



Networking skills

Age range: 14-16

 **BARCLAYS** | LifeSkills

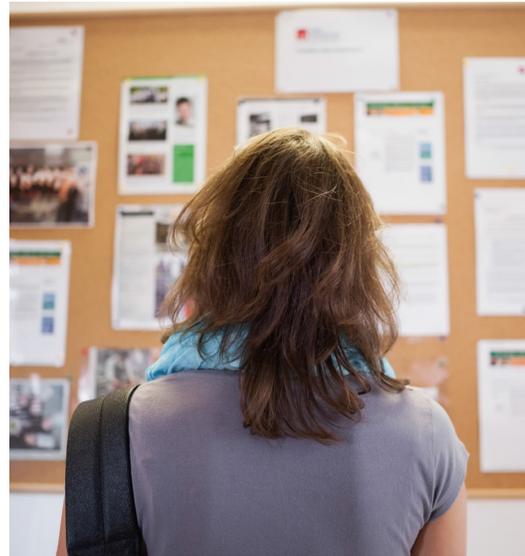


Where can you find information about job vacancies?

2



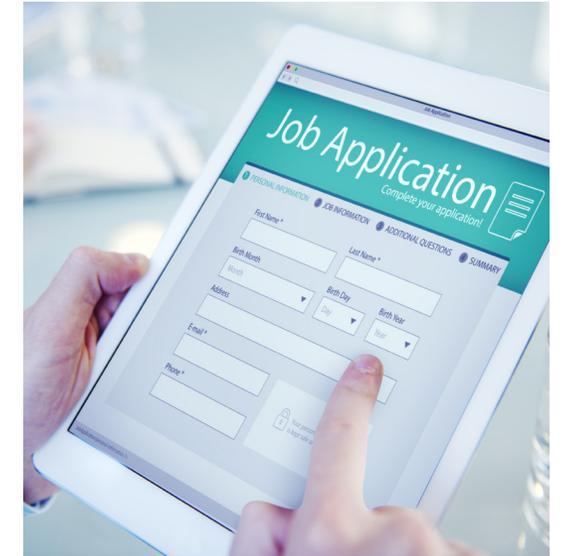
Newspapers



Notice boards



Job Centre



Job websites

Where else?

Refer a friend

Many jobs are filled by people who are introduced to the company by a friend or contact.

What percentage of people look for new job opportunities by asking friends and colleagues if they know of any vacancies?

3%

45%

96%

Source: [LinkedIn Talent Trends Report 2020](#)

'It's not what you know, it's who you know.'

