GWC Virtual Mentoring Guide - Session 4

Networking



Session Overview

- Ice Breaker [5 mins]
  - What would you like people to know about you within the first 30 seconds of meeting you?
- Session Goals + Warm Up [10-15 mins]
  - Review a LinkedIn summary example
  - Discuss what makes an effective LinkedIn summary
- Choose **One** Main Activity based on what you feel would be best or ask mentees to vote after the Warm Up.
  - Option 1: Crafting a Professional Summary Statement [25-30 mins]
    - Mentees create or revise their professional summary statement.
    - Mentees share their summary statement with a peer for feedback.
  - Option 2: Q&A Session [25-30 mins]
    - Host a Q&A session for mentees to ask questions about your professional careers.
- *Optional* Spotlight on Soft Skills [5 mins]
  - Highlight the soft skill of *teamwork*
  - Share workplace experience around the soft skill
- Next Steps [5 mins]
  - Review the next steps with mentees, as found in their student workbook, and allow them time to ask any follow up questions
- Extension Activities [if time allows]
  - Share how you continue to network and meet other people in your field.
  - Introduce potential interview question for mentees to consider

Session Goals

As a cohort, our goals for this session include...

- [ ] Providing an update on progress made towards SMART goals
- [ ] Reviewing a LinkedIn summary
- [ ] Discussing what makes an effective LinkedIn summary

If Option 1:

- [ ] Creating or revising a professional summary
- [ ] Receiving feedback on our professional summary

If Option 2:

- [ ] Learn more about your mentors' professional lives through a Q&A Session

After reviewing the session goals for today, reflect on the first goal by having mentees drop into the chat their letter response for progress towards SMART goals.

- So far I have…
  - A - Not only made progress, but one of my SMART goals is checked off my list!
  - B - I'm making progress on one goal, but I'm not quite there yet.
  - C - I haven't started yet, a 1:1 touch point with a mentor might be helpful.

Ice Breaker *5 mins*



To start off the session, ask mentees "What would you like people to know about you within the first 30 seconds of meeting you?" Everyone shares either by unmuting or through chat.

Introduce today's main topic by describing the importance of making first impressions. First impressions can lead to connecting with colleagues in your field whom you can reach out to for information, opportunities, advice, and more!

Session Goals + Warm Up *10-15 mins*



Session Goals

Introduce the goals for today:

As a cohort, our goals for this session include...

- [ ] Reviewing a LinkedIn summary
- [ ] Discussing what makes an effective LinkedIn summary

If Option 1:

- [ ] Creating or revising a professional summary
- [ ] Receiving feedback on our professional summary

If Option 2:

- [ ] Learn more about your mentors' professional lives through a Q&A Session

Warm Up

When networking, it's important to spark interest when introducing themself. As a cohort, mentees will examine and review a LinkedIn summary. This will help guide students on what to focus on when introducing themself or creating a professional summary.

Review a LinkedIn profile summary

1. Ask mentees to take two minutes to read through one of the following LinkedIn profile summaries linked in their mentee workbook. We suggest working with Example #2 Katrina, Developer or Example #10 Aliza, Product Marketer.
2. While they are reading, ask mentees to take notes on any noticings or wonderings. Remind them that there is space to record in their mentee workbooks.
3. Once mentees are done reviewing the Linkedin summary, as a group, ask everyone to share out on:
    a. What do you notice about the structure? What's included in the summary?
    b. Is there anything that surprised you about the summary?
    c. What do you like about the summary? What do you dislike?
4. Share out what you seek to highlight in your summary. What do you feel is most important in your own experience? Share an example of your own LinkedIn profile or resume.

Choose which main activity you will lead, or ask mentees to vote. If most mentees already have LinkedIn Profiles with a professional summary, then we suggest running Option 2: Q&A Session. If you would like mentees to vote, briefly explain the two options, ask mentees to drop 1 or 2 in the chat.

Option 1: Crafting a Professional Summary *25-35 mins*



Whole Group (15 mins)

As a cohort, go over the outline put together by HubSpot on how to make a LinkedIn profile summary. Share with mentees that this professional summary can be used for their LinkedIn profile or in professional networking events. Give your own examples of each component as you explain them.

