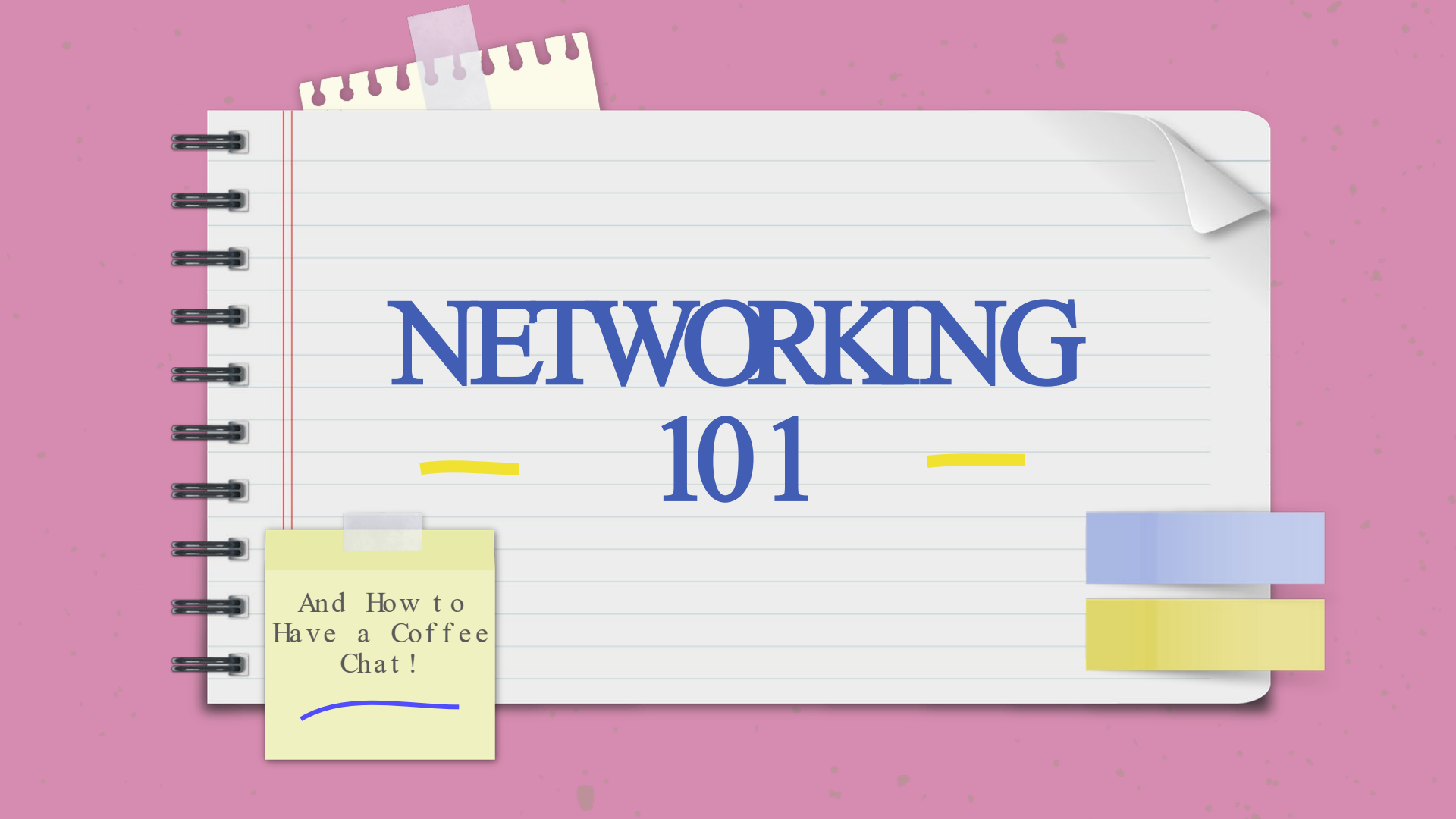




NETWORKING

101

And How to
Have a Coffee
Chat!

About Me

Name: Madeline Pinto
(she/her)

Program Computer Science

Term 3A

Previous Work Experience:
BCI, Airbus

Favourite Course: CS 135



W CS BOT
W nter 24



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Introduction

What is Networking?

Benefits of Networking

Why network?

