



ELEET: Electronic Laboratory Employee Enrichment Toolkit

Tips for Professional Network Building

Professional networking, meeting and connecting with people who can help you get things done, is an indispensable skill for all professionals. Following are some tips to help you as you build your own professional network in the field of public health laboratory sciences.

1. When you attend a professional conference or other face-to-face event, do not just focus on collecting business cards but take the time to have a conversation with that person. Write a note about the person and your conversation on the back of the card for future reference. Also, make a mental note to follow-up with them after the event. When the conference has breaks (mid session, lunch, dinner) try to sit/meet with participants from another agency/lab, rather than your own lab.
2. Reciprocity - It's important to be helpful, share resources, and connect people to other people.
3. Keep connected to people within your network frequently, at least on a monthly basis. Make time to meet new people each week even if it is within your same organization.
4. Build your network before you need it.
5. Participate in online science forums and listservs.
6. Join local, state, national societies and if possible (your job & time permits) try to be a member of a sub committee in that society