

Guide to Networking

Supporting and Preparing Our Mentees for Our Conferences



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The golden rules of networking...

- *Be Yourself*
- *Be Authentic*
- *Be Chatty*

Networking is about building relationships

The first golden rule to networking is don't presume! – networking by its very nature is designed to be mutually beneficial.

There is so much value that you all can bring to a conversation.

Networking is an opportunity to learn, make connections for the future and share you thoughts and ideas.

Making the connection

A great introduction starts with..

- Eye contact
- Friendly smiles
- Strong hand shakes

Hi I am ... and you are ...

**I am ... and I work here
at Anglo American**

Its very nice to meet you

Joining in

To network successfully you will need to become comfortable with approaching delegates and joining conversions

- Eye contact
- Big smile
- Hand out stretched
- Confident body language

Hi I am very sorry to interrupt but I hope you don't mind if I join your conversation

My name is ... and you are ...

I am ... and I work here at Anglo American

... and you ...

I am ... and I am a Mentee with Migrant Leaders

Its very nice to meet you both,

Muscling in

To network effectively you will need to learn how to get noticed and manage your presence in a group

- Confident body language
- Big smile
- Strong introduction

Apologies I over heard some of the conversation, it sounds very interesting and I hope you don't mind if I join you..?

No of course, please do I am ... and I work here at Anglo American, what's your name?

My name is ... and I am a Mentee with Migrant Leaders, please continue with your point before I interrupted

Elevator pitch



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To prepare for the networking event you can work on some stock answers in advance to give you confidence and feel more at ease, for example 5 questions to expect;

- 1) Tell me about yourself**
- 2) Why did you join Migrant Leaders**
- 3) Tell me about the subjects you are studying at school (why you chose them)**
- 4) What are your hobbies/interests**
- 5) What would you like to do as a career in the future**

Practise a few short answers and some different variations, so that if the nerves catch up with you, you will have something polished and engaging to say.

Talking points



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Another way to prepare is to think about talking points - what might you ask people you meet at the event?

Careers

- What is your role? Can you tell me/explain a bit about what that means and what you do?
- How long have you been with Anglo American
- What other roles have you done over the course of your career?
- What do you like best about the work you do?
- What attracted you to the organisation?

Likes and hobbies

- Their interest in Migrant Leaders
- Books
- Background
- Academic interests – what was their favourite subjects and why
- Remember it shouldn't just be a conversation about sports or TV

Opinions

- Current affairs (if you don't follow the news start)
- Public figures
- Brexit etc
- Politics, environment
- Artificial intelligence in a particular context
- What they think of the 30% Club or the Parker Review

Networking etiquette



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Your actions are a direct reflection of who you are, so here are some Do's and Don'ts to help you;

Dos

- **Be** present
- **Be** sincere
- **Be** chatty
- **Share** the lime light
- **Help** include others in the conversation by asking their opinion

Don'ts

- **Don't** be shy
- **Don't** talk over people or cut them off
- **Don't** use your phone, keep it tucked away out of sight and on silent, checking your phone or worse replying to notifications is very disrespectful and shows that you aren't giving the conversation your full attention
- **Don't** talk with your mouth full

Exit strategy



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Sometimes it can be difficult for even the most experienced networkers to draw a conversation to a close, so here are 3 ways to do it politely and effectively;

Wait for the conversation to come to a natural end or the topic of conversation to finish, then say...

1. “Its been lovely to speak with you, I look forward to speaking with you again later/reaching out by email.”
2. “On that note, I’ll take my leave and let the 2 of you get to know each other better, it’s been so interesting getting to know you both.”
3. “Apologies, its been fantastic chatting with you but I just have to catch someone I’ve been meaning to speak with.”



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Thank You



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www.migrantleaders.org.uk

@ corporates@migrantleaders.org.uk

in linkedin.com/company/migrant-leaders

twitter.com/MigrantLeaders

f facebook.com/MigrantLeadersUK

instagram.com/migrantleaders_



FARDAD
FOUNDATION

The Fardad Foundation (TFF) is a UK registered charity that works directly with young people from deprived neighbourhoods, educational institutions and employers to provide bespoke support pathways towards the fulfilment of their true potential. TFF develops and delivers programmes, working with third parties and volunteers. Incorporated independently, TFF is governed by a diverse Trustees Board.

The Fardad Foundation (TFF) is registered as a charity with the Charity Commission in England and Wales with registered charity number 1176049.