Career Essentials: Building Strong Relationships

The Purpose of Building Relationships:
- Create enduring connections
- Gain quick entry to resources when you need them, professionally and personally:
  - knowledge,
  - opportunities, and
  - support
- Stay current and know what’s going on in your functional area, industry, and company

The Virtuous Circle of Relationship Building:
- It makes you more visible
- This visibility increases your influence/power and status
- Your heightened power and status make building and maintaining relationships easier – and you have more access to connecting with others

Leveraging Your Network:
- Understand your purpose for connecting
- Identify individuals you know who can help you fulfill that purpose and reach out to them
- For the gaps in your network, find people who can be a bridge to those you can help you
- Help others now and in the future
  - Actively search for ways to assist others
  - Follow through

Next Steps:
- Analyze your network
- Identify and determine ways to bridge gaps in your network
- Decide where you can add value to your network
- Listen to some of the CareerCast podcasts
- Practice:
  - Anywhere, but especially with peers
  - Through Booth and Career Services programs
  - At professional association events
  - During your travels
  - In your community
Resources:

Online:

- Research by Contacts: http://career.chicagobooth.edu/parttime/jobsearch/research/contacts.aspx
- Networking Resources: http://career.chicagobooth.edu/parttime/jobsearch/networking
- CRC Online Catalog of Books and DVDs: http://career.chicagobooth.edu/parttime/jobsearch/research/index.aspx
- Regenstein Business and Economic Resources: http://guides.lib.uchicago.edu/busecon
- Regenstein NetLibrary and access to 6000 online books: http://www.netlibrary.com.proxy.uchicago.edu/
- CareerCast: http://career.chicagobooth.edu/careercast/
  - November 2011 - Building Relationships for a Lifetime of Success
  - August 2011 – Influence: Getting Others to Follow Your Lead
  - January 2011 – Enhance Personal Brand
  - November 2010 – Building Enduring Relationships for Success
  - January 2010 – Tell a Compelling Career Transition Story and Change Your Life – lots of information on relationship / engagement
  - November 2009 – Expand Your Success with Reciprocal Relationships

Books:

- How to Win Friends and Influence People in the Digital Age by Dale Carnegie & Associates
- Never Eat Alone by Ferrazzi
- One Phone Call Away: Secrets of a Master Networker by Meshel and Garr
- Vault Guide to Schmoozing by Lerner
- How to Talk to Anyone: 92 Little Tricks for Big Success in Relationships by Lowndes
- The Virtual Handshake: Opening Doors and Closing Deals Online by Teten and Allen
- Conversationally Speaking: Tested New Ways to Increase Your Personal and Social Effectiveness by Garner
- Kiss, Bow, or Shake Hands: How to Do Business in Sixty Countries by Morrison, Conaway, and Borden