whom you have had little or no personal contact. Importantly this layer also contains people who might benefit from getting in touch with you. People who are doing similar projects to you but in different places or contexts, people who have read your work, or heard you speak, and who know you by reputation. This layer is full of potential and possible openings. In order to tap into it and benefit from it you need to think about your profile. Who knows you and what you do? How do they know you? What can they find out about you? How easy are you to find?

In terms of actions to protect, maintain and develop your networks, consider the following:

1. Your life support machine is vital to every day home and working life. These relationships are very important and should be a priority. Beware of pressures on your time that cause you to neglect relationships in this circle. Maintaining good relationships with your life support machine is linked good time management, sensible prioritising, and regular communication. If relationships break down in this circle you must attend to them immediately.
 - Try to work out why the relationship has broken down and consider how it could be mended
 - Talk to someone you trust and whose opinion you respect about potential solutions

- Consider calling a calm but focused 'clearing the air meeting' where the parties concerned can explain their grievances and agree a way forward
 - If you are aware that you are at fault apologise and make amends as soon as possible
 - Avoid future breakdowns by making sure that the members of this inner circle know that you appreciate and value them. Ensure that you are aware of their needs. Regular two-way communication is the key to keeping this inner circle functioning well
2. Your outer circle is full of people who can add value to your life, either because they can help you to do the things you need to do, or because you can help them to do things which benefit you both. This circle is populated by people you meet when you are out and about primarily at your regular place of work, at committee meetings, seminars, project team meetings, training and networking events, etc. Contacts in this layer can be great facilitators. Mapping this layer can be useful because it can help you to spot gaps and identify weak links.
- Are there people with whom you need to liaise from time to time but with whom you feel your relationship is poor? If yes try to think of ways of getting to know them better. Could you take them for a coffee, or chat to them in the canteen over lunch, or set up a meeting to discuss an issue of interest to you both? Perhaps you could offer to help them with something?
 - Are there people you know of at your university or in your wider project team who you would like to meet? If yes, could a mutual contact introduce you or could you join a network they are part of and introduce yourself? Perhaps you could just email them, introduce yourself, explain your reason for wanting to talk to them and offer to buy them a coffee or start up an email dialogue?
 - Are you making the most of the networking opportunities around you every day? Are you stepping forward to join committees and get involved in projects? Are you attending seminars and social events in your department or faculty? Are there networks that you could join? To find out about these you should be reading newsletters and noticeboards and chatting to your peers and senior colleagues. When opportunities come along be brave and volunteer!
3. To develop your layer of possibility you need to be thinking widely, expanding your horizons and, very importantly, thinking about your visibility and your online profile. From early career stage you should be seeking opportunities to attend national and international conferences and making the most of the opportunities these present. (More about conferences below). You should be seeking and taking opportunities to raise your visibility and develop your communication skills such as speaking engagements, outreach activities,

and joining inter departmental networks and projects. You could be looking for online communities to join and you need to think about what people find when they search for you online. As Professor Elena Rodriguez-Falcon, University of Sheffield, points out impact is a key measure of success and to have impact you need to tell a lot of people what you have discovered.

'I would say that if are not networking internally and externally you are missing out on important opportunities. The criteria for many jobs refer to impact. You need to be thinking – who knows you and who learns from and emulates you? Who is really interested to hear about your work – both internally and externally? I spend a lot of time meeting people – the amount of coffee I drink is ridiculous. But it's good fun and it's not difficult.'

- Put your name into Google and see what comes up. Often the key finding is your personal university web page. Is this up to date? Is it interesting? Does it properly explain what you do, what you are interested in and what you have achieved to date? Does it give people a way of contacting you and a reason to do so?
- Have you explored online networking platforms and blogs – those connected to your discipline, your interests as well as broader professional sites such as Linked In and Twitter. Twitter is a great way of following and potentially engaging with 'the names' in your field, keeping track of their news and movements. There are a multitude of online networking options so it may be a case of trying a few out and then sticking with the ones you find most useful. If you try out a platform and then decide not to carry on using it, it is often better to delete your profile altogether than to leave it to become out of date and possibly open to being hacked
- Some people feel shy about putting their photograph on their web page, but it does help those searching to remember you – especially as some people remember faces more easily than names. If you haven't got a good photograph to post, get a friend to take one you are happy with
- If you haven't joined a professional body this might be worth exploring. Many offer regular networking and development activities both nationally and regionally
- If you want to develop yourself more broadly and perhaps boost your confidence a little, you could consider volunteering outside of work. Being a school governor or a charity trustee, or joining committees at your gym, church, children's school, etc helps to develop a range of skills and enables you to meet a wide range of people and take on a new challenge

'Of course networking doesn't replace talent, but there is little doubt in my mind that the person who networks has a far greater chance of that talent being recognised.'

Carole Stone, Networking; the art of making friends