

ASPIRE Networking Pacing Workshop in conjunction with 2016 LST|CON

Fall 2016

Ashley Brady, Ph.D.

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 3, 2016 in Nashville.

Participants: Capped at 12 participants

Eligibility:

- 1) Graduate students (4th year+) or postdocs in the biomedical sciences (BRET) program
- 2) Must be able to attend LST|CON on Nov 3, 2016 in Nashville (free to participants provided they present a poster at the conference reception (time TBD). Life Science TN membership not required, and a poster from a prior meeting is fine.

Content: 4 one-hour sessions + conference attendance, (5th session optional)

Time/Place: Thursdays, 9-10am **except, Sept 22, 10-11am in Light Hall 350

Thursday September 22, 2016 (*10-11am) Session 1: Overview of Networking and Introduction to Elevator Pitches

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 the Life Science TN meeting.

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

Thursday September 29, 2016 Session 2: Practicing Elevator Pitches and Preparing for an Event

In the first half of this session we will practice elevator pitches and provide feedback to one 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 LST|CON meeting, 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.

(Fall break; no session Thurs, Oct 6)

Thursday October 13, 2016 Session 3: Share and Discuss Individual Goals for LST|CON and Learn about Navigating Conversations

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

Thursday October 20, 2016 Session 4: Requesting a meeting and follow-up after the event

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 LST|CON

No session Thursday Oct 27, 2016 (BEST Conference)

Attend LST|CON Thursday, November 3, 2016; Hutton Hotel, 1808 West End Ave, Nashville, TN

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.

Thursday Nov 10, 2016 Optional Session 5: Post-Event debriefing and Strategies moving forward

This optional 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/NetworkingFa2016> (this form will require a 4-6 sentence statement of interest)
- Deadline: noon, Thursday, September 15, 2016