



## Speed Networking Toolkit

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### Speed Networking - General Information

Speed networking is a fast-paced and fun way of meeting others and sharing thoughts/ideas/experiences across different levels of the organization in a short period of time (6 min per session; 60-90 min event). The optimal group size for this event is 20-30 people. Organizers use a timer and bell/chime to keep people circulating around the group.

The goal of speed networking is to break down organizational barriers, help newcomers feel welcome, develop relationships, and become more comfortable with team mates. It fosters a culture of collaboration and supports the importance of networks in building relationships.

#### **Resources/items required:**

- Name tags
- Markers
- Sign-in sheet
- Conversation starter questions (6-8) for each table
- Baskets/bowls to place questions in
- Pens and paper to write down personal contact information
- Timer (cell phone or watch, etc)
- Bell, chime, or loud voice to aid in rotation
- Background music, playing softly
- Table snacks/water (Optional)

#### **Preparation tasks:**

Timing	Tasks
6 weeks from proposed date of event	Assign tasks to event planning team <ul style="list-style-type: none"><li>• Determine audience (FTAC, Unit, Spouses, etc)</li><li>• List location options</li><li>• Create marketing and advertising materials (emails, flyers, etc)</li><li>• Request coverage from Public Affairs (optional)</li><li>• Develop feedback survey</li></ul>

	<ul style="list-style-type: none"> <li>• Create conversation-starter questions (6-8/table)</li> <li>• Determine which supplies and materials (see pg 1) are needed and assign persons to secure them</li> <li>• Develop written ROEs</li> <li>• Consider refreshments (bowls of mints at tables, bottled water, etc)</li> <li>• Assign event roles/responsibilities: <ul style="list-style-type: none"> <li>-Registration/sign-in</li> <li>-Opening remarks and ROEs</li> <li>-Time keeper</li> <li>-Bell ringer</li> <li>-Event set up/break down</li> <li>-Survey distribution/consolidation</li> </ul> </li> </ul>
4-6 weeks from proposed date of event	<p>Confirm event time &amp; date</p> <ul style="list-style-type: none"> <li>• Consider other installation events</li> <li>• Suggest planning around PCS schedule to capture newcomers</li> </ul> <p>Book location</p> <ul style="list-style-type: none"> <li>• Choose a location that offers small tables and chairs that can seat up to 3 people</li> <li>• Aim for the sweet spot between everyone being close enough to move quickly between tables, and not being so packed together that it's hard to hold a private conversation</li> <li>• Make sure there is ample parking</li> </ul> <p>Unit Leadership approval for civilians - alternate duty location</p> <ul style="list-style-type: none"> <li>• Obtain unit leadership approval</li> <li>• Include the following statement on any/all event communication:  “This is an authorized alternate duty location for civilians. Please obtain approval from your supervisor.”</li> </ul>

Timing	Tasks
4 weeks from proposed date of event	Advertise the event <ul style="list-style-type: none"> <li>• Post “Save the Date” flyers throughout facilities               <ul style="list-style-type: none"> <li>- Date, Time, Location</li> <li>- Brief description of event</li> </ul> </li> <li>• Send email w/flyer attachment to influential persons to spread the word</li> <li>• Arrange to have PA coverage at the event (optional)</li> </ul>
1-2 weeks from event	Meet with event planning team to review logistics <ul style="list-style-type: none"> <li>• Ensure all supplies are purchased/secured</li> <li>• Visit event site to confirm times (include set up/tear down) and map out room configuration</li> <li>• Conduct office calls w/ leaders/influencers to persuade them to be involved and encourage others to participate</li> <li>• Review Due-Outs w/OPRs</li> </ul> Send out event email invitation to intended audience <ul style="list-style-type: none"> <li>• Add Yes/No voting button to track participation</li> <li>• Include the statement: “This is an authorized alternate duty location for Civilians. Please obtain approval from your supervisor” on email</li> </ul>
1 week out	<ul style="list-style-type: none"> <li>• Gather participation numbers</li> <li>• Talk to facility if you decide a microphone is needed</li> <li>• Complete and print appropriate number of written materials (ROEs, sign-in sheet)</li> </ul>
Day of Event – Set up	<ul style="list-style-type: none"> <li>• Arrange furniture</li> <li>• Set up a sign-in table:               <ul style="list-style-type: none"> <li>- Sign-in sheets</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Name tags</li> <li>- Markers</li> <li>- Event surveys</li> <li>- (water/snacks optional)</li> <li>• Place one bowl w/6-8 conversation starter questions at each table</li> <li>• Place 2 pens and paper at each table</li> <li>• Place a copy of the event ROEs at each table</li> <li>• Make sure timer and bell are operable</li> <li>• Station a “greeter” at the entrance of the event space to welcome and direct people</li> </ul>
Show Time	<ul style="list-style-type: none"> <li>• Welcome attendees and recognize members of Leadership in attendance</li> <li>• Recognize event planning team by name</li> <li>• Provide an overview of the event (what, why, how)</li> <li>• Take pictures (PA or team member)</li> <li>• Close event and thank people for coming</li> </ul>
After the Event	<ul style="list-style-type: none"> <li>• Send out electronic survey to attendees w/i 24 hrs of event</li> <li>• Write an article for PA</li> <li>• Send thank you email to leaders/influencers for their support</li> <li>• Compile feedback and share</li> </ul>

