



4 STEPS TO CREATE YOUR WORKPLACE NETWORK

*Change Your Career by Being Liked &
Building Key Relationships!*

LET'S START SHIFTING THE TRAJECTORY OF YOUR CAREER

**YOU HAVE BEEN SPINNING YOUR
WHEELS WONDERING WHY BOB
OR SUE ALWAYS SEEMS TO BE IN
THE KNOW BUT NO ONE CLUES
YOU IN.**

**OR WHY LARRY GETS SELECTED
FOR ALL OF THE NEW PROJECTS
WHILE YOU KEEP WAITING FOR
SOMEONE TO NOTICE YOU.**

**AND WHY ADRIENNE GOT THAT
PROMOTION YOU HAVE BEEN
WORKING HARD TO GET.**

**THE DIFFERENCE
IS.....*RELATIONSHIPS!***



STEP # 1

UNDERSTAND THE WHY

IT IS VIRTUALLY IMPOSSIBLE TO BE CONSIDERED FOR OPPORTUNITIES, OR VIEWED AS A HI-PO (HIGH POTENTIAL), NEXT LEVEL LEADER WITHOUT SOMEONE ADVOCATING FOR YOU WHEN YOU ARE NOT IN THE ROOM. NO MAN IS AN ISLAND!!! SURE, HAVING A STRONG SKILL SET, SUPPORTED BY EDUCATION PLUS WORKING HARD AND DELIVERING GOOD WORK PRODUCT ARE ALL IMPORTANT.

HOWEVER, THESE ASPECTS ARE FRANKLY THE PRICES OF ENTRY. THEY ARE FUNDAMENTALLY – EXPECTED. IT IS THE EXTRA EFFORT OF HAVING FACE-TO-FACE MEET AND GREETINGS, HOLDING BRIEF CONVERSATIONS WHILE WALKING IN THE HALLWAY, JOINING PEOPLE FOR LUNCH OR AFTER WORK, REGULARLY SCHEDULED 1:1 MEETINGS – ANY MECHANISM THAT AFFORDS OTHERS THE OPPORTUNITY TO GET TO KNOW WHO YOU ARE THAT MAKES THE DIFFERENCE, MOVES THE NEEDLE!

STEP # 2

KNOW WHO'S WHO & BUILD

When starting a career, a new role within a company, or even if you are seasoned and focused on moving up; it is critical to understand the lay of the land. Getting a grip on the corporate culture is critical. The best way to do this is to Know Who's Who – who are the key stakeholders, the influencers, the ones who either make change happen, can impact change or are connected! These individuals either created the corporate culture or have their hand in shaping and driving it.

1. Depending on the size of the company, those on the Who's Who list will have a range of depth and breath. If you are in a large company, where there are multiple divisions, and more than 5 layers (by title) between you and the CEO; your attention should focus on your specific division or group. If your company is medium to small, with a max of 3 divisions and less than 5 layers between you and the CEO; you can broaden your focus to each division lead and beyond.

2. Don't forget the functional teams. They tend to carry a big stick!

3. Create the Who's Who list – minimum of 5; maximum of 9 names

4. Develop an introduction guide - this is just to help you keep your thoughts straight for the first meeting. After that, relax and let the dialogue flow and connection form!

STEP # 3

BEING LIKED

ABLE

Fully demonstrate your capability and competence. Have some wins, no matter the size. Show your strengths.

BELIEVEABLE & CONNECTED

Act with integrity and genuine caring for others.

Demonstrate respect and the ability to relate to everyone at all levels. Approachable.

DEPENDABLE

Honor all commitments and reciprocates support that is given.

STEP # 4

FORMULATE YOUR NETWORK

As you look back on your initial interactions, the first few 1:1s with those key individuals you identified; what were your immediate wins, i.e. did they support an idea or give advice? And what were your missed opportunities, i.e. did you not take advantage of an offer for help, or did you avoid sharing or didn't even follow thru with a meeting?

Building relationships takes work, extra effort. Don't stop at just a couple of 1:1 meetings, or chats in the hallway. Remember the first time you tried to make that special dish, or hit that 3 point shot? It didn't happen overnight. It takes practice. That is the same with building your network. Bridge those gaps and then work to forge meaningful relationships that you can leverage throughout your career.

FEEL THE SHIFT

IT IS FROM THESE KEY RELATIONSHIPS, SPONSORS ARE BORN. YOUR SPONSOR(S) WILL GIVE YOU VALUABLE INSIGHT WHICH MAY AT TIMES ONLY BE AVAILABLE OR KNOWN BY A CHOSEN FEW.

THEY ARE YOUR CONFIDANTS, TRUSTED SOURCES THAT WILL SHOW UP FOR YOU OR ON YOUR BEHALF AT CRITICAL TIMES. THEY REMOVE ROADBLOCKS, ELIMINATE AND/OR HELP YOU AVOID LANDMINES.

THEY WILL OPEN DOORS, SUPPORT YOUR INITIATIVES, ASSURE YOUR SUCCESS, AND CREATE OPPORTUNITIES THAT PROPEL YOU FORWARD AND UPWARD!

