

**Networking Meeting Outline**

Consider using outline below to help you prepare for networking meetings. Know what you want to achieve. Help your network help you. Adjust to suit your style. Replace *examples* with your own talking points.

|  |  |
| --- | --- |
| **Establish connection/build rapport** | |
| * Warm greeting/appreciation * Establish context - mutual connection/shared interests * Set expectations for conversation   + Goals/agenda/time allotment | * *Deloitte alumni* * *XX shared connection* * *Both went to school in Northeast* |
| **Share your background** | |
| * Pitch/value prop/brief career history (~1-2 min) * Current situation | * *Use pitch template* |
| **Share your targets** | |
| * Opportunities:   + Positions/roles seeking   + Industries   + Types of organizations/business situations     - Size/structure     - Location (HQ, BU)     - Maturity/growth stage     - Challenges/opportunities   + Specific organizations | * *CFO; VP Finance; Controller (Corp or BU)* * *Biotech; Life sciences; Software* * *Corp HQ or significant BUs in NY state/Northeast* * *Fortune 500 OR $xx+ annual revenues OR mid-stage startups* * *Public or planning to go public* * *High acquisition activity* * *Struggling with unprofitable BUs* * *Decentralized or underperforming finance/accounting teams* * *ABCD Bio Inc; MediMighty StartUps Ltd; Softy Software Inc* |
| **Ask questions/probe for information, advice and connections** | |
| * Information:   + Industry (trends, challenges, opportunities)   + Target companies (restructurings, leadership changes, culture)   + Networking groups, professional associations | * *Do you have any insight into how the culture is at A+B Co. after the recent merger?* |
| * Advice:   + Career or search advice   + Input on marketing toolkit   + Potential target organizations   + Creative approaches to reach key targets | * *Given my experience helping biotech clients with XXX, how might you suggest I position my value prop with CFOs?* |
| * Connections:   + Decision makers   + Current/former employees at targets   + Others within my profession/industry   + Alumni networks   + Recruiters/search professionals   + Recent or current job seekers   + Power networkers | * *CEOs; CFOs; COOs; CHROs; Advisory board members; Exec Talent Acquisition leaders in target industries* * *Deloitte or XYZ U alumni in target industries* * *PE and VC firms in life sciences/biotech space* * *John Doe; Eli Exec; Mo Manager; Ally Alum* * *I see you’re connected to xxx. Would you be open to facilitating an introduction? I would be happy to take point on sending the email if you’re comfortable with that approach.* |
| * Broader questions:   + Based on what I’ve shared about my background and targets, what suggestions do you have for me?   + What else/where else/who else should I be thinking about?   + If you were in my situation, who would you be reaching out to? |  |
| May choose to include earlier in conversation to build rapport   * Learn about their career/company/industry:   + Would you tell me about your career journey?   + What are some of the biggest challenges/opportunities you’re facing?   + How can I help you? | * *What worked well for you when making the move from PA to industry? How did you mitigate any perceived lack of operations experience?* |
| **Wrap up** | |
| * Confirm any next steps for both parties * Express desire to remain connected; connect on social * Reiterate gratitude and offer to help them in future * Send thank you email |  |

This publication contains general information only and Deloitte is not, by means of this publication, rendering accounting, business, financial, investment, legal, tax, or other professional advice or services. This article is not a substitute for such professional advice or services, nor should it be used as a basis for any decision or action that may affect your business. Before making any decision or taking any action that may affect your business, you should consult a qualified professional advisor.

Deloitte shall not be responsible for any loss sustained by any person who relies on this publication.

# About Deloitte

Deloitte refers to one or more of Deloitte Touche Tohmatsu Limited, a UK private company limited by guarantee (“DTTL”), its network of member firms, and their related entities. DTTL and each of its member firms are legally separate and independent entities. DTTL (also referred to as “Deloitte Global”) does not provide services to clients. In the United States, Deloitte refers to one or more of the US member firms of DTTL, their related entities that operate using the “Deloitte” name in the United States and their respective affiliates. Certain services may not be available to attest clients under the rules and regulations of public accounting. Please se[e www.deloitte.com/about t](http://www.deloitte.com/about)o learn more about our global network of member firms.

Copyright © 2025 Deloitte Development LLC. All rights reserved.