



NETWORKING SESSION AGENDAS

SESSION 1

Get to know each other

Networking meetings tend to be brief and focused. That's why it's especially important to prepare your questions or topics of discussion in advance. To ensure a great first impression, review the checklists below.



Before the Session

- Identify a topic and concrete questions that you want to ask. Some suggestions include:
 - What is your role in the XYZ project?
 - What do you enjoy about leading your team right now?
 - What is challenging about life in your duty station?
- Review your colleagues's profile on Together
- Review your colleagues's LinkedIn profile, if available
- Make sure you've scheduled a meeting and that the time works for both of you
- Read the Networking Overview and listen to this [LinkedIn course](#)



During the Session

It's important to maximize your time and get feedback on the questions that matter most to you.

Here is a suggested format:

- Briefly introduce yourself in 3 minutes or less
- Share why you wanted to meet in 2 minutes or less. What stood out about that person's profile?
- Use the remainder of the session to ask 3 detailed questions prepared in advance
- Thank the person for their time and arrange a second meeting if both parties agree.



After the Session

- Fill out a 1-minute feedback form about the session
- Schedule your next session if both parties agree on this

SESSION 2

If you and your colleague agreed on a second networking meeting, you probably connected well and want to continue your first conversation. Give some thought on how you want to use this meeting.



Before the Session

- Ask yourself why you want to meet again:
 - Are there follow-up questions you have?
 - What else do you want to share from your side?
 - Are you possibly interested in asking this person about a mentoring relationship?
- Identify a topic or specific questions that build on your first discussion or take you in a different direction.
- If you are considering asking this colleague to help you as a mentor, think through how you want to ask this.
- Make sure you've scheduled a meeting at a time that works for both of you.



During the Session

- Thank your colleague for the first meeting.
- Share what you would like to discuss or pose your questions.
- Ask what your colleague would like to discuss or know from you.
- Discuss how you might stay in touch
- If you're interested in asking the person to be your mentor, bring it up near the end of the conversation and give her/him time to consider it after the meeting. You could also email them about this instead. If both parties agree to mentoring, then you can simply request more meetings through the platform.



After the Session

- Fill out a 1-minute feedback form about the session
- Schedule your next session if both parties agree on this