

# Deloitte.



# Building Your Network Skill Session

## Workbook



# Quiz

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## Before this session, had you heard of an elevator pitch before?

Tick

- A Yes, and I've written one
  - B Yes, I've heard of it but haven't done one myself
  - C I have a vague idea
  - D No
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## How do you feel about 'networking'?

Tick

- A Love it! I seize every opportunity that I can to build connections and share ideas
  - B I feel confident about it as I recognise that it's a useful thing to do
  - C I would like to improve my networking skills so I can become more confident
  - D It makes me feel very awkward and uncomfortable
  - E It makes me feel very awkward and uncomfortable
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# The Benefits of Networking

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## 1. Stronger business connections

It is important to be both interesting and interested. Be ready to tell people who you are, what you do and how you can help them to achieve their goals.

Networking provides you with a great source of connections and can open the door to talk with people you wouldn't usually be able to easily talk to or find.

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## 2. Fresh ideas

Your network can be an excellent source of new perspectives and insights that you may not have thought of to help you along in your career.

You'll have the opportunity to speak to people who have the same interests as you. This can be useful if you want to ask for help from an influential figure. You shouldn't worry about asking for help, most people will find it flattering.

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## 3. Advance your career

Being visible and getting noticed can help build your career. If you attend networking events often, you will start to become more recognisable and build a picture of who you are and what you do.

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## 4. Access new information

Networking is a great way to exchange knowledge, learn new things from your peers and keep your finger on the pulse. By exchanging ideas with other people both inside and outside of your industry you will be able to listen to feedback and bounce around ideas to learn something new.

With more experienced people there is always the opportunity to learn new information, acquire new knowledge and widen your understanding.

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# The Benefits of Networking

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## 5. Career advice and support

You could gain the advice of experienced peers that could open doors. You might be able to learn about their own application process, what hints, and tips they can share, how they found the recruitment process.

By discussing challenges and opportunities, you may find you're offered invaluable guidance and support.

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## 6. Confidence Building

The more you network, the more you'll develop in confidence and the more lasting connections you will make. You're pushing your boundaries and stepping out of your comfort zone. It will feel unnatural at first, but the more you do it, the easier it will get and the more confident you will feel.

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## 7. Develop Personal Relationships

As well as developing professional relationships, some of the strongest and most long-standing friendships have been made via work connections. Networking is about developing and nurturing your professional connections, which can often lead to personal friendships. Remember, the people you're networking with will most likely have similar interests and goals as you. So, it's only natural some connections will turn into friendships as well.

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## 8. Find a job you love

It can create new opportunities for career advancement that is right for you. By regularly networking and forming connections, you will open more doors and meet new people.

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# Icebreaker Task

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**Spend a few minutes creating your own idea for an ice breaker for a networking event. Consider the following when coming up with your idea:**

- Creating a safe and reassuring environment
- What type of icebreaker you would enjoy and feel comfortable participating in.
- Breaking down boundaries
- Your audience and ensuring everyone would be included.

# Conversation Starters

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**Spend a few minutes thinking of some ideas for conversation starters. Here are a few to get you started:**

- This is my first time at an event, have you been to one before?
- How did you hear about this event?
- What's your role at your company?
- What made you want to attend this event?
- Do you mind if I introduce myself?
- How long have you been at your current job?
- What's a fact you didn't know about your job before you started it?
- What would you say is the most important skill for your profession?

# Networking Tips

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## 1. Actively listen

To demonstrate active listening, try doing the following:

- Make eye contact, whether you're online or face-to-face
- Be attentive and focus on what the person is saying,
- Listen to what is being said and actively respond. Whilst the other person is speaking try to avoid thinking about what you want to say and respond to what the speaker is saying.
- Don't interrupt
- Ask for clarification at the right moment
- Ask questions

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## 2. Ask open questions

Make a bold move and start the conversation, everyone will be grateful you've begun the conversation and gradually the group will begin to feel more relaxed and confident.