Components of a professional summary:

1. Hook
2. Mission
3. Expertise and Skills
4. Accomplishments
5. Call to Action

Give students 10 minutes to draft their professional summary. Play light music while they work and be available for questions that may pop up.

Small Group (10 mins)

Each mentor will move into a breakout room with half of the students. Explain that mentees will take turns sharing their professional summary. Other mentees should be paying attention and note one glow, something the presenter did well, and one grow, something that can be improved upon. Highlight that grows should be an actionable step meant to support the presenter.

Small Group Work

1. Mentees go around and share their professional summary.
2. Mentors and other mentees share one glow and one grow for each presenter.
3. After everyone has shared, If there is additional time, mentees can use this time to revise their professional summary.

Whole Group Share Out (5 mins)

Once mentees return to the whole group, ask for volunteers to shout out a fellow mentee for something they did well in their summary. Make sure to highlight the Girls Who Code core value of *bravery* after the sharing!

Option 2: Q&A Session *25-35 mins*



Open up the floor for mentees to ask about your professional lives. If necessary, you and your colleague can review how you got to where you are today, so mentees can come up with questions. If mentees are having trouble coming up with questions, you can point them towards this list of questions also linked in their workbook.

After the open Q&A, make the observation that you can only speak to your professional and lived experience. You can mention that in order to get a more well-rounded understanding of a job, company, or industry, it's helpful to reach out to 2-5 folks with different roles and organizational histories to learn more about their trajectory and experience. These are informational interviews - conversations you have with someone to learn more about an area you're interested in. Even though this is not a job interview, it's a great research and networking tool.

To learn more about conducting informational interviews, check out this resource from UC Berkeley's Career Center. You can also offer to connect students to your colleagues or other people in your network to set up an informational interview based on the student's interests.

Optional Spotlight on Soft Skills *5-10 mins*



Focus on Teamwork

As a wrap up to this conversation, explain how employers look for what are commonly known as "soft skills" when interviewing candidates. When completing tasks together and relying on each other for feedback, mentees are practicing the soft skill of developing strong *teamwork*.

Mentors should share their own experiences with this soft skill, showcasing how having strong teamwork skills positively impacted you or a colleague's professional growth. Explain how you have highlighted this soft skill when interviewing for a role or how you look for this quality when interviewing potential new hires.

Next Steps *5 mins*



Review the next steps with mentees, as found in their student workbook, and allow them time to ask any follow up questions:

- ☐ Complete or create your professional summary.
- ☐ Make sure you have our next session on your calendar!

Optional Follow Up Work for Mentees:

- ☐ Share your LinkedIn and/or professional summary in the Girls Who Code Discord Server. Connect with other mentees based on your background, interests, and/or goals!
- ☐ Continue crafting your professional summary and updating other components of your LinkedIn profile. You can use this resource as a guide.
- ☐ Set up an informational interview with a professional in a field you're interested in.
- ☐ Practice sharing a response to the following potential interview question:
  - ☐ What were you able to accomplish with a team that you otherwise wouldn't have been able to accomplish without the team? How did working with a team improve the outcome?

Mentors, please make sure to complete your session recap form!

Extension Activities [*optional*]

If time allows, consider building the following optional extension activities into your session time:

How to get Connected

Share ways that you meet and keep connected to other professionals in your field. What have you gained from it? Are there any network events, conferences, workshops, etc. that you recommend mentees to check out?

Interview Question Prep

Continue the conversation around the soft skills focus of the day, teamwork. Ask mentees to individually think of a time that they demonstrated strong teamwork skills and how they might respond to the following interview question:

- ➔ What were you able to accomplish with a team that you otherwise wouldn't have been able to accomplish without the team? How did working with a team improve the outcome?

Mentees may want to record their sample response in their workbook or practice their response following today's session.

Resources:

- ➔ Student Workbook, Session 4
- ➔ LinkedIn Example Profile Summaries
- ➔ HubSpot Summary Outline
- ➔ Harvard Guide for LinkedIn Networking