

NETWORKING BEST PRACTICES

The Leader's Role ...

... for conducting effective **MHEDA- NET Sessions**: (second level networking)

1. Call a session to poll your group for topics of particular interest
2. Prioritize these topics and schedule a session for each as a specific call
3. Ask for/or assign an Owner-Presenter for each topic for a specific meeting
4. Publish the schedule with the assignments
5. Follow-up with the Owner/Presenter two weeks prior to their session
 - a. Conduct the sessions with Rebecca's help
 - b. Always assign a scribe
 - c. Encourage discussion during the presentation
 - d. Compose the minutes and distribute the materials
 - e. Thank and offer constructive feed-back to the presenter (post call)
6. Summarize all of the calls for the year review at last session and start the planning process over again for the next year
7. Use events – local Network meetings or convention/shows to hold MHEDA-Net meetings in person
8. Network with other MEHDA-Net leaders
9. Suggest/invite guest speakers for certain topics

... for conducting effective **Roundtable Discussions** at Regional Networking Summits and Convention – first level networking)

1. Introduce yourself and Set the tone for the discussion (time frame etc.)
2. Conduct a quick introductory round – collect contact info.
3. Assign a scribe
4. Ask for any particular topics of interest
 - a. Sort through them / take a straw poll
 - b. If no particular topic arise – select from (suggestions)
 - i. Trends in the industry
 - ii. Recruiting retaining good people
 - iii. Training
 - iv. Marketing(these are generic enough to keep them safe and everyone has an interest)
5. Launch the topic and stimulate the discussion with brief opening commentary
6. Keep the conversations moving making sure that everyone gets a chance to speak/ call on them individually if you have to.

... for conducting effective **Social Media “networking”**

1. Be selective with what media you choose to communicate
 - a. Linked In has a high professional culture
 - b. Twitter is more broadly social with high rates of lower-value exchange
 - c. Facebook is more in depth personal