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**M3 Lesson 1: Relationship Building, Contacts and References**

Core Competencies:

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| * Communication
 | * Thinking
 | * Personal & Social
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Big Ideas:

* Cultivating networks and reciprocal relationships can support and broaden career-life awareness and options

Curricular Competencies:

* Consider the role of personal and employment networks in exploring career-life opportunities
* Apply a mentor’s guidance in career-life exploration
* Collaborate with supportive community members to explore the reciprocal influences of career-life choices.

In this assignment, students will start to consider the importance of building a personal network to assist them in their career-life decisions.

For students:

# **Introduce the class by asking who knows what networking is – perhaps give examples from your own life or others you know about how networking turned into an opportunity career wise.**

Networking with people you know, or can get to know, is an effective way to share information and get advice about employment.  Networking is about building relationships and the strongest networks are built on friendships. This is why developing relationships at work can be beneficial in creating specific work networks.

Involvement in your community introduces you to a network of people with diverse backgrounds who have experience and knowledge about you. They may also know what you are capable of and what your strengths and various talents may be.

How do people get jobs? Did you know that networking plays an important role?

Check out this video about networking vs. social media.  Interesting stuff!

Rediscovering Personal Networking: https://www.youtube.com/watch?time\_continue=1&v=Po-QOVodPhU

Learn more about job search strategies and networking by following this link to the Government of Canada **Jobs for Youth:**

<https://www.canada.ca/en/services/youth.html>

## **Building Networks**

Now that you know why networking is such an effective job-search tool, you need to learn how to create your own network.

Here are a few key elements about networking:

• Networks are based on the needs of the parties involved; be sure to provide assistance to the individuals in your network when you can.
• When people work together, they form a relationship and a bond. This bond creates trust and a willingness to share information and support.
• Remember that your personal integrity and your behaviour in social situations is reflected in what people think of you.
• Share information and intentions so that the people in your network are kept up to date.
• Keep in touch with the people in your network, even if you don't immediately require their help.
• Remember to thank people for favours done.

We often underestimate the number of resources available to us. By not making friends and family aware of our intentions to pursue a job, we may miss out on opportunities, simply because people weren't aware of our plans. Let's say you know someone who plans to quit a job that interests you. If you apply for the position just as the person gives notice, the employer might offer the position to you.

**Contacts and References**

Adults keep, and usually maintain, address books.  These books let you get in touch with people you don't see all the time. Professionals sometimes keep contact information on dozens of people.  We want you to start to collect and maintain information about people who might know about jobs or who might act as a reference.  You'll want a persons first and last name, a work related phone number and possibly an email address.  By collecting information and having it available, if the perfect job comes up you'll be able to link the job to the best reference for you and that job. Telling an employer that your supervisor was Jayden at Computer World won't get you very far.  They'll want to know what Jayden's last name is and which Computer World they work at. Planning means being prepared and not having to tell someone you'll get back to them in a couple of days.

Having an updated list of contacts means that when you start looking for a job you'll be able to touch base with people without having to find them.  An early start might make all the difference in your job search.

## **References**

When you ask someone to be a reference, pick someone who you know will say good things about you.  They might need some help.  Depending on the job you are applying for, if they are called, you might want them to say something about whether you are reliable, whether you can work in a team or if can work independently.  You can help them, once you've made a serious application, by giving them a copy of the the job ad and your resume so that they don't sound uncertain if an employer calls them.  Don't assume, that because you've listed someone as a reference, they'll think you are the best candidate.  Talk to your references. You might need references for different situations, including, college or university applications.  Be mindful of this as you move forward with your list.

Assignment

Let’s start by building a list of people that we know that may be able to assist us on our career-life journey. This may be the start of your professional address. You could include everyone from former bosses, teachers in a course that you did really well in, friends of the family that are well connected in the educational or business community, coaches and *even some people you would like to earn the respect of who might become references*.

**Identify 10 contacts with all information filled out including how you know the person and how you think they could help you in your job search.**

**Use the attachment listed in the portal for your findings!**

Assessment