# Networking & Engagement Action Plan Worksheet

#### ****1. Set Clear Goals****

What do you want to achieve at this conference? (Check 2–3 goals)

* Meet 3–5 key individuals in my industry
* Find potential collaborators for a project or partnership
* Learn about new trends or innovations in my field
* Share my expertise or knowledge with others
* Get advice or mentorship from a senior professional
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### ****2. Prepare in Advance****

What steps will you take to prepare for the conference?

* Update LinkedIn profile and online presence
* Draft a 30-second self-introduction
* Research attendees, speakers, and exhibitors of interest
* Identify key sessions and events to attend
* Pack business cards or digital contact-sharing tools
* Other preparations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### ****3. Engage Strategically****

Which sessions and events will you attend to maximize your networking opportunities?

* Keynote session: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Networking reception: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Workshop/Panel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Roundtable discussion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other events: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How will you approach engaging with others?

* Focus on active listening and curiosity
* Ask open-ended questions about people’s work and interests
* Follow up with people you meet within 24–48 hours
* Other strategies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### ****4. Follow Up****

How will you follow up with new connections after the event?

* Send a personalized LinkedIn message
* Send a thank-you email mentioning something specific from your conversation
* Schedule a virtual coffee or meeting to stay in touch
* Share a helpful article or resource relevant to your discussion
* Other follow-up plans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### ****5. Reflect & Apply****

After the event, what will you do to make the most of what you learned?

* Reflect on key takeaways from sessions and conversations
* Share insights with colleagues or on social media
* Create an action plan based on new opportunities or collaborations
* Follow up with additional connections after the event
* Other actions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Conversation Starters for Networking**

**At a session or keynote:**

* “What did you think of that session?”
* “Is this your first time attending this conference?”
* “What drew you to this topic?”
* “I’m looking for a good session on [topic]—have you attended anything great so far?”

**At a networking event or casual setting:**

* “Hi, I’m [Name]. What brings you to this event?”
* “Tell me a little about your work—what do you love most about what you do?”
* “Have you connected with anyone doing work similar to yours?”
* “What are you hoping to take away from the conference?”

**More playful or informal openers:**

* “What’s the best thing you’ve learned so far today?”
* “If you could only attend one more session, which would it be?”
* “So… are you Team Coffee or Team Tea for surviving long conference days?”

**For first-time conference attendees:**

* “Is this your first time attending a professional conference? What are you most curious or excited about?”
* “As a first-time attendee, what’s one thing you’re hoping to learn or experience?”