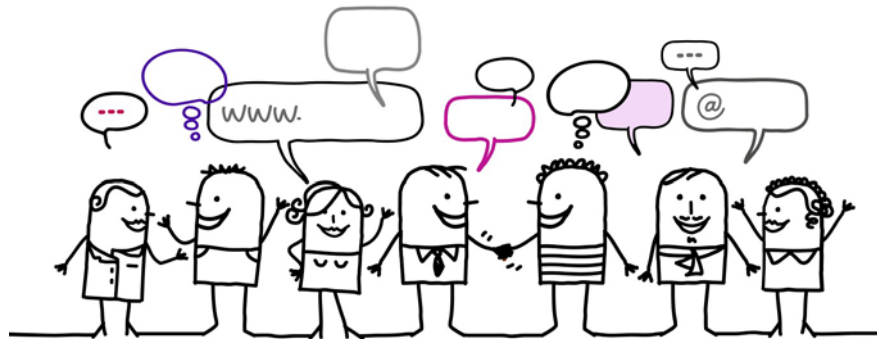


## Networking Worksheet

*Teri Turner, MD, MPH, M.Ed. Vice Chair of Education, Baylor College of Medicine, Texas Children's Hospital and Megan Aylor, MD, Program Director, Oregon Health & Science University Hospital*

**Networking:** Having **conversations** with other people to exchange information, develop contacts and experiences for professional purposes. (Adapted from the Oxford Dictionary). It is about **developing relationships** with other people to develop lifelong networks, collaborations, and even friendships. Think long term and build relationships before you need them and always focus on giving to any relationship before getting something from it.



Mentoring is different than networking because it is a two-way process whereby both individuals are mutually invested in the relationship. A networking conversation, in some form or fashion, is usually the first step in developing a longitudinal mentoring relationship. However, only a small fraction of networking conversations develop into a mentoring relationship.

### Best Practices of Networking within the APPD



- **Sponsorship:** Buddy up with a sponsor-like person (your Program Director or another colleague) who can introduce you to his or her network.
- **Connect with a learning community!**
  - o You don't need to be an expert to volunteer. Sign up to help. When you do, complete tasks well and on time.
  - o Attend different learning communities to identify the group of people which you enjoy the most.

- Leverage longitudinal programs as opportunities: (if you don't know what these programs are, use this as an opportunity to begin a conversation).
  - o LEAD
  - o LEARN
- Be brave and step outside your comfort zone: There are many leadership opportunities available to you. Be brave and throw your hat in the ring when a call for interest/nominations comes out (note, it's often ok to self-nominate or ask someone else to nominate you)
- Use the little moments to meet new people: Say hello to the person next to you presenting a poster, approach the workshop presenters at the end of the workshop to congratulate them on a job well done, say hello to the person sitting next to you at the plenary. Come to workshops, plenary sessions, task force activities 15 minutes early and introduce yourself to one person in attendance.
- Focus on people and passions: Learn about people and their passions. Be more interested in them than what you will get out of the meeting. Draft a series of questions you will ask the people you meet. (You will get a chance to do this as a part of this workshop).
- Ask questions: If there will be a Q&A, draft up to three relevant questions and frame them in a way that lets other attendees know where you work and what projects you're tackling. Not only will you learn something from the answer, you'll give others the opportunity to discuss those and other issues further with you.

## How to Interact Effectively – The Networking Cheat Sheet



A successful interaction includes 3 vital components, ***greeting, conversation and a close***. Some people call this an elevator pitch but we like to think of it as a conversation or a memorable monologue. It's not about what you are "pitching" or what you want from the person (aka "the ask") but more around interacting effectively as a part of a memorable conversation.



## The Three Steps to Interacting Effectively

### Step 1: Greetings:



### Step 2: The Conversation – Be an Active Listener

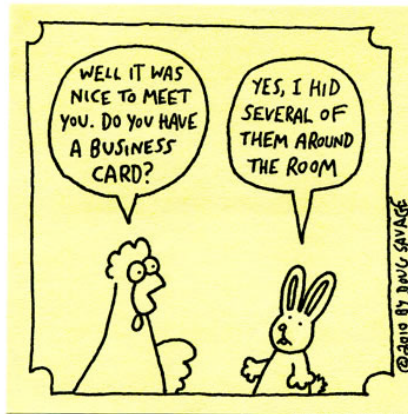
The following is a list of actions or behaviors that lets a person know that you are really listening.

