

## NETWORKING

"Man often becomes what he believes himself to be. If I keep on saying to myself that I cannot do a certain thing, it is possible that I may end by really becoming incapable of doing it. On the contrary, if I have the belief that I can do it, I shall surely acquire the capacity to do it even if I may not have it at the beginning."

Mahatma Gandhi  
1869-1948, Indian Political Leader

**Purpose:** To increase the number of interviews, the number of job offers, to shorten the time for the job search process, reducing under-employment, and to instill networking as a life-long endeavor. Effective Networking has proven to be the source of between 60% and 70% of all jobs, and there are proven procedures and techniques which will be learned. Networking is a lifelong habit that can improve performance.

**Why:** Many people hesitate to practice effective Networking due to fear and lack of knowledge of successful techniques.

**Goals:**

- a) Shorten the time to find a new position
- b) Improve work performance
- c) Development and use of personal and company lists
- d) Make Networking a life-long, second nature habit

### Planning and Goals – Your Career Vision; Long-Term Goals and Job Search Plan

#### Career Vision

Describe your ideal job in as much detail as possible. Visualize your assignments, your work environment, your colleagues and the elements that you need to have to attain this ideal position. Outline your tasks and projects. Explain in detail what information you need to have: what resources—staff, computers, budgets, access to decision makers; what knowledge—writing skills, specific technical information, management skills; what experience—how many years, what level in the organization, work in what areas of the company (local, overseas, corporate assignments, field assignments). In terms of work environment—city, suburban, rural; amount of personal space—individual or shared, office, cubicle or open area; type of lighting and/or windows, modern, classic or standard, level of luxury (if desired).

Please [contact us](#) for further assistance.