## Support Materials (Attachments)

- Rules of Engagement (ROEs)
- Conversation Starters
- Sign-In Sheet
- Feedback Survey

## Speed Networking- Rules of Engagement

- Please sign in and fill out a nametag.
- Find a table to begin. No more than 2 persons at each table.
- You will have 6 minutes to have a conversation. When the bell rings, you will move to another table. Make sure you move to a different table, sitting with people you haven't already met.
- Conversation starters are located in a fishbowl on each table. When it is your turn, pick a question from the fishbowl. Read it aloud and let everyone answer the question. Repeat the process until the bell rings.
- When time is up, please return the question to the bowl before you move to your next table. Each table will have a different set of questions.
- Paper and pens are located at each table to collect the names and contacts of individuals you'd like to get to know better.

## SPEED NETWORKING CONVERSATION STARTERS

1. What would you consider your dream job? How does it compare to what you wanted to be when you were growing up?
2. Think about the worst job you've ever had and describe what aspect made it unpleasant.
3. Where is your favorite place to meet a friend and chat - on and off base?
4. What made you decide to attend this event?
5. When was the last time you helped someone out at the office? What did you do?
6. How have you taught others to learn from their mistakes?
7. How can we gain the trust of followers in today's work environment?
8. What aspect of culture is of concern to you?
9. Give an example of how networking has shown to be powerful to you, or someone you know.
10. Describe an informal leader and what significantly contributes to that person's influence.
11. How can we use social media in a positive way?
12. If you had the power to change any policy, what policy would you change?
13. What is the best career advice you have ever received?
14. Who inspires you professionally?
15. What is your professional motivation?
16. What is your "best practice" for success?
17. What is the best habit you learned from a "bad" leader?
18. What is your best non-conventional success story?
19. How do you manage the work/life balance?
20. How do you make time for family/personal time when life gets busy?
21. How do you manage your time?

## SPEED NETWORKING CONVERSATION STARTERS

22. What have you always wished someone would ask you about leadership?
23. What's your favorite color?
24. What is your favorite restaurant?
24. What personal accomplishment are you most proud of?
25. What are your hobbies? What motivates you to pursue your hobbies?
26. Who is your favorite TV/literary character?
27. What is your dream vacation?
28. If you had a superpower, what would it be?
29. Where is the best place you've lived (or visit if you've never lived outside of VA)?
30. What's a song you can't stop listening to?
31. What was the first music concert you attended? Who would you like to see in concert today?
32. Would you rather live in a city or in the country?
33. What's your favorite Disney/Pixar Movie?
34. What's your favorite relaxation spot?
35. What's your go-to Starbucks order?
36. Have you been to one of these events before?
37. What inspired you to get into the work that you're doing?
38. Do you have a morning ritual?
39. Where and when do your best ideas come to you?
40. How do you celebrate your successes?
41. What influenced your career choice the most?



