

NETWORKING ROUNDTABLES FOR LARGER GROUP NETWORKING

CONCEPT:

Allow large groups to make stronger connections through three rounds of small group networking. Use as an alternative to individual '30 second announcements' to entire group.

NETWORKING ROUNDTABLES:

Allows for up to 30 people to have 3 rounds of network without having two people be in the same group

TOOLS INCLUDED:

- 1) Table Tents (6)
 - Provides listing of networkers for each round at each table
 - Provides instructions on how to run each round of networking
- 2) Networker Cards (30)
 - Provides each networker a number and which table they will be at for each round
- 3) Moderator - Table Guide
 - Summarizes networkers by table for each round

SET-UP:

- 1) Set up six tables - place Table tents at each table.
- 2) Pass out "Networker Cards" to each person
- 3) For each round, assign a timekeeper to notify group when there are 10 and 5 minutes left in round

NETWORKING ROUNDS

The goal of the small group networking is to identify people with whom you wish to network in greater depth (find common areas of interest, follow-up on networking leads, etc.)

Three rounds of networking

- 1) 20 Minutes per round
- 2) Networking cards indicate table assignments per round
- 3) Each round consists of Self-Introduction/Q&A and Open discussion
- 4) Self-Introduction/Q&A
 - A) Name
 - B) Why are you networking
 - C) Network Contacts you can offer
 - D) Network Contacts you seek
 - E) Pass out business cards
 - F) Q&A by the table - clarifying network contacts sought, etc.
- 5) Open discussion - questions on networking roadblocks, sharing of ideas, etc.
- 6) The timekeeper will announce when there is 10 and 5 minutes remaining

GROUPS WITH MORE THAN 30 PEOPLE:

Group size:

- | | |
|----------|--|
| Under 40 | Ask those without a networking card to move between tables |
| 40 - 60 | Set up a second set of tables (label "1A", "2A", etc.) - the groups may be smaller but outcome will the same |

TABLE 1

**ASSIGNED NETWORKERS
BY ROUND**

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
1	1	1
2	15	9
3	19	13
4	23	22
5	27	27

**20 MINUTES PER ROUND
NETWORKING GUIDE - PER PERSON**

	TIME
1) Table Go Around - Self introduction/Q&A	2 Minutes per person
A) Name	
B) Why are you networking	
C) Network Contacts you can offer	
D) Network Contacts you seek	
E) Pass out business cards	
F) Q&A by the table - clarifying network contacts sought, etc.	
2) Open discussion - questions on networking roadblocks, sharing of ideas, etc.	8 Minutes

FOR JOB SEEKERS - ROLE SOUGHT

- 1) Title
- 2) Industry/Speciality (List 3 targeted firms)
- 3) Company size (Revenue, employees, etc.)
- 4) Geographic area
- 5) Ownership (public, private, family-owned, etc.)

TABLE 2

ASSIGNED NETWORKERS BY ROUND		
Round 1	Round 2	Round 3
6	2	6
7	6	15
8	20	18
9	24	25
10	28	30

20 MINUTES PER ROUND NETWORKING GUIDE - PER PERSON	TIME
1) Table Go Around - Self introduction/Q&A A) Name B) Why are you networking C) Network Contacts you can offer D) Network Contacts you seek E) Pass out business cards F) Q&A by the table - clarifying network contacts sought, etc.	2 Minutes per person
2) Open discussion - questions on networking roadblocks, sharing of ideas, etc.	8 Minutes

FOR JOB SEEKERS - ROLE SOUGHT

- 1) Title
- 2) Industry/Speciality (List 3 targeted firms)
- 3) Company size (Revenue, employees, etc.)
- 4) Geographic area
- 5) Ownership (public, private, family-owned, etc.)

TABLE 3

ASSIGNED NETWORKERS BY ROUND		
Round 1	Round 2	Round 3
11	3	2
12	7	11
13	11	16
14	25	20
15	29	26

20 MINUTES PER ROUND NETWORKING GUIDE - PER PERSON	TIME
1) Table Go Around - Self introduction/Q&A A) Name B) Why are you networking C) Network Contacts you can offer D) Network Contacts you seek E) Pass out business cards F) Q&A by the table - clarifying network contacts sought, etc.	2 Minutes per person
2) Open discussion - questions on networking roadblocks, sharing of ideas, etc.	8 Minutes

FOR JOB SEEKERS - ROLE SOUGHT

- 1) Title
- 2) Industry/Speciality (List 3 targeted firms)
- 3) Company size (Revenue, employees, etc.)
- 4) Geographic area
- 5) Ownership (public, private, family-owned, etc.)

