**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.

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| --- |
| **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
 |  |

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