

# Networking Skills Action Plan

## Introduction

The UAAYA goal is to "*empower future generations of youth leaders through global networking and cultural events.*" The [Networking Skills Development Playbook](#) and this action plan lay the foundation for developing necessary networking skills and putting them into action.

To integrate networking skills with goal setting (short-term and long-term goals), it is recommended you combine this Networking Action Plan with results from the [ConsultaPedia Career Navigator](#). Please visit that page now, complete the interactive activities, and examine your results. The comprehensive development of networking skills, short and long-term goals and career exploration, appropriate to your education, experience and interests lay a strong foundation for future success. As your education, work experience, career preferences, and goals (short-term, long-term) evolve over time, so should your career development tasks. Please consider completing the Career Navigator annually to adjust, as appropriate, your direction and efforts.

Networking is a crucial skill in today's interconnected world. It is essential for personal growth, professional success, and lifelong learning. This guide will help you create an action plan to develop and enhance your networking skills based on the 25 key competencies outlined in the Networking Skills Development Playbook. By following this plan, you'll be able to integrate these skills into your daily life and effectively put them into practice.

## Step 1: Self-Assessment

Before diving into skill development, it's important to assess your current networking abilities. This will help you identify areas for improvement and set realistic goals.

1. Rate yourself on each of the 25 skills: On a scale of 1-10, evaluate your proficiency in each skill.
2. Identify your strengths and weaknesses: List your top 5 strongest and weakest skills.
3. Reflect on past networking experiences: Write down 2-3 positive and negative networking experiences you've had. What made them successful or challenging?

## Networking Skills Rating Table (please provide a rating for each):

Skill	Description	Rating (1-10)
<b>Initiating conversations</b>	The ability to start meaningful dialogues with new people. This skill involves approaching others confidently and finding appropriate conversation starters.	_____
<b>Active listening</b>	The practice of fully concentrating, understanding, and responding thoughtfully to what others say, includes verbal & non-verbal cues.	_____
<b>Finding common ground</b>	The skill of identifying shared interests, experiences, or values with others to build rapport quickly.	_____
<b>Asking thoughtful questions</b>	Formulating insightful queries to demonstrate genuine interest and encourage deeper conversations.	_____
<b>Offering value</b>	Contributing meaningfully to conversations by sharing knowledge, resources, or support.	_____
<b>Following up</b>	Maintaining contact after meeting to nurture relationships, including timely messages and scheduling.	_____
<b>Remembering details</b>	Recalling and utilizing important info about people and conversations to build strong connections.	_____
<b>Concise self-introduction</b>	Presenting oneself clearly and effectively in brief, highlighting key background and goals.	_____
<b>Body language awareness</b>	Conscious use of non-verbal cues like eye contact, posture, and gestures to show confidence.	_____
<b>Navigating group conversations</b>	Participating effectively in groups; knowing when to speak and how to include and transition topics.	_____
<b>Developing personal brand</b>	Creating consistent professional image and reputation, communicating unique strengths.	_____
<b>Elevator pitch mastery</b>	Concisely communicating value proposition in a short, persuasive manner.	_____
<b>Event planning</b>	Organizing and facilitating networking events with good logistics and welcoming atmosphere.	_____
<b>Cross-cultural communication</b>	Interacting effectively across cultures, respecting differences and adapting communication.	_____

<b>Skill</b>	<b>Description</b>	<b>Rating (1-10)</b>
<b>Mentorship and sponsorship</b>	Guiding and supporting others' development and seeking such relationships oneself.	_____
<b>Strategic relationship mapping</b>	Identifying, prioritizing, and cultivating key professional relationships strategically.	_____
<b>Social media networking</b>	Using social platforms for networking and personal branding effectively.	_____
<b>Networking goal-setting</b>	Setting clear, measurable goals for networking activities.	_____
<b>Giving and receiving feedback</b>	Providing and accepting constructive criticism to foster growth and trust.	_____
<b>Managing online presence</b>	Curating a positive digital footprint with updated professional profiles.	_____
<b>Reciprocity</b>	Practicing mutual benefit exchanges in relationships generously.	_____
<b>Time management</b>	Allocating time efficiently to networking balanced with other commitments.	_____
<b>Conflict resolution</b>	Handling and resolving disagreements professionally with empathy and listening.	_____
<b>Industry knowledge</b>	Continuously acquiring knowledge on industry trends and key players.	_____
<b>Adaptability</b>	Adjusting networking style to diverse people and situations effectively.	_____

## Step 2: Goal Setting

Based on your self-assessment, set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals for your networking skill development.