4

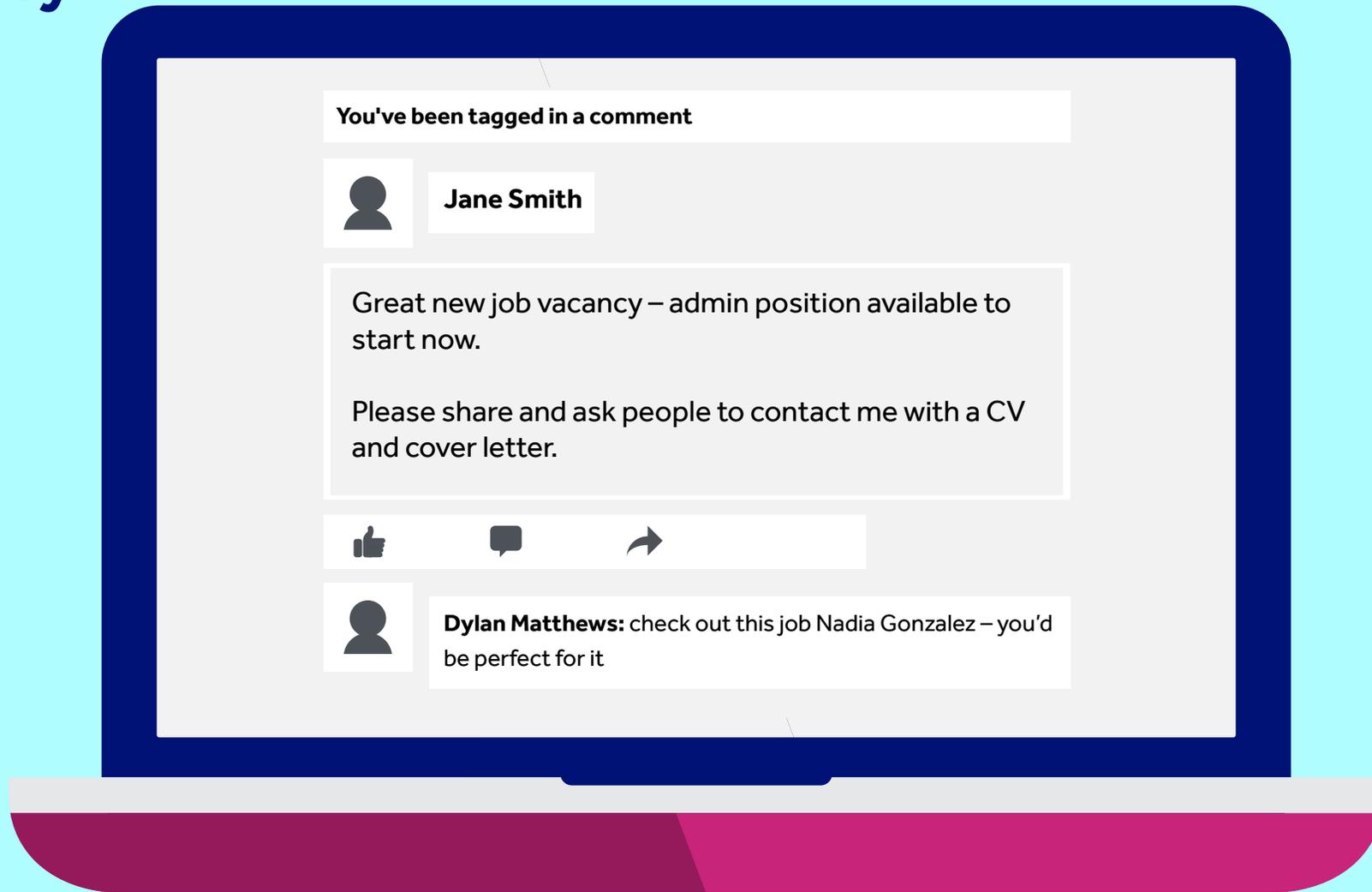


Get into line

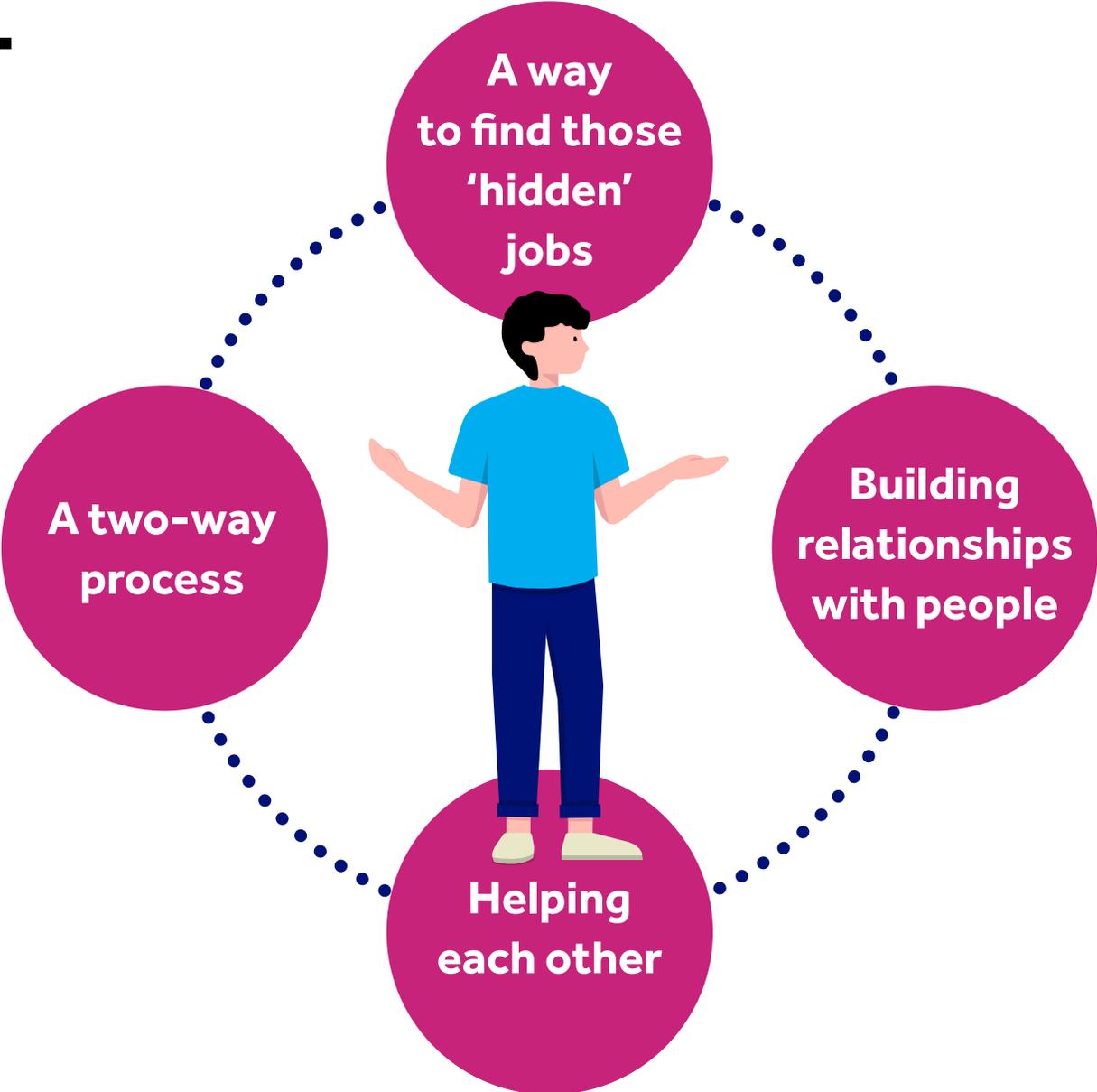
- Find the person with the nearest birthday before and after your own
- Use this information to get in age order
- No one can take charge
- You can only find out about the person 'each side' of your own age



