
HOW TO:

**BUILDING A
PROFESSIONAL NETWORK**

LEARNING OUTCOMES

Establish what Professional Network is

Learn the different ways on how to build a Professional Network

Assessing oneself on how to improve his/her current Professional Network

Create and expand their Professional Network

What is Professional Network?

According to [BalanceCareers.com](https://www.balancecareers.com):

is a group of people who have connected with one another for career or business-related reasons. Members, who are called contacts or connections, can share information that may include but is not limited to, job leads. They may also help one another solve work-related problems, recommend vendors and suppliers, and provide information about prospective employers, employees, and clients.

What is Professional Network?

According to Monster.co.uk:

It's about consciously and gradually building up a list of contacts, while being part of a mutually supportive group. A good professional networker actively listens, joins in and focuses on creating long-term relationships with contacts - they are not just out to impress the boss or get what they need and go.

WHAT DO YOU NEED TO DO?

MEET PEOPLE

LOOK PROFESSIONAL AND
PRESENTABLE.

Meet as many people as you can through seminars, talks, organization events, even parties. Joining social gathering events with people whom you have the same interest with (ONLINE) can be a really great way to meet and talk to people.

CONNECT ONLINE

SOCIAL MEDIA CAN BE YOUR
BESTFRIEND OR YOUR WORST
ENEMY.

It is important to know your boundaries, but in it's prime Social Media when used properly can be a great avenue for you to build and expand your professional network.

LISTEN MORE THAN YOU THINK

LISTENING IS AS IMPORTANT
AS TALKING.

Building a professional network also tackles building a good relationship with the people you interact and connect with. They need to be able to see and feel that you are not just there to take advantage of their connections but also you are there to listen to their ideas and thoughts.

ATTEND SOCIAL EVENTS

In addition to Meeting People, another important thing to note in social events or gatherings is maximizing your reach through organizations and groups.

You can always inspire and influence people and the same goes for you. Just give it a chance and try it!

BE A CONVERSATION STARTER

Building a professional network is much like trying to start a conversation with your crush. If no one starts it, there will be no progress.

Leave the doubts and fears, start talking to people. A simple “Hi”, “Hello”, or even “How are you?” work wonders.

GET THE FEAR OF REJECTION OUT

At one point, we were all afraid of something in our lives but they did say for every journey the hardest to do is the first step.

We can be afraid and still pursue something we want to do or someone we want to be. Do not let fear stop, let it fuel your desire to do it even more.

You can do it!

SEEK ADVICE

We all know someone we can count on for advice, right?

How about career-related or professional-related advice?

Seek out the best advice from people in your school's or organization they can offer you experience and stories you can learn a thing or two from.

MAINTAIN THE CONNECTION

Sometimes it is easier for us to establish connections than keeping them.

So, how are going to maintain them?

Do not lose your connections because you only talk to them when you need to. Again, a simple “How are you?” does it wonders.

Try it.

FIND A MENTOR.

We all need guidance about one thing or another.

Seek out a colleague or a former teacher, maybe they can help you by mentorship or coaching.

TAKE YOUR TIME.

Do not rush. Take the time to build and get to know the people in the professional network you are building. Know how they were able to establish their credibility and their own network.

We are always learning, Be open to it.

**IN CONCLUSION
IT ALL STARTS WITH YOU.**

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