



VIRTUAL NETWORKING SUCCESS

RESOURCE CHEAT SHEET

Being prepared for virtual networking is something that takes a lot of time and effort for all parties, but it can be worth it. And it is often more convenient compared to traditional networking as well. Here are some of the resources that you need to ensure that you will be able to get the most out of any virtual networking experience.

Use Active Listening

Any time that you are meeting with someone to form a connection through virtual networking, you need to make sure that you utilize some active listening. Your goal is to hear more than you talk. This will help you learn more about the other person and discover more about what works for them and what they need. This helps them feel like you really care about them and their needs and allows you a way to listen to what they need so that you can provide a favor in return. Active listening is a tough thing to learn, but with a little practice, you can get it done. Some resources that will help with active listening in virtual networking include

- <https://www.uopeople.edu/blog/why-is-active-listening-important/#:~:text=Active%20listening%20is%20very%20important%20in%20the%20workplace,address%20all%20needs%20to%20find%20the%20optimal%20solution>.
- <https://www.giftoflifeinstitute.org/the-importance-of-active-listening/>
- <https://www.reference.com/world-view/active-listening-important-1d5692c92be68c7c>

Getting Prepared for Your Meeting

Looking professional, having the area cleaned up, and having an agenda for some of the topics you would like to discuss during the meeting are all going to be important. If you are not prepared and you wear your oldest outfit around, then no one is going to take you seriously and you will lose all of the new connections that you want to make. Some of the steps that you can take to help you get prepared for any virtual connection meeting includes:

- <https://www.msn.com/en-us/lifestyle/lifestyle-buzz/what-does-looking-professional-mean-now/ar-BB19X8ei>
- <https://www.inc.com/carmine-gallo/how-to-create-a-professional-setup-for-virtual-meetings.html#:~:text=1%20Dress%20for%20your%20virtual%20meeting%20as%20you,you%20rolled%20out%20of%20it.%20Iron%20your%20clothes.>
- <https://www.inc.com/christina-desmarais/12-tips-on-how-to-make-a-great-first-impression-according-to-executives.html>
- <https://www.lifesize.com/en/blog/how-to-prepare-for-a-virtual-meeting/#:~:text=4%20Tips%20for%20Preparing%20for%20a%20Virtual%20Meeting,confidence%20and%20make%20valuable%20contributions%20to%20the%20meeting.>
- <https://www.lifesize.com/en/blog/how-to-prepare-for-a-virtual-meeting/>

Virtual Etiquette

It is important to follow the right virtual etiquette when you are online to make sure that you are being proper and that everyone gets the right chance to listen and speak up. It is easy to talk over others or do something that is considered rude in-person simply because you are behind a computer screen, but the others in the meeting are going to notice and it could be enough to cause some problems. Being proper and polite any time that you host a webinar or are online with a connection can be one of the best ways to make that connection stick.

- <https://www.rasmussen.edu/student-experience/college-life/netiquette-guidelines-every-online-student-needs-to-know/#:~:text=%2010%20Netiquette%20guidelines%20every%20online%20student%20needs,boxes%20are%20incorporated%20in%20many%20online...%20More%20>
- <https://www.aconsciousrethink.com/11821/importance-of-being-on-time-punctual/#:~:text=6%20Reasons%20Why%20Punctuality%20Is%20Important%201%20It,...%206%20It%20shows%20you're%20taking%20it%20seriously>.
- <https://support.microsoft.com/en-us/windows/check-your-network-connection-status-efb4fb41-f751-567a-f60f-aac9114659a5#:~:text=Windows%2010%20lets%20you%20quickly%20check%20your%20network,select%20Settings%20%3E%20Network%20%26%20Internet%20%3E%20Status>.
- https://greatergood.berkeley.edu/article/item/five_ways_to_be_full_y_authentic

The Best Virtual Networking Tools

When it comes to virtual networking, you need to make sure that you have some of the best tools in place to make life easier. It is hard enough to meet people online and get them to pay attention to your message; you need to make sure that the tools you can choose will help make this a little easier. There are a lot of great virtual networking tools that you can use, including Slack, UpStart, and even Slack, but you need to choose the one that works the best for you. Some of the best options that you can use include:

- <https://www.brianlinkletter.com/open-source-network-simulators/#:~:text=Linux%20provides%20many%20different%20ways%20to%20build%20a,Ansible%2C%20Linux%20bridges%2C%20Open%20vbSwitch%2C%20and%20many%20more.>
- <https://hirespace.com/blog/the-best-virtual-networking-tools-on-the-market/>
- <https://tribemineblog.com/6-best-online-networking-platforms/>
- <https://hbr.org/2020/05/how-to-host-a-virtual-networking-event>

Choosing Icebreakers

When you set up a meeting on Zoom or another resource with one of your new contacts, it is sometimes hard to get the conversation flowing. This can be even harder if a group of people come together for the first time. They may have some interests in common, but they do not know one another yet and need some time to work through that and see success first. Some resources that you can use to help with this include:

- <https://www.scienceofpeople.com/meeting-icebreakers/#:~:text=Icebreakers%20You%20Can%20Do%20In%20Person%20The,...%208%20Speed%20Networking.%20...%209%20Pictionary.%20>
- <https://snacknation.com/blog/boost-productivity-meetings-icebreakers-games/>

Having a Virtual Networking Strategy

There are a lot of different things that you can do when it comes to virtual networking. If you do not have a good strategy in place, you are going to end up with a mess and this can confuse you and others. With a good virtual networking strategy, everything will work out well and you will love the end results. Some of the websites and resources that you can use to help set up a good virtual networking strategy include:

- <https://scouted.io/blog/uncategorized/strategies-and-resources-for-virtual-networking/#:~:text=%20Strategies%20and%20Resources%20for%20Virtual%20Networking%20,made%20the%20ask%2C%20and%20forged%20the...%20More%20>
- <https://www.apexsystems.com/careers/career-resources/eight-virtual-networking-strategies>
- <https://www.linkedin.com/pulse/4-strategies-networking-agility-virtual-workplace-marti-konstant-mba/>
- <https://www.linkedin.com/pulse/4-strategies-networking-agility-virtual-workplace-marti-konstant-mba/>