Job vacancy



Networking is...



Networking is a two-way process

Speaking clearly

- Help others understand you
- Ask for the help you need

Listening carefully

- Understand others
- Find out how you can help them



Time to network

Find out three things from three people you don't know that well:



What's your favourite food?



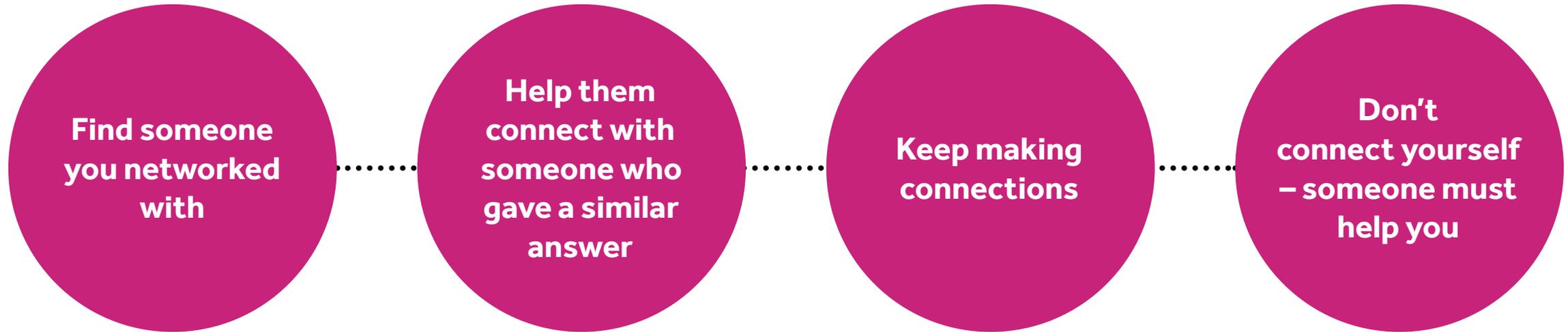
What superpower would you like to have?



Where would your ultimate holiday be?

Time to connect

What did you learn about others?



Networking tips

Some jobs aren't advertised and others are easier to find through friends and contacts. Networking can help you find out about these 'hidden' jobs or get new ideas, information, help and advice. It can also improve your confidence in talking to other people.