## SPEED NETWORKING CONVERSATION STARTERS

42. When you need support for decision-making in your career, who do you go to or what do you do?
43. If there was such a thing as a career fairy godmother, what would you wish for?
44. Is there a quote or person that you keep in mind and aspire to in your career approach?
45. What do you do or value outside of work that contributes to when you are at work?
46. What do you think of the concept of work-life balance? And how does it apply or not to your life?
47. What does your family think of what you do for work? Or maybe more accurately, what do they think you do for work?
48. What are you thinking about the most when you wake up each day?
49. How do you personally seek professional/personal development?
50. What do you look for when searching for a good mentor?
51. What major challenges did you have to face that defined your leadership style?
52. What are you passionate about and how do you want to make a difference?
53. Which leadership skills were the most difficult to develop?
54. What other professional organizations are you associated with and in what ways do they help you?
55. What defines a good employee to you?
56. How do you inspire/ensure there is office synergy?
57. How do you levy the strengths of others to ensure overall team success?
58. How do you learn to embrace risk taking?
59. How do you stay connected to key influencers who do not work in the same office or geographical area?
60. How do you become better at managing people who do not report to me?

## SPEED NETWORKING CONVERSATION STARTERS

61. If you could pick one person (personal or professional) to model your career after, who would it be? Why?
62. What is one of your career goals?
63. If you could change one thing in your current workplace, what would it be? Why?
64. If you could do one thing over in your professional career what would it be?
65. If you had to sum up your work environment in one word, what would it be?
66. If you had the chance to change one thing about your job, what would you change? Why?
67. If you could pick one coworker to be on your sports team, who would you choose and why?
68. What type of teambuilding/networking activities have you participated in the past?
69. Why did you decide to participate in today's event?
70. If you could change one thing about your organization, what would you change? Why?
71. What qualities do you value in others?
72. What do you love about your job?
73. If you could do one thing for the rest of your life, without having to worry about salary, what would that be?
74. What is the most interesting thing you've read lately?
75. Tell me something about you that's not common knowledge?
76. Do you listen to podcasts? Which ones?
77. If you were in charge of the playlist, which song would you play next?
78. What's the best gift you've ever gotten?
79. What's your favorite part about living in this area? Least favorite?
80. Are there any common misconceptions about your job?

## SPEED NETWORKING CONVERSATION STARTERS

81. Have you ever had a boss who you will never forget? What made them so unforgettable?
82. If you had to sum up your career in three words, what would they be?
83. Are there any other clubs or groups you're involved with?
84. What conference – real or imaginary – would you absolutely hate to miss?
85. If you are giving a presentation, what would the topic be?
86. What is the most exciting vacation you ever had?
87. What is the best job/assignment you ever had? What made it the best?
88. If you could live anywhere in the world, where would it be?
89. Do you have a secret talent?
90. If you could publish a book on any subject, what would it be?
91. Let's say you could invite any three people to dinner. Who would you ask?
92. What's the last thing you learned outside of work?
93. What is your opinion of flexible work schedules like telework? Do you think they work as intended?
94. What is one company perk you'd love to have?
95. Have you taken any professional development courses lately? What has been the best course you've taken? Why?
96. If you could be a fly on the wall for a C-suite meeting at any company, which company would it be?
97. If you won the lottery, what would you do?
98. Do you have a favorite sport? Sports team?
99. What is your favorite rainy day activity?

SPEED NETWORKING EVENT			
NAME (Printed)	Office Symbol	Email	DSN

### SPEED NETWORKING EVENT SURVEY

1. Please rate your overall level of satisfaction with this event?

☐ Very dissatisfied ☐ Dissatisfied ☐ Neutral ☐ Satisfied ☐ Very Satisfied

2. Are you interested in attending future events related to networking, mentoring, and empowering others?

☐ Yes ☐ No ☐ I don't know

3. Did you make any network connections at this event?

☐ Yes ☐ No ☐ I don't know

4. What was your favorite thing about this event?

5. What is one thing you would improve about this event?

6. What other type of community-building events would you like to participate in?

### SPEED NETWORKING EVENT SURVEY

1. Please rate your overall level of satisfaction with this event?

☐ Very dissatisfied ☐ Dissatisfied ☐ Neutral ☐ Satisfied ☐ Very Satisfied

2. Are you interested in attending future events related to networking, mentoring, and empowering others?

☐ Yes ☐ No ☐ I don't know

3. Did you make any network connections at this event?

☐ Yes ☐ No ☐ I don't know

4. What was your favorite thing about this event?

5. What is one thing you would improve about this event?

6. What other type of community-building events would you like to participate in?