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## 3. Use positive body language

- Good posture – this will show you're confident and approachable
- Lean in a bit, to show focus and interest
- Try mirroring the body language of the person you're talking to
- Use your hands to gesture when you speak
- Be open with your arms, rather than crossing your arms, relax them by your sides. This will show you are open to what someone else is communicating
- Be aware of different cultural greetings
- Try appropriate nods and smiles to show you're agreeing with what's being said
- And finally, make eye contact!

# Networking Tips

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## 4. Have your elevator pitch ready

This is a great way to communicate who you are and what you do in a concise and clear way.

You will want to have practiced your elevator pitch so you feel confident when delivering it.

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## 5. Follow up

It is important to effectively conclude a conversation politely and concisely to allow you to build and grow your connections following the networking event. For example, you could close a conversation by saying

‘It has been great to find out more about you. What is the best way to contact you in future?’

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**Use this space to write down any other networking tips you may find useful**

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# Elevator Pitch | What advice would you give?

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**Please write down the advice you would give Aryana to help her improve her elevator pitch:**

# Elevator Pitch - Tips

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An elevator pitch is a brief, persuasive speech that you can use to spark interest in a subject matter.

How long should a good elevator pitch last? Picture a short elevator ride, around 20-30 seconds – the clue's in the name! Here are some tips to get you started!

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## 1. Identify your goals

What impression do you want to leave with your audience?  
What action would you like them to take?

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## 2. Share the basics

Introduce yourself in one sentence (include your name, your background and your experience)

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## 3. Talk about what makes you unique

Share your interests, passions, skills, strengths, interests and aspirations

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## 4. Demonstrate you skills

Talk about how you've used your strengths to overcome challenges and solve problems in the past

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## 5. Engage with a question

Connect with your audience

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## 6. Put it all together

Bring all five steps together and make sure it flows

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## 7. Practice

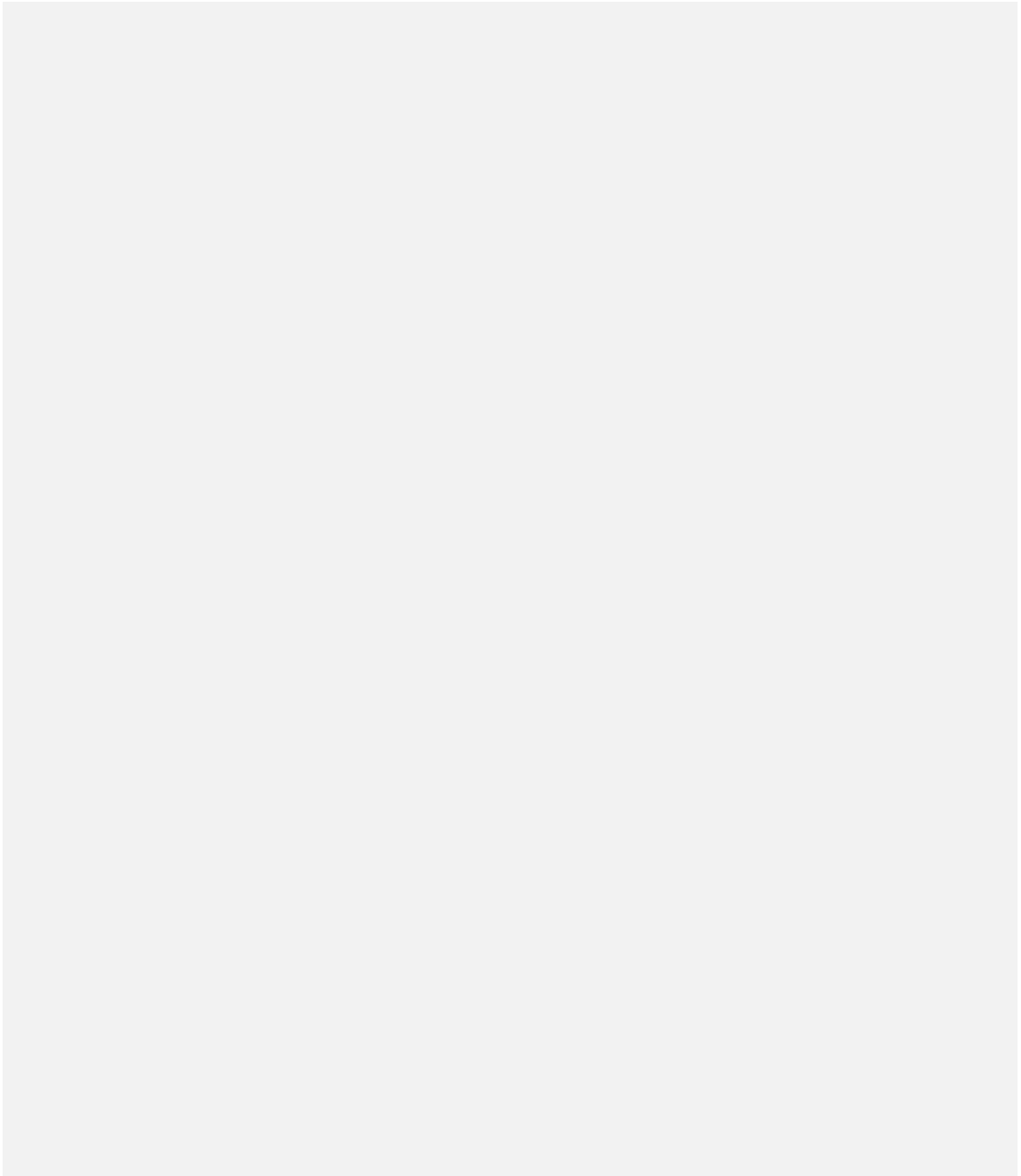
Practice, practice and practice some more! With practice your pitch will sound natural and you will grow more confident

