



My Networking Planner™

Build a Strategic Network to Take Charge of Your Future

*“Connecting is a constant process of giving and receiving,
of asking for and offering help”* Keith Ferrazzi – Never Eat Alone



Meeting Planner Sample

Person

Colleen Wilkinson

Position

Vice President Marketing

Meeting Date

March 16th - 3:00pm

Reason for connecting

- Have been impressed with Colleen's broad career path
- I studied marketing in University but have yet to find role in a marketing dept.
- I have skills that can benefit Colleen's department
- Colleen could introduce me to other senior leaders

Key questions

- Can you tell me more about your career path?
- What education and experience is important to people in your role today?
- What roles would be useful to build résumé for future marketing opportunities?

My value proposition

- I majored in marketing in University - included practical co-op work
- Extensive/current front-line field experience - "been in the trenches"
- Considered highly promotable by current boss
- Have demonstrated ability to learn fast across several diverse roles
- Proven track record to deliver results
- I have ideas that may be helpful to the marketing dept.

Notes and recommended next steps

- Roles hard to win without specific industry experience
- Having experience within the product group would be an asset
- Colleen will introduce me to 2 senior leaders in product
- Arrange to spend 'a day in the life' of a marketing planner
- Send thank you note and email Colleen my 3 suggestions for her dept.



Meeting Planner

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My value proposition

Notes and recommended next steps



Networking List

Name	Position	Reason	Date
Colleen Wilkinson	Vice President Marketing	<ul style="list-style-type: none">• I have skills that can benefit Colleen's department• Colleen could introduce me to other senior leaders	Feb/Mar
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			