Networking conversation worksheet

Networking is connecting with others to have conversations and discover what you have in common. To do this we exchange information about ourselves, ask questions and listen attentively for the clues that tell us about another person and what we may have in common. If you establish enough credibility and build rapport, there may be an opportunity to talk again and/or gain entry into their network (who do they know, would they offer an introduction between you and friend or colleague?) The key is to impart enough information about yourself so that they can determine if they want to continue the conversation with you at a later point and/or decide if there is anyone they know who might be a good connection for you.

Below is a worksheet you could use as a guide for a networking conversation.

Conversation flow	Example	Write your idea
Introduction & Ice breakers - Introduce yourself and then offer a comment or question to begin the conversation (this can be specific to something that was said earlier or can be a simple ice-breaker question). Body language is important, so remember to • Smile • Make Eye Contact • Be Polite • Shake Hands (if applicable)	*Hello, I'm Ruhina, I am a new member of the development team. I'm really interested in what you just said in your comments on the panel/lecture/keynote remarks. I was wondering if you thought….*	
Transition – Phrase(s) to move conversation toward a new topic. It is important that you actively listen to identify appropriate time to transition	*When you mentioned (insert the point here), I wondered if….*	
Body of the conversation – Use active listening, questions and comments to engage in conversation with another person. Ask questions or paraphrase to clarify what you understand and provide information about what you know about a topic.	*You said that you are doing research; can you tell me more about what that involves? I've done some reading about*	

📌 During the body of the conversation: • Be Courteous • Positive Body Language • Actively Listen • Speak Clearly, Attentive • Take time to think about answers		
Transition and ending – Summarize a point that was interesting, thank them for taking the time to talk. 📌 As you prepare to leave • Thank contact • Shake hands (if applicable)	*It was interesting to find out about …. Thank you for taking the time to talk to me. I was wondering if you would be open to me following up with you if I think of more questions?* Additional suggestion for ending the conversation: *Thanks so much for your time and explaining the industry outlook to me. I'll leave you now so others can ask you their questions.*	
Follow up – After you finish your conversation, note down what you promised to do and when, plus any information you learned. Make sure to do what you said you would do, such as follow up via email, phone call or LinkedIn, send an interesting article or website that you may have mentioned. Let them know if you have followed any suggestions they gave you.		