

Checklist for Networking Success:

Your guide to creating a successful networking component as part of your next meeting or event.

- Determine the level and amount of networking opportunities for your event, organization, and members
 - Based on input prior to the event (stakeholders, attendee surveys)
 - What different skills and mindsets are needed for different types of events?

- Schedule networking time into the agenda
 - Clearly identify locations or sessions related to networking
 - Create multiple options from interactive breakouts, cocktail hours, speed networking, sponsored events, team building games, etc

- Introduce Networking as a valuable part of the event
 - Reinforce the value of networking by playing brief video “Intro to Networking” for the group. (HD Video provided free of charge.)
 - Make it Easy - provide tips and resources (see “The 3 Secrets of Networking” Share as needed)

- Wrap Up
 - Reinforcement of skills & contacts made
 - Discussion of value for participants
 - Follow up after the event
 - Encourage long term connections
 - Assessment of results / value to the event