



# NETWORKING 101

And How to  
Have a Coffee  
Chat!

# About Me

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TD, RCMP, BCI, Airbus

Favourite Course: CS 341



WiCS BOT  
Winter 24



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## Introduction

What is Networking?

## Benefits of Networking

Why network?

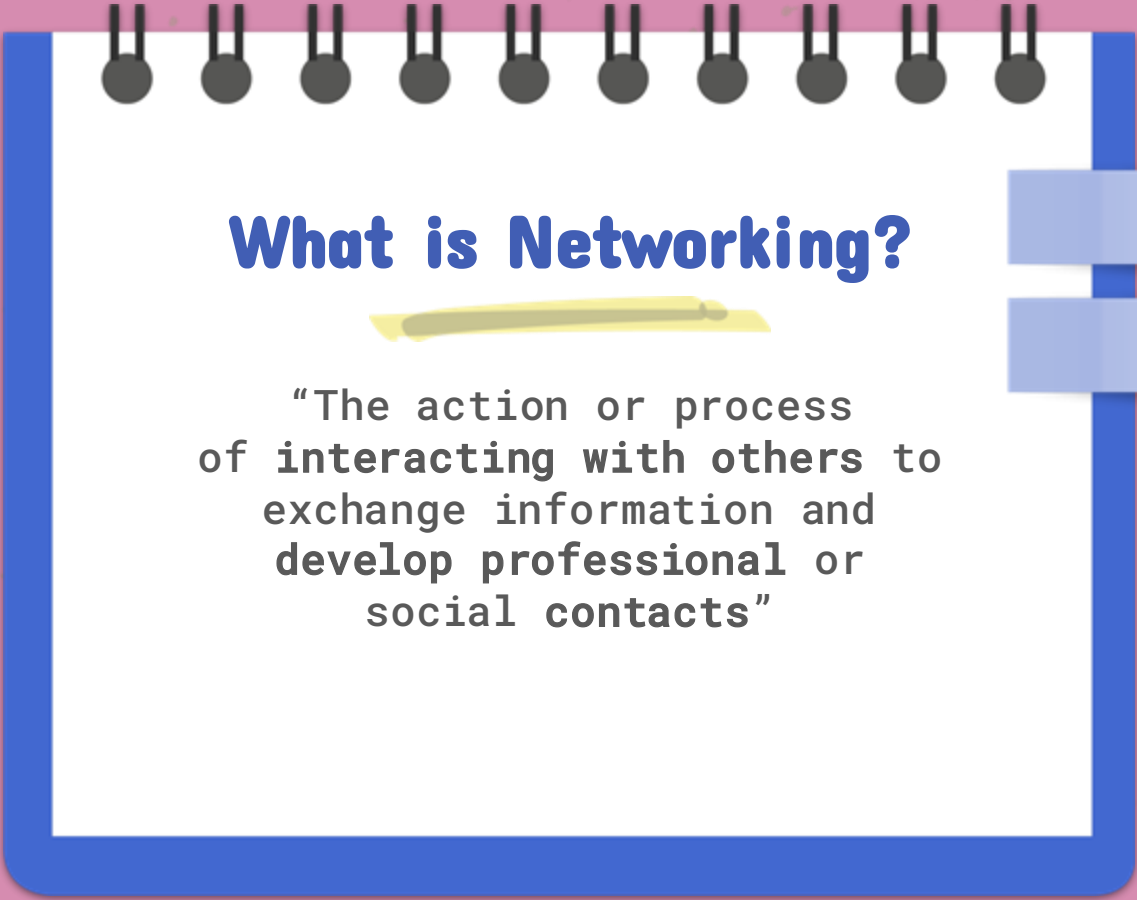


## Types of Networking

How do I grow my network?

## Networking Etiquette

How do I maintain my network?



## 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**



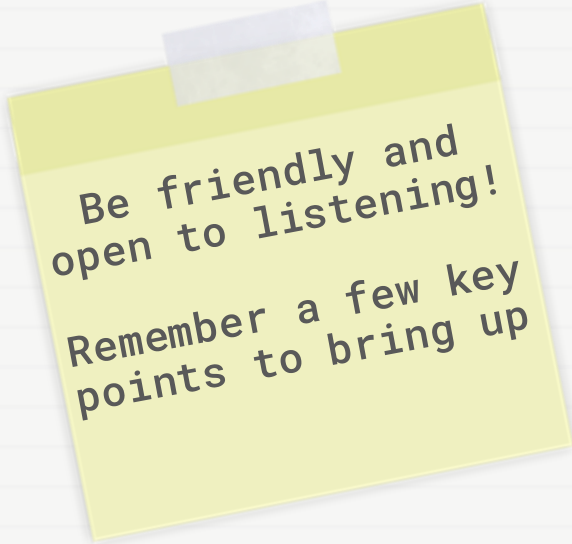
How can you grow in your role?

Use ChatGPT!



04

# GO TO COFFEE CHAT



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

05



### 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!