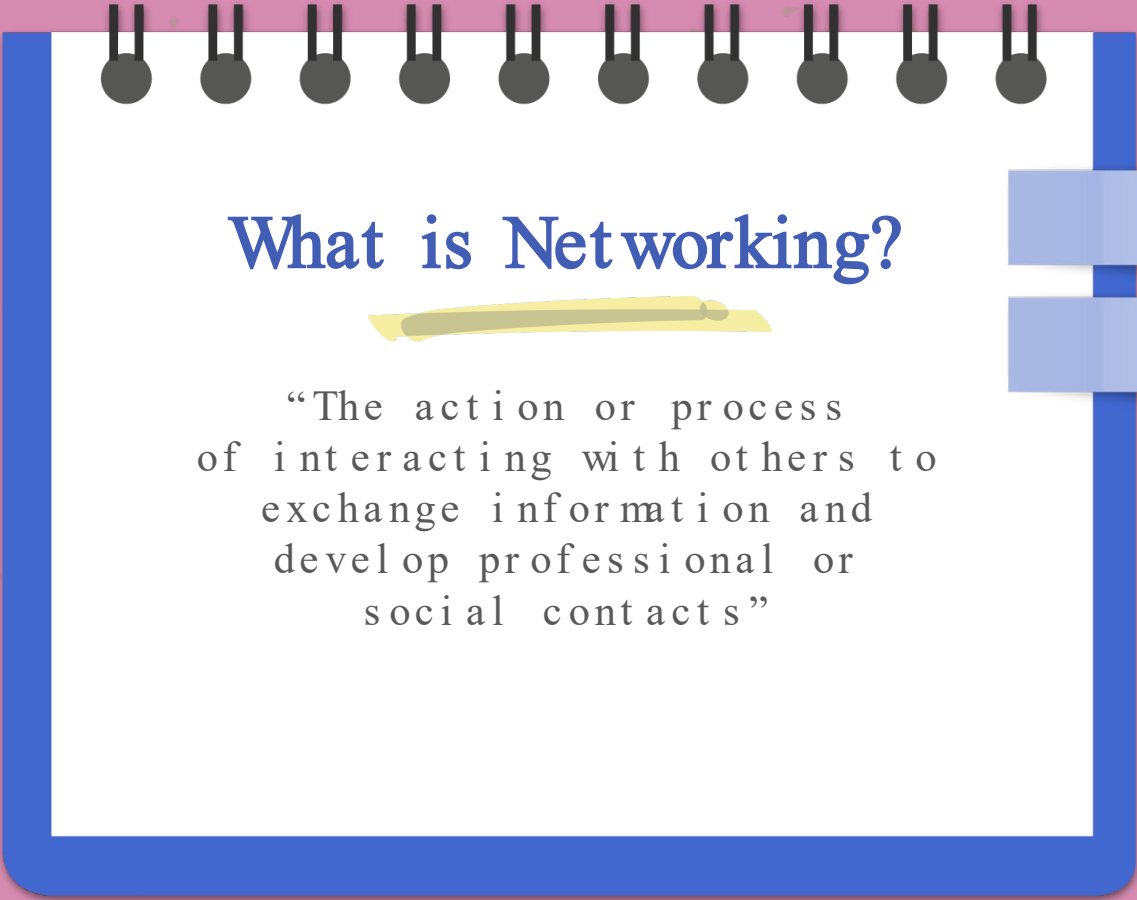


Types of Networking

How do I grow my network?

Networking Etiquette

How do I maintain my network?

A graphic of a spiral-bound notebook with a white page and a blue cover. The spiral binding is at the top, and the page is framed by a blue border. There are two light blue rectangular tabs on the right side of the page. The title "What is Networking?" is written in blue, and the definition is in a typewriter font. A yellow highlight is under the title.

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, WCS 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



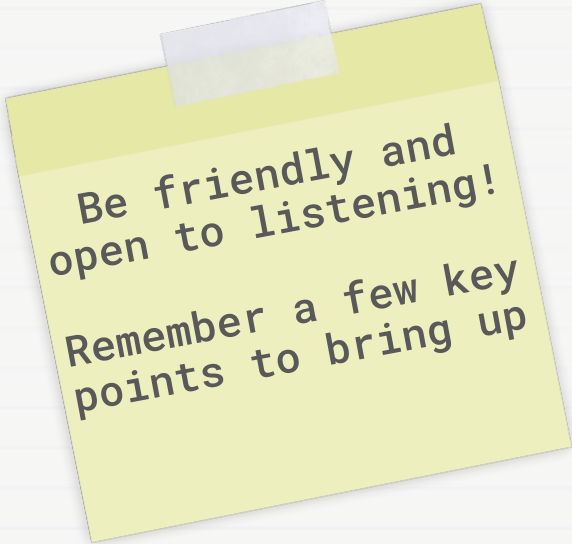
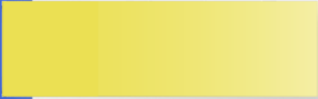
How can you grow
in your role?

Use Chat GPT!



04

GO TO COFFEE CHAT



Be friendly and
open to listening!

Remember a few key
points to bring up

05



Thank Them

Send them a thank
you message/email
after meeting

WRAP UP



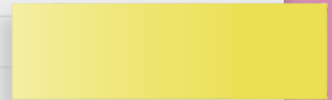
Stay Connected

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



Thanks

Message me for a coffee chat!

