

## **ASPIRE Networking Pacing Module**

**(In conjunction with 2018 LST|CON or other fall professional conference)**

Fall 2018

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The ASPIRE Networking Pacing Workshop is a series designed to prepare attendees to incorporate networking into their everyday activities. Sessions will break down the process of networking into approachable steps, provide real-world examples, and peer feedback. The workshop will cover networking basics, etiquette, elevator pitches, navigating conversations, event preparation, identification of key individuals, and follow-up. The workshop will culminate in a real-world exercise in networking - group attendance at the annual Life Science Tennessee conference, LST|CON, on November 15, 2018 in Nashville.

*Participants:* Capped at 12 participants

*Eligibility:*

- 1) Graduate students (post-qualifying) or postdocs in the biomedical sciences (BRET) program
- 2) Ideally, will be able to attend LST|CON on Nov 15, 2018 in Nashville (free to participants provided they present a poster at the conference reception (time: afternoon, exact time TBD). Life Science TN membership not required, and a poster from a prior meeting is fine. Alternatively, planned attendance at an upcoming scientific conference is also acceptable.

*Content:* 6 -1.5 hour sessions + conference attendance on Thurs, Nov 15, 2018.

*Time/Place:* Tuesdays, 9-10:30am, Light Hall 350

### **Session 1: Overview of Networking and Introduction to Elevator Pitches**

**Tuesday, September 25, 2018**

In this session we will introduce networking basics, including why networking is important, where to network, basic etiquette and making a good first impression. We will discuss what participants enjoy about networking and identify their concerns, questions, and perceived weaknesses. The basics of the elevator pitch will also be introduced.

*Homework:* Assigned readings and draft an elevator pitch tailored for your conference.

***How Leaders Create and Use Networks***, Ibarra and Hunter, Harvard Business Review, Jan 2007.

***How I Learned to Stop Worrying and Love Meeting People***, Science Careers, Vaught, Mar 2014

***Learn to Love Networking***, Casciaro et al, Harvard Business Review, May 2016

***The No. 1 Predictor of Career Success***, Simmons, Forbes, Jan 2015

### **Session 2: Practicing Elevator Pitches and Preparing for an Event**

**Tuesday October 2, 2018**

In the first half of this session we will practice elevator pitches and provide feedback to one another using a provided rubric. In the second half, we will discuss how to prepare for a networking event. This will include setting personal goals, understanding the type of event and attendees, and researching people and organizations.

*Homework:* Set 3-4 goals for the conference you will be attending, and identify individuals who you would like to meet. Research these individuals and/or organizations and develop 3 questions to ask each person/organization representative.

**Session 3: Share and Discuss Individual Goals for your conference and Learn about Navigating Conversations**

**Tuesday October 9, 2018**

In this session we will share our goals and the results of our research on the individuals and organizations we would like to meet or learn more about at the conference. The second half of the session will be devoted to learning how to navigate conversations and work the room, including entering and exiting conversations and strategies for meeting new people.

*Homework:*

**How to Gracefully Exit a Long-Running Conversation**, Adams, Nashville Business Journal, Aug 2016

**(Fall break; no session Tuesday, Oct 16)**

**Session 4: Requesting a meeting and follow-up after the event**

**Tuesday October 23, 2018**

This session will provide attendees with examples of how to reach out to individuals ahead of an event to request an in-person meeting. We will also cover strategies for appropriate follow-up after an event and explore ways to maintain and strengthen relationships over time. Final questions about preparing for the meeting will be addressed.

*Homework:* Email 2 individuals requesting an in-person meeting at the upcoming conference

**Session 5: LinkedIn Power Boost**

**Tuesday October 30, 2018**

Participants will bring their laptop (or a printout of their profile) and we will work together to enhance and improve our profiles on the spot. In this session, we will look at some of the most important places you can make simple improvements, learn what makes a strong profile, and discuss ways to use your account to grow your network.

**No sessions on Tuesday, November 6 or Tuesday, November 13, 2018**

**Session 6: Attend LST|CON**

**Thursday, November 15, 2018; 21c Museum Hotel, 221 2nd Ave N, Nashville, TN 37201**

Workshop participants will be allowed to attend the meeting at no charge, but they will be required to attend and participate in the poster session at the meeting. Posters do not need to be created de-novo; using a poster from a recent past conference will suffice. Deadline for poster submission TBD.

**Session 7: Post-event debriefing and strategies for moving forward**

**Tuesday, November 20, 2018**

This session will give participants the chance to come together to discuss what they learned at the meeting, how their networking went, what successes they experienced, and to evaluate any challenging situations they may have encountered. We will also discuss how to make the most of the follow-up and create strategies to move their new professional relationships forward.

**To apply:**

- Fill out the application found here: <https://www.surveymonkey.com/r/ModuleNetPacing2018> (this form will require a 4-6 sentence statement of interest)
- Deadline: Friday, August 24