

# Audit Your Network - Prework

## Part 1: Brainstorm the current state of your mentors and advisors

Member Category	Who is playing this role?	Are they aware they are playing this role?	How often do you connect?	What do you know about their goals?
<b>Champions</b> People who promote your accomplishments throughout the organization				
<b>Feedback Providers</b> People who give you honest feedback on your performance and challenge you to grow				
<b>Organizational Sages</b> People who help you understand the political realities of the organization				
<b>Mentors</b> People who help you think through personal and professional decisions				
<b>Connectors</b> People who have a large and diverse network and are willing to introduce you to them				
<b>Industry Contact</b> People who are external to your company but in a similar industry				

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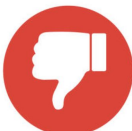

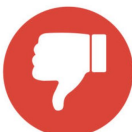

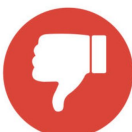

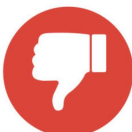

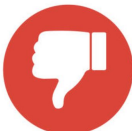
## Part 2: Brainstorm the current state of your internal relationships

<b>Member Category - name the person or group</b>	<b>Rate your current connection on a scale 1-10 1 - not connected 10 - full reciprocal supportive connection</b>	<b>What do you know about them, their department, and their goals/ strategy? Brainstorm 3 things</b>	<b>What do you want them to know about you, your department, and your goals/ strategy? Brainstorm 3 things</b>	<b>What action will you take to build this relationship?</b>
Peer Group 1 -				
Peer Group 2 -				
Peer Group 3 -				
Other -				

## 6 Practices for Leading Effective Meetings

Practice	Notes
Educate your team on the types of meetings you use (when and why)	
Plan your meeting method based on the results you want	
Activate attendees through excellent set up	
Create a balanced forum	
Establish 3 fundamental meeting norms	
Hold Accountability for actions	

# Audit a Meeting

Practice	Audit Questions	Rating
Educate your team on the types of meetings you use (when and why)	Did your team know the purpose of the meeting? Did you know the results you wanted from the meeting?	 
Plan your meeting method based on the results you want	Was the meeting method (virtual, in-person, hybrid) a fit for the results you wanted?	 
Activate attendees through excellent set up	Was there a clear subject and agenda? Were attendees are aware of their role ?	 
Create a balanced forum	Was there participation from all the attendees?	 
Establish 3 fundamental meeting norms	Did you: Honour time? Come Prepared (everyone?) Speak up (everyone?)	 
Hold Accountability for actions	Actions were concrete? Actions were time-stamped? Actions were assigned?	 
What is one action you will take to improve it next time?		

## Stages of Relationships

Stage	Who	Actions to take in this stage
Find & Engage	The people/groups that are currently missing from your Personal Board of Directors or you want more people playing this role.	<ol style="list-style-type: none"> <li>1. Discover where they are</li> <li>2. Learn everything you can about them</li> <li>3. Listen and ask questions</li> <li>4. Share about yourself so they will share</li> <li>5. Follow up with a specific next action</li> <li>6. Make an invitation for an event or connection</li> </ol>
Grow & Maintain	Members of your Personal Board of Directors that you want to continue to be in a trustful, respectful relationship with. Your efforts are directed at maintaining the relationship.	<ol style="list-style-type: none"> <li>1. Be consistent to build trust</li> <li>2. Listen and ask questions</li> <li>3. Find common ground</li> <li>4. Give feedback and encouragement</li> <li>5. Ask for support</li> </ol>
Synergize & Serve	Special category for people/ groups that at this point in time are important to nurture and serve. You are intentionally making an effort to learn more about the other person/groups so you can support them with their goals also.	<ol style="list-style-type: none"> <li>1. Share purpose and goals regularly</li> <li>2. Create systems for connection that are automated (regular touchpoints)</li> <li>3. Leverage each other's networks</li> <li>4. Champion/sponsor/promote each other</li> </ol>

# Relationship Building Strategy

<b>Action</b>	<b>Who do you want to: Choose at least one person/group for each category</b>	<b>What is the next action you will take?</b>
Find & Engage		
Grow & Maintain		
Synergize & Serve		

## Behaviours to build relationship with your team

1. Create Connection
2. Share & Reinforce Vision & Values
3. Model & Expect Clear Communication
4. Build Clear Expectations
5. Assign Problems/Support Solution-Finding
6. Model & Expect Feedback & Ideas
7. Hold Accountability
8. Encourage Celebration



Based on the 8 relationship building behaviours discuss and identify a stop, start, continue idea to implement for one of these areas