- Gives undivided attention
- Makes good eye contact and sustains eye contact.
- Nods, leans forward, smiles
- Refrains from interrupting
- Asks questions
- Shows interest
- Paraphrases or summarizes
- Tunes out distractions (i.e. does not look at watch, does not turn head to other sounds or people that are in the area, does not fidget or shuffle papers)
- Does not think about what you are going to say next

### Step 3: Closing the interaction

- Share a business card. Consider creating a memorable business card (and carry these everywhere you go). It can be helpful if your picture is on the card. I might not remember your name, but I will remember your face.
- Send follow-up emails to the people you have met, stating how much you enjoyed meeting them (make sure and include your picture and a little reminder about where you met and the circumstances. For example, *"Thank you for stopping by my poster on learning plans at the APPD meeting. It was wonderful getting to meet you and learn about our shared interest in individualized curricula."*)

*Savage Chickens* by Doug Savage



**EXERCISE:** Write a brief, memorable monologue by answering the questions below to prepare you for an effective interaction with someone you don't know. You will have approximately 5 minutes to write the answers to these questions and then you will practice with a partner you do not know.

1. Introduction. How will you introduce yourself? Consider what you want to disclose about yourself.
2. List some of your interests or educational activities you are currently working on. Be mindful of what sets you apart. What would be interesting to your listener?
3. List some general questions that could be used as conversation starters. Keep the conversation going by asking questions and listening actively for connections. Keep up with the current "hot topics" in education to broaden the range of conversation topics.

**Let's Put it All Together and Practice What You Have Learned.**

## Networking Action Plan

1) Start with the end in mind. Reflect on the gaps from your mentoring mosaic and professional development plan and consider how you might use networking at the APPD meeting to fill those gaps. What are your overarching networking goal(s) for the meeting?

2) What are actionable steps you can take during the APPD meeting that will make your goal(s) a possibility? List at least one specific APPD networking activity you will commit to at the meeting. (*examples, arriving 15 minutes early to at least 3 educational activities and talking to one new person a day I do not know, formulating and asking a question during the Q&A session of the \_\_\_\_\_ workshop, identifying one leader and one participate in the LEAD program and asking them about what they feel is the greatest impact of the program on a program directors career.*)

3) Identify a set of questions you have and one person or type of person to ask for each question.

GOAL	Person (or characteristics of the individual) you would like to meet.	Question
<i>To gain insight into the field of coaching.</i>	<i>Kim Gifford (or other faculty members who have incorporated the concept of coaching into their program)</i>	<i>What one or two things should I make sure to include in my faculty development training program to promote a shift from feedback towards coaching?</i>

*An example that includes a memorable monologue: "Hello Kim, my name is Teri Turner and I am the Associate Program Director at Baylor College of Medicine. One of the areas I am working on within my program is developing the faculty to shift the culture from feedback to coaching. In preparing for this work, I read your article on Doctor Coach in Academic Medicine and found it extremely insightful. Would you have a few minutes to share your thoughts on the topic? What one or two things should I make sure to include in my faculty development training to make this culture shift a success? (Active listening while Dr. Gifford shares her thoughts). Thank you so much for sharing it was very valuable for me to hear your thoughts." Here is my business card (on the back I have written the word coaching to remind Dr. Gifford what my area of interest).*

*When Teri returns home, she sends Dr. Gifford a follow-up email thanking her again and stating how much she (Teri) enjoyed meeting with Dr. Gifford and how she will (or has) incorporated Dr. Gifford's thoughts into her faculty development program. Teri includes a picture of herself and a little reminder about where and when the meeting occurred to provide context for Kim. For example, "Thank you for talking to me after the leadership pre-conference at the APPD on Tuesday. It was wonderful getting to meet you and learn about our shared interest in coaching and faculty development. I will be incorporating the Doctor Coach framework into our program.")*