



NETWORKING 101

And How to
Have a Coffee
Chat!

About Me

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WiCS BOT
Winter 24



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A graphic of a spiral-bound notebook with a white page and a blue border. The spiral binding is at the top, consisting of ten black rings. On the right side of the page, there are two light blue rectangular sticky notes. The title 'What is Networking?' is written in a bold, blue, sans-serif font. Below the title is a yellow brushstroke underline. The definition is written in a black, monospaced font.

What is Networking?

“The action or process of interacting with others to exchange information and develop professional or social contacts”

**“Your network is
your net worth.”**

-Someone Wise



Benefits of Networking



Grace Hopper Celebration!

Career Advancement

- Career Advice
- Job opportunities

Knowledge Sharing

- Industry insights
- Technical guidance

Support System

- Mentor/mentee relationship
- Emotional Support

Increased Visibility

- Greater Recognition
- Building your reputation

Types of Networking



In-Person Networking

Conferences, Seminars,
Workshops, WiCS Events

Mentorship Networking

1:1 guidance on
career/academic growth

Online Networking

LinkedIn, Email,
Social Media

Informational Interviews

Coffee Chats!





How to Have a Coffee Chat

01

PICK A PERSON



Find People Online

Cool jobs,
similar hobbies



Asking your Network

Supervisors,
peers, coworkers



People you know

Old friends, people
from conferences



02

SEND AN EMAIL



Introduce
yourself, why you
want to meet them,
and suggest
meeting times &
locations

Sample Email

Good morning, [Recipient's Name],

I hope you are having a great week so far.

I was wondering if you would be available to go for a coffee chat with me sometime [this week/this month/within the next few weeks]. I am currently a(n) [intern/co-op student] at [Company]. I am a student at [University Name] and am pursuing a degree in [Field of Study] and am set to graduate in [Year]. I am interested in your journey within the [Role/Department] and how you got to where you are today.

During my time at university, I took a course in [Course Name] and found the topic to be interesting and thought it would be great to learn more from someone who has real-world experience in that field.

Please let me know if you would be willing to meet with me and if either of these times work for you:

[Date & Time Option 1]

[Date & Time Option 2]

[Date & Time Option 3]

I look forward to hearing back from you.

Thanks!

03

DEVELOP QUESTIONS

1



How did you get to the position you are in now?

2



Advice for a student?

3



What courses helped you prepare for your role?

4



What is the company culture?

5



How do you maintain a work-life balance?

6



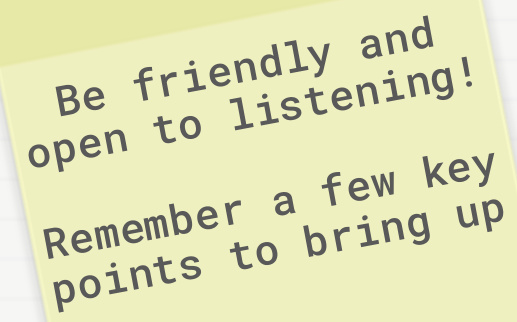
How can you grow in your role?

Use ChatGPT!



04

GO TO COFFEE CHAT



Be friendly and
open to listening!
Remember a few key
points to bring up

05



WRAP UP



Thank Them

Send them a thank you message/email after meeting

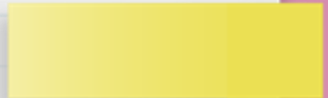
Stay Connected

Add them on LinkedIn or exchange contact information



Maintain Contact

Say hi to them! Give them any updates on your career



Maintaining your Network

Treat others with
kindness

Give your time
back to others

Message people
with exciting news



A graphic of a spiral-bound notebook with a white page and a blue cover. The spiral binding is at the top. The page contains the text 'Thanks' and 'Message me for a coffee chat!', a QR code, and a yellow arrow pointing to the QR code. There are also yellow sticky notes and a yellow star on the page. The background is a pinkish-purple color with a subtle pattern of small dots.

Thanks

Message me for a coffee chat!

