Professionalism & Soft Skills Development

# Assignment: networking

**Assignment Description:** Begin the outreach strategy.

**Assignment Environment:** The students should have access to the internet, email, video chat technology, as well as the textbook, workbook, and additional readings.

### **exercise 1**

Read “Personal Brand” LYC Step 4

Read “Effective Follow-Up” LYC Step 7

Complete worksheets from Workbook LYC Step 4

### **Exercise 2**

Build customized templates for each of the following steps:

* + Day 1: Email #1
  + Day 3: Email #2
  + Day 5: Phone Call
  + Day 7: LinkedIn message
  + Day 9: Printed Letter
  + Day 10: Start the process with the next 5 people on your list

Review Workbook LYC Step 7 and pay particular attention to the tracking pages for Career Conversation Notes. Use these pages as you begin networking with professionals.

### **Exercise 3**

Start and follow through with the 10-Day Outreach Strategy beginning with your top 5 contacts from LYC Step 2.

## What to Submit

Your templates from Exercise 2 and the worksheet logs from the LYC workbook for Exercise 3.