



NETWORKING PREP CHECKLIST

Hey! We're so glad you're here

Networking is a skill and sometimes it feels like you're making a sales pitch instead of building genuine relationships. Whether you're shy, addicted to checking your phone, or feel like you say the wrong thing when you're nervous, it's important to remember that everyone has felt all those feels at some point.

We care about you, so we've put together a checklist to help spark meaningful connections and give you a few tools to lean on!

Before the event...

1. Look up attendees on LinkedIn or on their company website to inspire you to think about things you're interested in learning about given the expertise in the room.
2. Speak to everyone, this will help you identify guests that align with your values and interests.
3. What do you want people to know about you? (i.e. SDGs, indigenous issues, ethical leadership). Don't worry about only picking one thing, everyone is multi-faceted. Just choose one thing you want others to remember about you, the rest follows.
4. If possible collaborations start to emerge, make sure to ask for contact information so you can actually follow up!
5. Remember: you got this, you are interesting, you are so damn cool!

Networking tips

Actively listen:

When joining a conversation, take a few minutes to listen before jumping in to introduce yourself. Make a good first impression by commenting on something you heard, acknowledge something that interested you or questions you have, rather than refocusing on you/ your work.

Be curious:

Be genuinely curious about others. If you're shy, the good news is that people love to talk about themselves; ask thoughtful questions, and demonstrate your listening skills. The more interested you are in others, the more interesting you become!

Build genuine personal connections:

Networking events are a bit like being set up on a blind date and similar rules apply. Don't hijack the conversation by only talking about yourself, your work and your interests. Others appreciate when others are genuinely interested in them or their work. Ask questions to get to know the other person, ask them about what they do for fun, their values, their worst day at work. As you build a personal connection around shared interests and curiosities, potential collaboration opportunities could surface.



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Elevator Pitch:

- Be concise when describing yourself and your work.

Practice graciousness:

- Offer emotional support, thoughtful resources or introductions in every conversation.

Prepare questions:

- Anticipate the kind of people you're likely to meet and think about what you'd like to learn from them.

Respect people's time:

- Know when to leave a conversation. Don't cling to one person for too long, they want to make connections too.

Business cards:

- Bring lots! Though it's better to collect cards than give yours out; it puts you in the driver's seat to follow up.

Follow up:

- What's the use in meeting people if you don't follow up? Check [out the follow up guide!](#)

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Don't self-promote overzealously:

- This tactic is more likely to annoy than build relationships.

Don't get drunk:

- Even though a little liquid courage can help with confidence, appearing intoxicated is off-putting.

Don't camp out by the snacks:

- No matter how tempting the coconut shrimp.

Don't call only when you need a job:

- Build reciprocal relationships with resources or introductions.

Don't ask anyone to share your cv:

- Your job search is your responsibility. If a contact is interested, they'll let you know.