1. Short-term goals: Set 3-5 goals to achieve within the next 3 months.
2. Long-term goals: Set 2-3 goals to achieve within the next year.
3. Prioritize your goals: Rank your goals in order of importance and urgency.

Example Goals:

- Improve my ability to initiate conversations with new people by practicing with one new person each week for the next month.
- Develop a concise and compelling elevator pitch about myself within the next two weeks and practice it daily.
- Expand my professional network by making 10 new meaningful connections on LinkedIn within the next three months.

## Step 3: Skill Development Strategies

For each of the 25 skills, implement specific strategies to improve. Here are some examples:

1. Initiating conversations:
  - Challenge yourself to start a conversation with one new person each day.
  - Prepare a list of open-ended questions to use as conversation starters.
  - Practice in low-pressure situations, like chatting with a cashier or fellow commuter.
2. Active listening:
  - Practice summarizing what others say in your own words.
  - Focus on understanding rather than formulating your response.
  - Ask follow-up questions to show engagement and deepen understanding.
3. Finding common ground:
  - Research current events and popular topics to have conversation material.
  - Look for shared interests or experiences when meeting new people.
  - Practice finding connections between seemingly unrelated topics or ideas.
4. Asking thoughtful questions:
  - Develop a list of insightful questions for different situations.
  - Practice the "5 Whys" technique to dig deeper into topics.
  - Challenge yourself to ask at least one thoughtful question in every conversation.
5. Offering value:
  - Regularly share useful articles or resources with your network.
  - Look for opportunities to help others without expecting immediate returns.
  - Develop a unique skill or knowledge base that you can offer to others.
6. Following up:
  - Create a system for tracking new contacts and setting follow-up reminders.
  - Send personalized follow-up messages within 24-48 hours of meeting someone.

- Schedule regular check-ins with important contacts in your network.
7. Remembering details:
    - Take notes after meeting new people, recording key information and interests.
    - Use mnemonic devices to remember important details about people.
    - Practice recalling details about people before meeting them again.
  8. Concise self-introduction:
    - Craft a 30-second elevator pitch about yourself and practice it regularly.
    - Tailor your introduction for different contexts (professional, social, academic).
    - Record yourself and get feedback from others to refine your introduction.
  9. Body language awareness:
    - Practice maintaining open, confident posture in front of a mirror.
    - Pay attention to others' body language and practice interpreting non-verbal cues.
    - Experiment with how different body language affects your interactions.
  10. Navigating group conversations:
    - Practice joining and leaving group conversations smoothly.
    - Learn techniques for including others in group discussions.
    - Develop strategies for managing dominant personalities in group settings.
  11. Developing a personal brand:
    - Define your unique value proposition and core values.
    - Ensure consistency across all your professional platforms and communications.
    - Regularly seek feedback on how others perceive your personal brand.
  12. Elevator pitch mastery:
    - Develop multiple versions of your elevator pitch for different scenarios.
    - Practice delivering your pitch with confidence and enthusiasm.
    - Regularly update your pitch to reflect your current goals and achievements.
  13. Event planning and hosting:
    - Volunteer to help organize networking events in your school or community.
    - Host small gatherings to practice your event planning skills.
    - Learn about different types of networking events and their specific requirements.
  14. Cross-cultural communication:
    - Study different cultural norms and communication styles.

- Practice adapting your communication style for different cultural contexts.
- Seek opportunities to interact with people from diverse backgrounds.