TABLE 4

ASSIGNED NETWORKERS BY ROUND		
Round 1	Round 2	Round 3
16	4	5
17	8	7
18	12	14
19	16	23
20	30	28

20 MINUTES PER ROUND NETWORKING GUIDE - PER PERSON	TIME
1) Table Go Around - Self introduction/Q&A A) Name B) Why are you networking C) Network Contacts you can offer D) Network Contacts you seek E) Pass out business cards F) Q&A by the table - clarifying network contacts sought, etc.	2 Minutes per person
2) Open discussion - questions on networking roadblocks, sharing of ideas, etc.	8 Minutes

FOR JOB SEEKERS - ROLE SOUGHT

- 1) Title
- 2) Industry/Speciality (List 3 targeted firms)
- 3) Company size (Revenue, employees, etc.)
- 4) Geographic area
- 5) Ownership (public, private, family-owned, etc.)

TABLE 5

ASSIGNED NETWORKERS BY ROUND		
Round 1	Round 2	Round 3
21	5	3
22	9	8
23	13	17
24	17	24
25	21	29

20 MINUTES PER ROUND NETWORKING GUIDE - PER PERSON	TIME
1) Table Go Around - Self introduction/Q&A A) Name B) Why are you networking C) Network Contacts you can offer D) Network Contacts you seek E) Pass out business cards F) Q&A by the table - clarifying network contacts sought, etc.	2 Minutes per person
2) Open discussion - questions on networking roadblocks, sharing of ideas, etc.	8 Minutes

FOR JOB SEEKERS - ROLE SOUGHT

- 1) Title
- 2) Industry/Speciality (List 3 targeted firms)
- 3) Company size (Revenue, employees, etc.)
- 4) Geographic area
- 5) Ownership (public, private, family-owned, etc.)

TABLE 6

ASSIGNED NETWORKERS BY ROUND		
Round 1	Round 2	Round 3
26	10	4
27	14	10
28	18	12
29	22	19
30	26	21

20 MINUTES PER ROUND NETWORKING GUIDE - PER PERSON	TIME
1) Table Go Around - Self introduction/Q&A A) Name B) Why are you networking C) Network Contacts you can offer D) Network Contacts you seek E) Pass out business cards F) Q&A by the table - clarifying network contacts sought, etc.	2 Minutes per person
2) Open discussion - questions on networking roadblocks, sharing of ideas, etc.	8 Minutes

FOR JOB SEEKERS - ROLE SOUGHT

- 1) Title
- 2) Industry/Speciality (List 3 targeted firms)
- 3) Company size (Revenue, employees, etc.)
- 4) Geographic area
- 5) Ownership (public, private, family-owned, etc.)

TABLE ASSIGNMENTS

Networker **1**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
1	1	1

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **5**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
1	5	4

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **2**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
1	2	3

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **6**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
2	2	2

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **3**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
1	3	5

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **7**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
2	3	4

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **4**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
1	4	6

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **8**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
2	4	5

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **9**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
2	5	1

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **13**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
3	5	1

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **10**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
2	6	6

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **14**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
3	6	4

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **11**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
3	3	3

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **15**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
3	1	2

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **12**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
3	4	6

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **16**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
4	4	3

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **17**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
4	5	5

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **21**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
5	5	6

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **18**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
4	6	2

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **22**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
5	6	1

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **19**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
4	1	6

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **23**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
5	1	4

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **20**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
4	2	3

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **24**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
5	2	5

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **25**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
5	3	2

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **29**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
6	3	5

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **26**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
6	6	3

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **30**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
6	4	2

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search
from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **27**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
6	1	1

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search

from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

TABLE ASSIGNMENTS

Networker **28**

TABLE # BY ROUND

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
6	2	4

Candidates Chair

www.candidateschair.com

Tools & Advice for Networking and Job Search

from a Candidate's Perspective

Copyright 2010 - CandidatesChair/www.candidateschair.com

**NETWORKING ROUNDTABLES
MODERATOR WORKSHEET
TABLE ASSIGNMENTS FOR NETWORKERS**

TABLE

1

**ASSIGNED NETWORKERS
BY ROUND**

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
1	1	1
2	15	9
3	19	13
4	23	22
5	27	27

TABLE

4

**ASSIGNED NETWORKERS
BY ROUND**

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
16	4	5
17	8	7
18	12	14
19	16	23
20	30	28

TABLE

2

**ASSIGNED NETWORKERS
BY ROUND**

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
6	2	6
7	6	15
8	20	18
9	24	25
10	28	30

TABLE

5

**ASSIGNED NETWORKERS
BY ROUND**

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
21	5	3
22	9	8
23	13	17
24	17	24
25	21	29

TABLE

3

**ASSIGNED NETWORKERS
BY ROUND**

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
11	3	2
12	7	11
13	11	16
14	25	20
15	29	26

TABLE

6

**ASSIGNED NETWORKERS
BY ROUND**

<u>Round 1</u>	<u>Round 2</u>	<u>Round 3</u>
26	10	4
27	14	10
28	18	12
29	22	19
30	26	21