**Mentoring Session: Networking and Relationship Building Worksheet**

**Mentee Name: Mentor Name: Date:**

Session Objective:  
To develop strategies for building meaningful professional relationships and enhancing networking skills. This worksheet uses the WIN model (What? Imagine solutions, Next steps) to encourage collaborative problem-solving between you and your mentor.

**Before the Session**

**Instructions: Complete this section to reflect on your current networking experiences and challenges.**

**1. Self-Assessment**

**Rate your confidence level in the following networking-related skills from 1 (low confidence) to 5 (high confidence). Write an example where you’ve successfully used or attempted to use this skill.**

| **Skill** | **Confidence Rating (1-5)** | **Example Where I Used or Tried This Skill** |
| --- | --- | --- |
| **Introducing Myself** |  |  |
| **Building Rapport** |  |  |
| **Maintaining Connections** |  |  |
| **Using LinkedIn Professionally** |  |  |
| **Asking Questions in Networking Settings** |  |  |
| **Following Up After an Event** |  |  |

**2. Reflection**

* **What has been your most successful networking experience, and what made it effective?**
  + **Answer:**
* **What is the biggest challenge you face in networking or relationship building?**
  + **Answer:**

**During the Session with Your Mentor**

**Instructions: Work through these activities with your mentor, using the WIN model to guide collaborative problem-solving.**

**1. Applying the WIN Model**

* **W – What? Identify a specific networking challenge you face.**
  + **What is the challenge?**
    - **Answer:**
* **I – Imagine Solutions - Brainstorm solutions with your mentor to overcome this challenge.**
  + **What solutions did you and your mentor imagine together?**
    - **Answer:**
* **N – Next Steps - Agree on actionable steps to implement these solutions.**
  + **What are your next steps?**
    - **Answer:**

**2. Practice Networking Skills**

* **Elevator Pitch Exercise:  
  Practice delivering a concise, professional introduction about yourself. Use advice from your mentor and AI models to help you build this, save it and practice it in your own time.**
  + **Write your pitch below:**
  + **Mentor Feedback:**
* **Networking Scenario:  
  Imagine you are at a networking event and want to approach someone who works in your field of interest.**
  + **What would you say to initiate the conversation?**
  + **Mentor Feedback:**

**After the Session**

**Instructions: Reflect on the session and plan actionable next steps based on your mentor’s feedback.**

**1. Session Takeaways**

* **What is one thing you learned about effective networking during this session?**
  + **Answer:**
* **What advice from your mentor did you find most helpful?**
  + **Answer:**

**2. Action Plan**

* **What is one small step you will take this week to improve your networking skills?**
  + **Answer:**
* **Who is one new connection you would like to make, and how will you approach them?**
  + **Answer:**

**Practical Next Steps:**

**1. Practice Networking in Low-Stakes Environments**

* Attend Informal Networking Events: Join university or community events, such as student societies, alumni meet-ups, or industry webinars, to practice introducing yourself and building rapport in a less formal setting.
* Engage in Online Networking: Use platforms like LinkedIn to connect with peers, alumni, or professionals in your field. Start by commenting on posts or sharing relevant content to build visibility.
* Set Small Goals: For example, aim to connect with one new person each week/fortnight/month and engage in a meaningful conversation, either online or in person.

**2. Develop and Refine Your Elevator Pitch**

* Practice Regularly: Create a 30-second pitch about yourself, including your background, interests, and career goals. Refine it based on feedback from friends, mentors, or colleagues.
* Record Yourself: Record your pitch on video or audio to evaluate your tone, clarity, and confidence. Adjust as needed.
* Tailor for Different Audiences: Practice adapting your pitch to different scenarios, such as networking events, interviews, or casual conversations with professionals.

**3. Strengthen Relationship-Building Skills**

* Follow Up Thoughtfully: After meeting someone, send a personalised follow-up message on LinkedIn or email. Reference your conversation to show genuine interest and maintain the connection.
* Join Interest-Specific Groups: Participate in professional associations, student clubs, or LinkedIn groups related to your field. Contribute to discussions and build rapport with members.
* Volunteer or Collaborate: Look for opportunities to collaborate with others on projects, events, or initiatives. This provides a platform to develop teamwork and strengthen professional relationships naturally.

Helpful Links:

* **Academic, digital and career events run for students, by students :** [**https://linktr.ee/SkillsHubQUB**](https://linktr.ee/SkillsHubQUB)
* Queen’s Careers, Employability and Skills (CES) - <https://www.qub.ac.uk/directorates/sgc/careers/careers-support-for-students/>
* CES Events - <https://www.qub.ac.uk/directorates/sgc/careers/careers-events/>
* What’s On at Queen’s – events at Queen’s - <https://www.qub.ac.uk/events/>
* MyFuture - <https://www.qub.ac.uk/directorates/sgc/careers/HowtoUseMyFuture/>

Helpful Content:

* AHSS Skills Fest [Video Library](https://qubstudentcloud.sharepoint.com/sites/bus-ahss-digital-learning/SitePages/Digital-skills-for-career-sucess.aspx?xsdata=%3D&sdata=emRGc2UraEduenNxSk5oYStBdWx2L1NnekVEQnR1akpYSUFJS2VGa2diWT0%3D&ovuser=eaab77ea-b4a5-49e3-a1e8-d6dd23a1f286%2C3054707%40ads.qub.ac.uk&OR=Teams-HL&CT=1708680229227&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiI0OS8yNDAxMDQxOTEzMCIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D)
* AHSS Skills Assistant [Instagram](https://www.instagram.com/qubskillshub/profilecard/?igsh=MWN2aDFyazU1dXhsZQ%3D%3D) and [LinkedIn](https://www.linkedin.com/in/qubskillshub/)