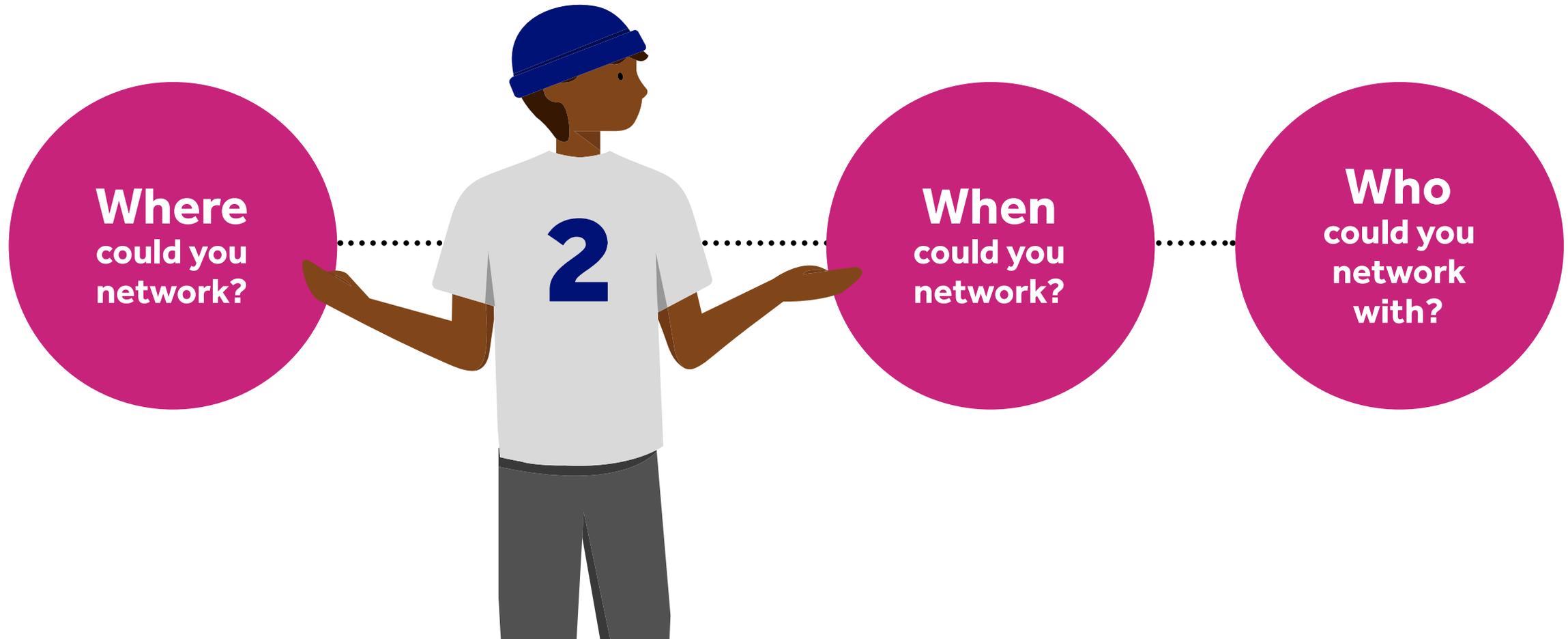
Do:

- Always look out for chances to network
- Introduce yourself: don't wait to be introduced
- Think about how you can make a good impression
- Be professional
- Be yourself
- Be a good listener and look for ways to help others
- Explain what you want to find out or what you're looking for
- Stay safe and only network with someone you know or someone who you have been introduced to

Don't:

- Brag or exaggerate
- Gossip
- Just ask for a job – explain what you're looking for, for example work experience
- Pester people

Who could be in your network?



Young people's words of wisdom

13

Make an impression and demonstrate your skills when you can – you want people to remember you.

Write down all the interesting people you meet and how they could help you achieve your goals.

Do your research. Before starting a placement or going to an event, research who will be there so you have some background information.

Talk to everyone no matter their role or position – they may see potential in you that they want to support.

Keep in touch with people – send an email every so often or connect on LinkedIn. Maybe send them an article you think they might be interested in.

CVs help you network

- If someone is interested, always ask for their contact details
- Ask if you can send your CV to them
- If they don't have a job right now, they'll remember you for when they do
- This can get you ahead of other people
- They may also know another company that is recruiting, and put you in touch

