**Career Readiness Task #3: Networking**

This is the third of five tasks in your Career Management milestone to earn your Career Ready badge. In your last career readiness task, you worked on your social media presence and building your LinkedIn page. This task takes that assignment one step further by focusing on networking. Networking is the process of building relationships with people and gaining their trust. Complete this worksheet to practice and improve your networking skills:

1. **Membership and Group Search**

Log in to your LinkedIn page. Perform a search for memberships and groups that interest you either personally or professionally. Searching for personal interests is fine here since you are doing it within the confines of LinkedIn and not a random internet search. Identify 4-5 groups that look appealing to you. List those groups here and describe in 2-3 sentences each why these groups caught your eye. Be sure to mix it up so that not all of your identified groups are personal. Provide professional groups too.

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| Women in Tech - TSIA: this one interests me obviously because it is tailored towards women in tech. They offer support, networking, and career development.Advocates for Students with Attention Issues: ADD/ADHD, Dyslexia, Giftedness, Learning Disabilities: I am interested in this group because of the resources for parents of kids with ADHD. This would be helpful for managing my oldest son’s issues.Junior Web developer: I am interested in this group because it is tailored to new developers. They help with problems and give advice on what languages are best to learn.Digital Photography School: I am interested in this group because it is basically like a forum discussing photography and techniques, and showing pictures taken. This is just an interest for me. |

1. **Events**

Identify online, live, or local events that these groups sponsor or encourage their members to attend. List and describe 4-5 events here. You may also search [https://www.meetup.com](https://www.meetup.com/) to find live local events in your city or town.

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| 1. The women in tech group offers fall and spring conferences. 2. There is an open-source community day listed on meetup for any developer focused on the latest technologies in open-source. 3. There is a WordPress, intro to Gutenberg, conference listed in Austin for anyone new to WordPress. 4. There is a meetup every Tuesday to run around Lake Pflugerville close by. It lists it as a 5k-10k. 5. Cloud Austin has a meeting listed about cloud databases. It looks like they have different cloud-based topics monthly. |

1. **Practice Making Connections**

Reach out to colleagues or peers on LinkedIn. Instead of the generic greeting that comes standard, tailor your invitation to be more personable. Identify 4-5 individuals that you will reach out to on LinkedIn and write a personal invitation to connect with them. Draft your invitations below. Keep them personalized yet professional utilizing known industry key-words.

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| I have already had my LinkedIn account for several years, so I’m already connected with just about everyone I know, personally and professionally. If I were to add more connections I would say something like this…  Hello (name),  I am expanding my network connections, and we have some mutual connections through (friend or workplace). I would like to connect with you via LinkedIn to share connections, meet new people, and possibly even connect with new job opportunities.  Thank you,  Sabrina Lewis  (professional title) |

1. **SMART Networking Goals**

Now that you’ve identified and explored personal and professional associations, join them! This is the best way to stay abreast of what is going on in your industry and interest areas. You’ve also made some personal connections on LinkedIn so you’re on your way to networking. The last part of this assignment utilizes the SMART goals method. Your task is to plan out your networking goals using the SMART method. Recall that SMART stands for:

**S**pecific (simple, sensible, significant),

**M**easurable (meaningful, motivating),

**A**chievable (agreed, attainable),

**R**elevant (reasonable, realistic) and

**Time-bound** (timely, time-sensitive).

Plan your networking goals using this method. Identify the time period (2-weeks, 1-month, 3-months…), how many connections you want to make, how many events you wish to attend, and how many informational interviews you hope to conduct, for example.

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| Your Goal:  SMART action items to achieve your goal:  S: 10 more connections  M: tech industry-specific connections  A: connections through friends  R: potential employers  T: within this year by graduation |