

NETWORKING TOOLKIT

“DIG THE WELL BEFORE YOU’RE THIRSTY”
PROVERB



FINDING CONNECTIONS

INTERNALLY

- Visit your internal contacts/or do a videocall to connect face to face, rather than always e-mailing
 - Get involved in organisation/division wide projects
 - Offer to be a mentor or sign up to be a mentee
 - Join or volunteer to run, employee resource groups or internal networks
 - If you can be agile when in the office, sit with different people each day
 - Invite a colleague from a different department for a virtual coffee to find out more about their role
 - Ask to be involved in CSR projects or other committees to meet like-minded people
 - Join in with organisational events such as sports, quizzes or charity events
 - Attend (or better still organise / present at) an internal lunch and learn session
 - Take part in graduate scheme / apprenticeship selection or offer to be a mentor to new joiners
 - Utilise common areas for coffee / lunch as an informal way to bump into new people
 - Connect people who you know will be of value to one another
 - Ask join another team meeting to expand both your knowledge and network
 - Offer to present your team update to another team
 - Arrange a virtual coffee/lunch each week to fill the gaps on your network map
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EXTERNALLY

- Join professional networks and aim to speak to someone new at each event
 - Attend industry conferences and volunteer to share “booth duty” (virtual or in person)
 - Attend Lloyd’s lectures or events run by bodies like the CII, CILA, IRM, LMG, LMA, IUA, INED, CPCU
 - Reconnect – with someone you used to work with or know
 - Ask a contact to introduce you someone they think you should know
 - Join market initiatives such as LIL, TOM or PPL or attend Insurtech UK events
 - Volunteer to support the Insurance Institute Charitable Foundation raising awareness or at events
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ONLINE

- Maintain an up to date LinkedIn Profile (This is often the first access point for people to meet you)
- Join and participate in relevant LinkedIn groups or Twitter chats
- Use LinkedIn and/or Twitter to find and connect with colleagues, experts and influencers
- Comment on their posts to start to build a relationship online, then take it offline
- Use social media platforms/technology to build / maintain relationships outside the UK

MAKING CONNECTIONS

ALWAYS ADD VALUE

- Research people online before you meet them to identify areas of common interest
- Ask questions and listen more than you talk
- Listen out for their interests / ambitions
- Offer to help or offer to connect them to someone who may be able
- Ask them how you can help them

NURTURE YOUR CONNECTIONS

FOLLOW UP

- Act on anything you've promised
- Connect them to people they'd benefit from knowing (make sure you use the "double opt in")
- Share articles that may be of interest
- Recommend a book / podcast / film that aligns with their interests or goals
- Highlight an event they may like, send them tickets or better still, invite them to join you
- Suggest something that may be of interest personally or professionally
- Stay in touch - diary to reconnect and/or use social media

YOUR NETWORK

REFLECT

Where are the gaps in my network?

Where do I need to focus more attention?

Am I nurturing my current relationships?

Who do I need to meet over the next 6 months?

Which relationships in my existing network do I need to spend more time on?

Where can I connect people to open my network further?