15. Mentorship and sponsorship:

- Identify potential mentors in your field of interest.
- Develop a strategy for approaching and building relationships with mentors.
- Look for opportunities to mentor others, even in small ways.

16. Strategic relationship mapping:

- Create a visual map of your current network and identify gaps.
- Set goals for expanding your network in specific areas.
- Regularly review and update your relationship map.

17. Social media networking:

- Develop a consistent, professional presence across relevant social media platforms.
- Engage regularly with your network by sharing valuable content and insights.
- Use social media tools to identify and connect with potential contacts in your field.

18. Networking goal-setting:

- Set specific networking goals for each event or interaction.
- Regularly review and adjust your networking goals.
- Track your progress and celebrate your networking achievements.

19. Giving and receiving feedback:

- Practice giving constructive feedback in a positive, actionable manner.
- Seek feedback on your networking skills from trusted contacts.
- Develop a growth mindset that views feedback as an opportunity for improvement.

20. Managing online presence:

- Regularly audit your online presence and remove or update outdated information.
- Set up Google Alerts for your name to monitor your online reputation.
- Consistently create and share professional content that aligns with your personal brand.

21. Reciprocity:

- Keep track of how you've helped others and how they've helped you.
- Look for opportunities to give back to your network without expecting immediate returns.
- Develop a habit of expressing gratitude for help received.

22. Time management:

- Use tools like calendar apps to schedule networking activities.
- Set aside dedicated time each week for networking and relationship building.
- Learn to balance networking with other professional and personal commitments.

23. Conflict resolution:

- Study different conflict resolution techniques and practice applying them.
- Role-play difficult conversations to improve your conflict management skills.
- Learn to identify and address potential conflicts early.

24. Industry knowledge:

- Stay updated on trends and news in your field of interest.
- Attend industry events and webinars to deepen your knowledge.
- Develop a system for regularly consuming and sharing industry-relevant content.

25. Adaptability:

- Practice networking in various settings (in-person, virtual, formal, informal).
- Seek feedback on how well you adapt to different networking situations.
- Regularly step out of your comfort zone to improve your adaptability.

## Step 4: Implementation and Practice

To effectively integrate these skills into your daily life:

1. Create a daily networking habit: Dedicate 15-30 minutes each day to networking activities.
2. Use the icebreakers: Adapt the icebreakers from the playbook for real-life situations.
3. Seek opportunities: Look for networking opportunities in your daily life, school, and community.
4. Join clubs or organizations: Participate in groups related to your interests or career goals.
5. Attend events: Regularly attend networking events, career fairs, and industry conferences.
6. Utilize online platforms: Engage in professional online communities and social media networks.
7. Practice reflection: After each networking interaction, reflect on what went well and what could be improved.

## Step 5: Tracking Progress and Adjusting

To ensure continuous improvement:

1. Keep a networking journal: Document your experiences, challenges, and successes.
2. Review your goals regularly: Assess your progress towards your SMART goals monthly.
3. Seek feedback: Regularly ask for feedback from mentors, peers, and trusted contacts.
4. Adjust your strategy: Based on your progress and feedback, adjust your action plan as needed.
5. Celebrate successes: Acknowledge and celebrate your networking achievements, no matter how small.

## Step 6: Advanced Networking Strategies

As you become more comfortable with basic networking skills, consider these advanced strategies:

1. Become a connector: Introduce people in your network who could benefit from knowing each other.
2. Develop thought leadership: Share your expertise through blogging, speaking, or creating content.
3. Organize networking events: Take the initiative to create networking opportunities for others.
4. Mentor others: As you develop your skills, look for opportunities to mentor those just starting out.
5. Build a diverse network: Intentionally connect with people from different backgrounds and industries.

## Conclusion

Developing strong networking skills is a lifelong journey. By following this action plan and consistently practicing the 25 key skills outlined in the [Networking Skills Development Playbook](#), you'll be well on your way to becoming an effective networker. Remember, the key to success is persistence, adaptability, and a genuine interest in building meaningful relationships. As you progress, you'll find that networking becomes not just a skill, but a natural and enjoyable part of your personal and professional life.



