



# NETWORKING TIPS AND TRICKS

The idea of networking can be a scary thought, especially if you've never done it before or if you aren't too sure what it involves. Here's what you need to know.

## What is networking?

Networking is building a mutually beneficial relationship with other people such as work colleagues, managers or clients. It means meeting and getting to know people on a professional basis, and figuring out who can help you learn and grow in your career, and how you can help them.

## Why is networking important?

Networking is particularly important as a young employee as it can help build your reputation in your industry, which can open up job opportunities and career progression in the future. You never know when a connection you formed while networking could come in handy, which is why it pays to keep in touch with the people you meet and identify with.

## Networking will help you:

- 1.** Develop business connections - meeting new people and mingling with former colleagues can be a great way for you to establish relationships and discover new opportunities.
- 2.** Get fresh ideas - your network can be a fantastic source of new ideas and perspectives to help you in your role.
- 3.** Career progression - networking is a great opportunity to become visible in your industry. If you build a reputation of being knowledgeable and helpful, this can help with accessing future job opportunities and working your way up in your field.
- 4.** Gain access to career advice and support - experienced peers will be able to offer valuable suggestions and guidance.
- 5.** Get known - networking is a fantastic opportunity to get known in your industry.

## Get in touch

Please call **1300 363 831** and ask to speak to one of our Apprentice Advisors or email us at [intrainingsupport@apprenticeshipsupport.com.au](mailto:intrainingsupport@apprenticeshipsupport.com.au)

## How to network well:



- 1.** Start with what you know – especially if you're shy. Test your networking skills with relatives and friends of friends, and become comfortable with having conversations. Once you're feeling more confident, expand to colleagues or industry peers.
- 2.** Don't apologise when asking for help – it showcases a lack of confidence. Be polite, but believe in yourself. Remember: the expectation with networking is that one day you'll be in a position to return the favour you're asking for now.
- 3.** Smile! People are more likely to warm to a person who greets them with a smile than one with a grumpy face.
- 4.** Time your entry – if you want to join a group, smile and listen for a few moments to figure out what they're talking about. Don't push your way in with a random opinion. Once you sense an opening, ask a relevant question that will get them responding to you: this is much easier than launching into a speech or sharing an opinion!
- 5.** Listen! You need to actively listen to people when they talk to you – not just wait for them to finish so that you can talk again. Listen carefully and with sincere interest, and you will learn a lot about the person you're speaking to. They'll also remember that they had a great conversation with you!
- 6.** Say their name – when you meet new people, use their name immediately in conversation to make them feel more comfortable. It shows that you're paying attention. And it will help you remember their name in future.
- 7.** Be yourself. Don't pretend to know stuff you don't, or that you're an extrovert if you're really very shy. Don't be a schmoozer. Just be comfortable in your own skin. Authenticity shows.
- 8.** If you want to connect with someone, find a way to help that person. It might take some effort, but figuring out what a potential networking contact might need and finding a way to support them will go a long way to forging a strong bond.
- 9.** Be generous – when someone asks you for your help, advice or support, give it. Good networkers usually love helping others, which means that others are way more likely to help them.
- 10.** Follow up – if someone gave you their business card or contact details, make sure to send a follow-up email or text to check in. You could simply share an interesting article or website you know they'd be interested in (because you listened to them!). It's important to start building the relationship.



### Get in touch

Please call **1300 363 831** and ask to speak to one of our Apprentice Advisors or email us at [intrainingsupport@apprenticeshipsupport.com.au](mailto:intrainingsupport@apprenticeshipsupport.com.au)