

Networking

WITH CONFIDENCE

Purpose:

To guide you in building a strong, meaningful network and maintaining it through consistent, purposeful action.

STEP 1: Choose a topic you would like to network on:

(Select one or more – please be specific)

- General business knowledge
- Specific sales and quality skills that you want to improve
- Product or campaign knowledge
- Personal development (character, SWOT, behaviour, habits)
- Professional development (COD)
- Something that you're curious about
- To get to know someone's story and find points to relate
- To answer a question that is nurturing you

TOPIC:

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STEP 2: Find the right person to network with

(Think strategically – choose someone whose experience or perspective will add value to your topic)

- Top performer (bulletins, PB boards)
- Recent Success Story
- Someone who inspires you
- Someone a few steps ahead of you
- Someone whom you aspire to be

NAME:

NAME:

STEP 3: Prepare questions to ask

(Keep them open-ended, specific, and relevant to your topic)

- 1.
- 2.
- 3.
- 4.

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STEP 4: Set the intention for your networking conversation

(What do you want to walk away with?)

- New perspective
- Actionable advice
- Contact or resource
- Clarity on next steps
- Motivation or encouragement
- New skill
- Mentality shift
- Better understanding
- Direction and focus
- Personal development

INTENTION:

STEP 5: Take notes during the conversation & pay attention

(Key takeaways, quotes, resources mentioned)

STEP 6: Follow up

(Strengthen the relationship by staying connected)

- Send a thank-you message
- Share a resource or update based on your conversation
- Book a follow-up or check-in if relevant

FOLLOW-UP DATE:

NEXT STEP:

Final Reflection

Networking isn't a one-off activity; it's an ongoing process of learning, applying, and building genuine relationships. After your conversation:

- **Review** and **organise** your notes so they're easy to reference later.
- If you're using an AI transcriber, make sure you're **actively listening** during the conversation and take time afterwards to read and reflect on the transcript. This helps embed the learning and spot key insights you might have missed in real time.
- Decide on **one action you'll take based on what you learned.**
- **Maintain the relationship** by checking in, sharing value, and showing interest in the other person's journey.
- Keep adding valuable people to your network, but remember: **it's about quality, not quantity.**

**Your network should be a circle of trust, support, and growth.
Curate it with intention.**