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# Elevator Pitch | What was good about this elevator pitch?

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**How did Aryana's prepared elevator pitch compare to her pitch earlier? What was different, what was better and was there anything else to improve on?**



# Elevator Pitch - Template

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## **1. Identify your goals**

What do you want to achieve or leave your audience with?

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## **2. Share the basics**

About yourself (your name, your background and your experience)

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## **3. Share what makes you unique**

Your interests, passions, skills, strengths and aspirations

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# Elevator Pitch - Template

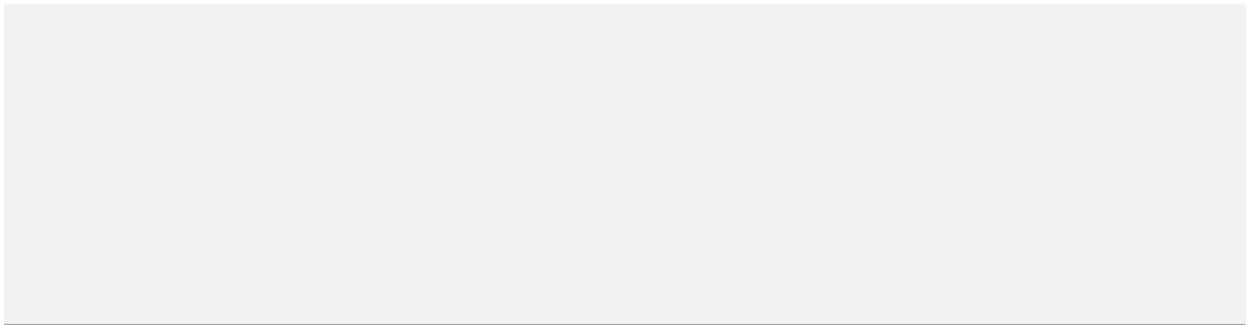
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## 4. Demonstrate your strengths

How you've used your strengths to overcome challenges and solve problems in the past

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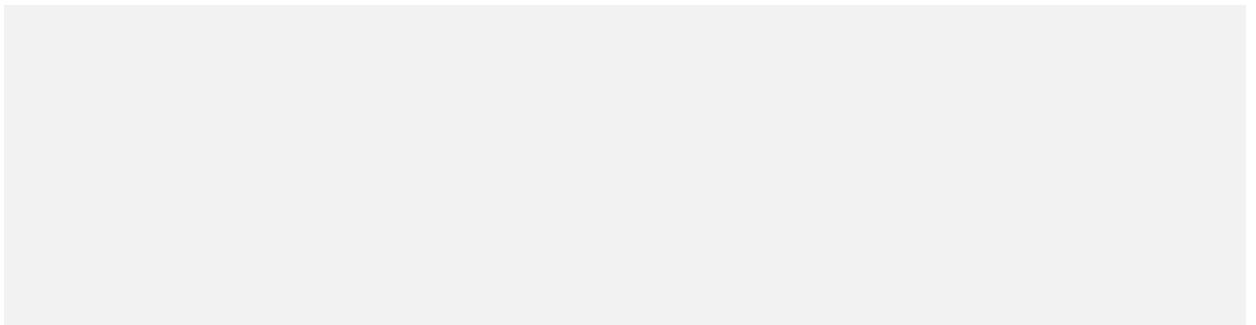


