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Resource #3, dated June 2024

Professional Networking Templates:

Template #1: One-on-One Networking Session Template

Objective: To help clients build and maintain meaningful professional relationships through one-on-one interactions.

Preparation:

- Identify your networking goals (e.g., seeking mentorship, exploring job opportunities, industry insights).
- Research the person you're meeting with (background, interests, recent work).

Session Structure:

1. **Introduction:**
 - Briefly introduce yourself (name, current role, relevant background).
 - State the purpose of the meeting.
2. **Engagement:**
 - Ask open-ended questions about their career, challenges, and achievements.
 - Share your own experiences and insights, linking them to the conversation.
3. **Value Exchange:**
 - Offer help or resources that might be useful to them.
 - Be clear about what you are seeking from the relationship.
 - Be clear about what you can offer (e.g. skills, experience, expertise)
4. **Follow-Up:**
 - Express gratitude for their time and insights.
 - Send a thank-you email summarizing key points discussed and next steps.

Tips:

- Be genuine and show interest in their work.
- Maintain a balance between talking and listening.
- Follow up regularly to keep the relationship alive.



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Template #2: Conference Group Networking Session Template

Objective: To maximize networking opportunities and build connections during a conference.

Preparation:

- Research the conference agenda and attendee list.
- Identify key people and sessions relevant to your goals.

Session Structure:

1. Pre-Conference:

- Plan which sessions and events to attend.
- Reach out to attendees you'd like to meet and schedule informal meet-ups if possible.

2. During Conference:

- **Introduction:**
 - Join group discussions and introduce yourself briefly.
 - Have a quick elevator pitch ready about your background and interests.
- **Engagement:**
 - Participate actively in discussions and Q&A sessions.
 - Exchange contact information with new connections.
 - Attend social events and networking mixers.
- **Value Exchange:**
 - Offer insights or share resources relevant to the discussions.
 - Be ready to listen and learn from others.

3. Post-Conference:

- Follow up with new contacts via LinkedIn or email.
- Reference specific points from your conversation to reinforce the connection.
- Schedule one-on-one meetings with key contacts for deeper engagement.

Tips:

- Be approachable and open to meeting new people.
- Use social media to connect and engage with other attendees.
- Take notes during conversations to remember important details.



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Template #3: Reaching Out for Advice Template

Objective: To seek advice or mentorship from professionals in your field.

Preparation:

- Identify the person you want to reach out to and their expertise.
- Be clear about what advice or guidance you are seeking.

Reach Out Structure:

1. **Introduction:**
 - Start with a brief introduction of yourself and your current situation.
 - Mention how you found them (e.g., LinkedIn, mutual contact, industry event).
2. **Purpose:**
 - Clearly state the purpose of your reach-out.
 - Specify the type of advice or guidance you are seeking.
3. **Engagement:**
 - Ask specific, focused questions.
 - Be respectful of their time, keeping your message concise.
4. **Value Exchange:**
 - Offer your help or share a relevant resource if applicable.
 - Show appreciation for their potential assistance.
 - Cover the bill for the coffee or drink during your first conversation.

Follow-Up:

- Thank them for their time and insights.
- Implement their advice and update them on your progress.



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Example Email:

Subject: Seeking Your Advice on [Specific Topic]

Dear [Name],

I hope this message finds you well. My name is [Your Name], and I am currently [Your Position/Role] at [Your Company/Organization]. I came across your profile on [Platform/Reference] and was particularly impressed by your experience in [Specific Field/Area].

I am reaching out to seek your guidance on [Specific Issue/Topic]. [Provide a brief context and why you are seeking their advice.]

If you have some time, I would greatly appreciate the opportunity to ask you a few questions and learn from your expertise. I am flexible with timing and can adjust to your schedule.

Thank you in advance for considering my request. I look forward to the possibility of connecting with you.

Best regards,
[Your Name]
[Your Contact Information]

Tips:

- Be polite and respectful in your communication.
- Keep your request specific and focused.
- Follow up to show appreciation and maintain the connection.