

How do you build new connections at work?

Habits of effective networkers

- Advocate for themselves
- Raise their visibility
- Take initiative
- Follow up after the initial meeting
- Maintain the connection
- Offer support before asking for it
- Show authenticity
- Are interested vs interesting
- Are vulnerable
- Are generous
- Show appreciation



You can make more friends in two months by becoming **genuinely interested in other people than you can in two years by trying to get other people interested in you**

Dale Carnegie ('How to win friends and influence people')

5 ways to create stronger connections

Nobody succeeds alone. The more you can take time to develop genuine, authentic relationships, the more you're going to be able to realize your dreams. You're going to be able to take big risks and know that there's a network of people to cheer you on and to support your efforts.¹

1. Write a note; thank you letter; be specific about how they helped you.
2. Make a phone call. Welcome a new hire; get feedback on their last day
3. Ask interesting and meaningful questions when you get outside of the office. "What happened this week that was important to you?"
4. Answer questions with honesty. Instead of defaulting to the neutral, noncommittal "Good." Share a bit more information about what you are doing. What is happening.
5. Turn the video on. Opt for a video conference over a phone call. Be more present.

¹ 5 ways to create stronger connections, Robert Reffkin, The Way We Work TED Talks, (2020)
<https://www.youtube.com/watch?v=EtZQT3avFaY>

Listening, the best way to improve relationships

Good Listener Check -List²

- ✓ I don't allow the speaker's topic to cause me to shut down. I continue listening for their key points.
- ✓ I don't fake paying attention or drift into daydreaming. I make eye contact to show I'm interested.
- ✓ If I disagree with something the speaker has said, I remain calm and wait for an appropriate time to ask about the point of disagreement.
- ✓ I minimize my judgements of the speaker's looks. I avoid finding fault with them.
- ✓ I look more at the bigger picture and listen to everything, rather than just nitpicking particular points.
- ✓ I approach listening with an open mind and attitude.
- ✓ I minimize distractions when I should be listening to someone.
- ✓ I make sure my body language is open, relaxed, and inviting.
- ✓ I don't interrupt. I wait for an appropriate time to bring up my own points or ask questions about what has been said.
- ✓ I look at the speaker, even if it means stopping my work. I have found that giving my full attention is more efficient.
- ✓ I keep my emotions in check in order to listen. When it is time to ask questions, get clarification, or counter a fact, I do so in a respectful manner.

Action Steps: Reflect and write

- List your inner circle of people you can ask for support.
 - List ways you can show appreciation or give back to your inner circle.
- List at least 3 individuals you would like to get to know better.
 - List some steps you can take to develop your relationship with each person.

² Source: Universal Class, <https://www.universalclass.com/articles/business/habits-of-listening.htm>

- Check into some new clubs, networks, or community events you could get involved in to meet interesting people.
 - Put one event on your calendar.
- Predict the changes that will occur as a result of your actions.
 - Describe the person you will become.