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## 5. Engage with a question

Connect with your audience

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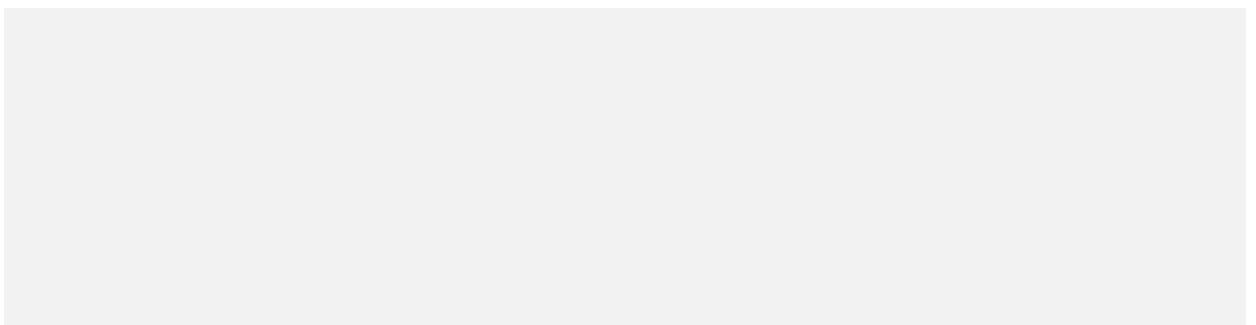


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## 6. Put it all together

Find the glue to link everything together – does it flow naturally?

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# Quiz Reflection

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**How confident do you feel in your ability to create an elevator pitch?**

Tick

- A Very confident – it's ready to go
  - B Confident but I will need to practice it
  - C Uncertain but I know how to develop one
  - D Not confident at all
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**Compared to the beginning of the session, which of the following sessions do you agree with most?**

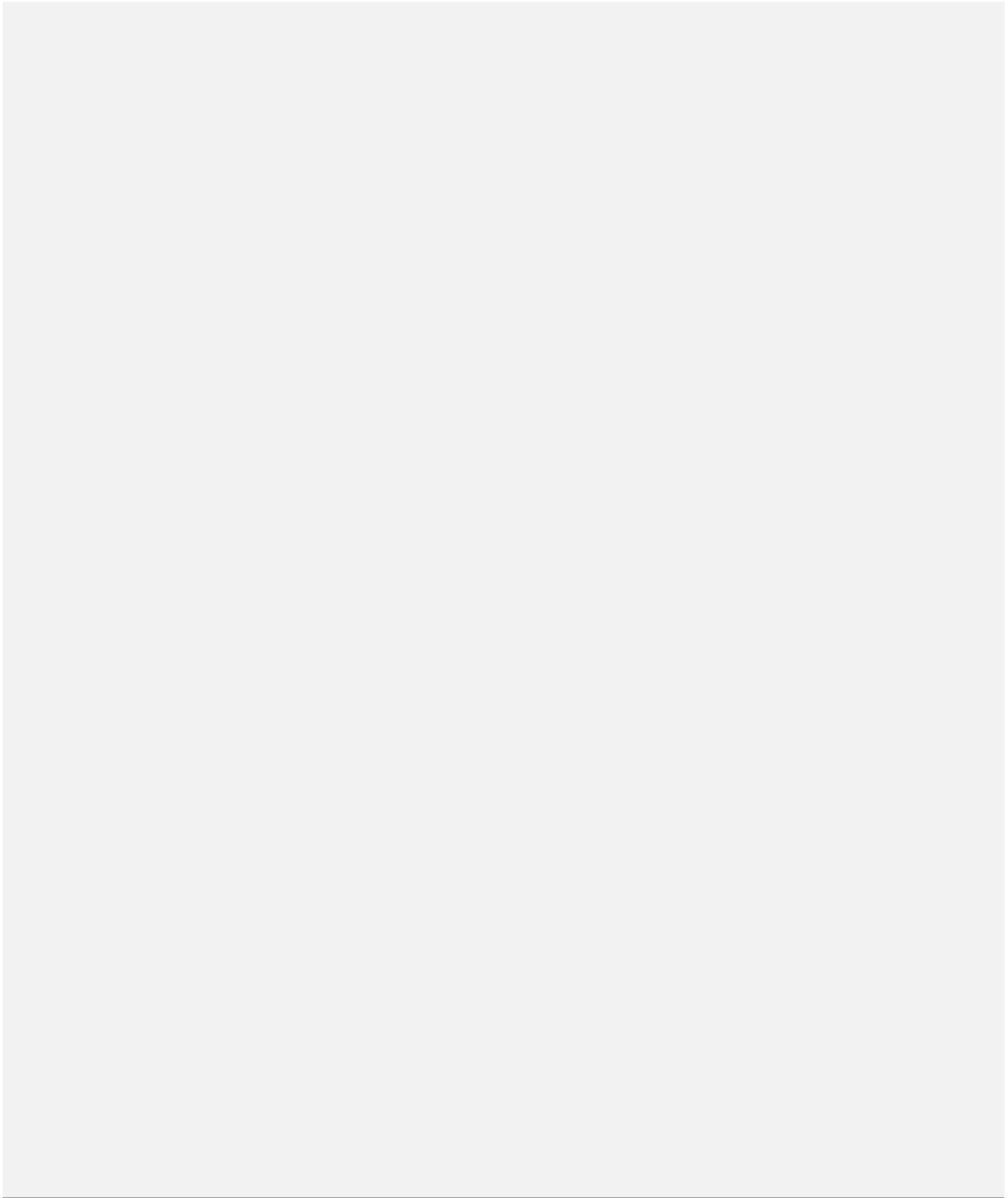
Tick

- A I think I would be very confident in a networking environment and I would be able to deliver a great elevator pitch!
  - B I feel more confident in approaching networking situations and delivering an elevator pitch
  - C My knowledge on this topic has improved, and I look forward to practicing my new skills and trying them out
  - D I feel the same as I did at the beginning of the workshop
  - E The thought of networking and delivering an elevator pitch still makes me feel very awkward and uncomfortable.
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# Additional notes

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**Use these pages to write down any additional notes from the session**



# Further links

Main Careers Site:

[https://www2.deloitte.com/uk/en/careers/careers.html?icid=top\\_careers](https://www2.deloitte.com/uk/en/careers/careers.html?icid=top_careers)

Grad Programmes:

[https://www2.deloitte.com/uk/en/pages/careers/articles/graduate-opportunities.html?icid=top\\_graduate-opportunities](https://www2.deloitte.com/uk/en/pages/careers/articles/graduate-opportunities.html?icid=top_graduate-opportunities)

SVS Programmes:

[https://www2.deloitte.com/uk/en/pages/careers/articles/summer-vacation-scheme.html?icid=top\\_summer-vacation-scheme](https://www2.deloitte.com/uk/en/pages/careers/articles/summer-vacation-scheme.html?icid=top_summer-vacation-scheme)

Apprentice Programmes:

[https://www2.deloitte.com/uk/en/pages/careers/articles/brightstart-business-apprenticeship-scheme.html?icid=top\\_brightstart-business-apprenticeship-scheme](https://www2.deloitte.com/uk/en/pages/careers/articles/brightstart-business-apprenticeship-scheme.html?icid=top_brightstart-business-apprenticeship-scheme)

Frequently asked questions:

<https://www2.deloitte.com/uk/en/pages/careers/articles/student-graduate-faqs.html>

Dot the Bot (ask a question):

<https://meetandengage.com/deloittestudenthelpdesk>